

A G E N D A

**Wichita Public Library Board of Directors Meeting
Tuesday, November 16, 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: Library of Things, Sarah Kittrell
2. Approval of the Agenda
3. Public Comment
4. Minutes of the October 19, 2021 Meeting
5. Unfinished Business
6. New Business
 - a) October 2021 Finance Report and Bills

General Fund Bills	\$915,854.37
Grant Fund Bills	\$22,326.36
Gift & Memorial Fund Bills	\$53,864.89
<u>Total</u>	\$992,045.62

- b) Proposed Changes to Library Foundation Endowed Funds Spending Policy
 - c) Endorsement of Foundation Nominating Committee Report for Library Directors
 - d) Approve 2022 Holiday Schedule
7. Special Committee Reports
8. Support Organization Reports
9. Director of Libraries Report
10. Announcements
11. Adjournment



Monthly Activity Report

October 2021

Service Highlights

Wichita Public Library received an ARPA grant from the Institute of Museum and Library Services (IMLS) to document the effect of COVID-19 in Wichita. Staff will collect and share a variety of oral and written experiences, photographs and other remembrances from the pandemic to gain a better understanding of the impacts COVID-19. Additionally, this grant will allow staff to work on the digitization of City of Wichita ordinances and building codes from the early 20th century, a project that will preserve the only known original copies of the titles and make them available to a wider audience.

On October 21, the Wichita Public Library Foundation held the ribbon cutting for the Children's STEAM Learning Garden at the Advanced Learning Library. The Garden features interactive play stations that promote learning skills related to science, technology, engineering, art and mathematics. The project received funding through generous donations from Spirit Aerosystems and Keith and Georgia Stevens. The creation of this space celebrates the importance of play in early child development. When at play, children learn about their world, acquire skills necessary for critical thinking, discover how to problem solve and develop self-confidence. This garden represents the first opportunity for parents to combine an outdoor play-destination with early literacy tools at the Library.

The State Library of Kansas recruited the Wichita Public Library to produce three virtual story time videos for libraries across the state to use for Kansas Reads to Preschoolers. This year's book is *Grumpy Bird* by Jeremy Tankard, and the story times are available in English, Spanish and American Sign Language.

Before the COVID-19 pandemic began, staff introduced 3D printing services at the Advanced Learning Library. Recently, this service was brought back, and six customers are now certified to print on the Maker Bot 3D printers. Customers take two required classes to become certified to use the printer. After become certified, customers reserve time on the 3D printer and use it independently, paying only for the cost of materials they use.

The Library provided curbside service at all locations early on in the pandemic. The Rockwell and Westlink branches recently made this service permanent. Each location has two designated curbside parking spots with signs for customers to text staff to bring materials to their vehicle.

Sprout Early Learning Backpacks arrived this month for staff to catalog and process. Developed by the Early Childhood Resource Center in Ohio, the backpacks are the early literacy version of the very successful STEAM To Go! Kits launched earlier this year. The backpacks are for ages 1-3 or 3-8 and cover different early literacy and early learning topics. They will be launched in January 2022.

Other News

The Kansas Library Association Conference was held in Wichita in October. Wichita Public Library hosted two trainers from Peer2Peer University for a pre-conference session about Learning Circles. The Library was an early adopter of Learning Circles, which are lightly facilitated self-directed study groups that go through an online course together. The Library's commitment to using the Learning Circle methodology helps support free lifelong learning opportunities for residents to collaborate and explore together topics that are of interest to them.

Thirty librarians from across Kansas visited the Walters Branch on October 27 as part of the Kansas Library Association's 2021 Annual Conference. Library staff received many compliments on the new furniture, colors and equipment displayed at the branch. This tour gave librarians working on building upgrades and new construction to ask specific questions about the process, equipment and more.

On October 12, Customer Services Manager Kristi Dowell was recognized as a 2021 Women in Business honoree from the Wichita Business Journal. Kristi oversees the branch libraries, circulation section and interlibrary loan operations. She served this last year as the interim Director of Libraries following the retirement of Cynthia Berner.

The Library was closed on October 11 for staff in-service day. This year, Library staff stayed at their respective branch locations and met with each other through several Zoom programs throughout the day. Topics included working through ambiguous situations, stress management, helping to tell the Library's story in the community, and how to help children find materials.

Technology Trainers completed 209 Book-A-Librarian appointments in October. Customers received assistance with unemployment filing, resume posting and printing, passport applications, printing court documents, phone assistance, tax forms and online security issues.

Real Men, Real Heroes and artist Priscella Brown finished the mural on the north exterior of the Maya Angelou Branch. Customers regularly comment on the addition to the facility.

The City of Wichita's Park and Recreation department hosted "Candy Crawl at Clapp Park" on October 22. Library staff members set up a booth and gave out candy, toys and information about library services to nearly 1,700 trick-or-treaters.

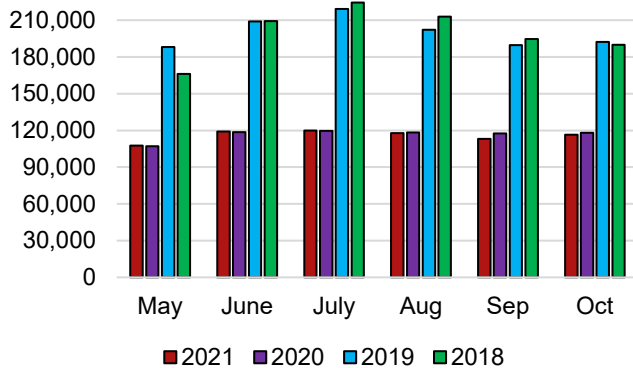
The Library once again reached a new high with unique e-read users, with 5,425 customers borrowing materials in October.

Special Collections had a vendor table at the Wichita Genealogical Society annual meeting. The speaker was Lisa Louise Cooke who drew a crowd of 92 attendees plus Wichita Genealogical Society board members. Many attendees said they are looking forward to returning to research at the library and love that we have remote access to Ancestry Library Edition.

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.

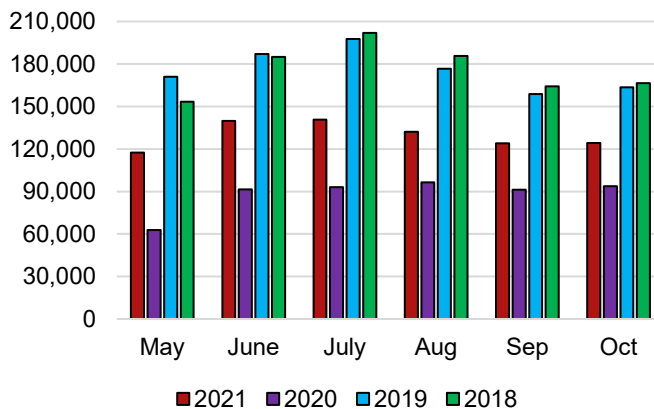
LIBRARY VISITS (door count, catalog sessions, and website visits)



OCTOBER

	2021	2020	% change
Door Counts	39,726	37,172	6.87%
Catalog Log-ins	35,090	39,724	-11.67%
Website Visits	41,693	41,185	1.23%
Total	116,509	118,081	-1.33%

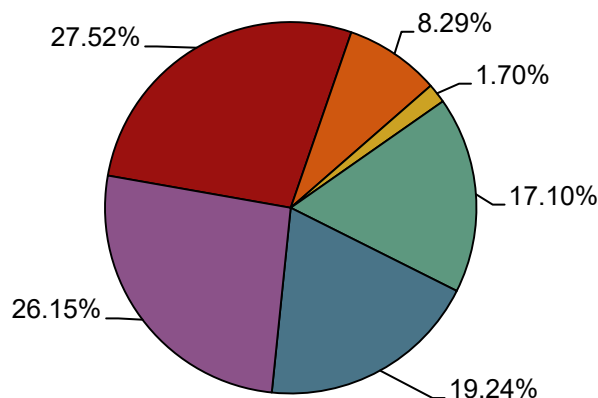
CHECKOUTS



OCTOBER

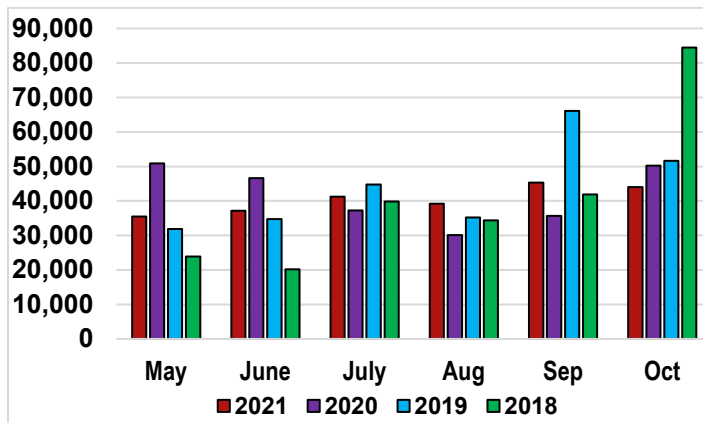
	2021	2020	% change
Physical Circ	91,682	60,169	52.37%
Virtual Circ	32,463	33,658	-3.55%
WPL	25,867	24,747	4.53%
State	6,596	8,911	-25.98%
Total	124,145	93,827	32.31%

Circulation by Location



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

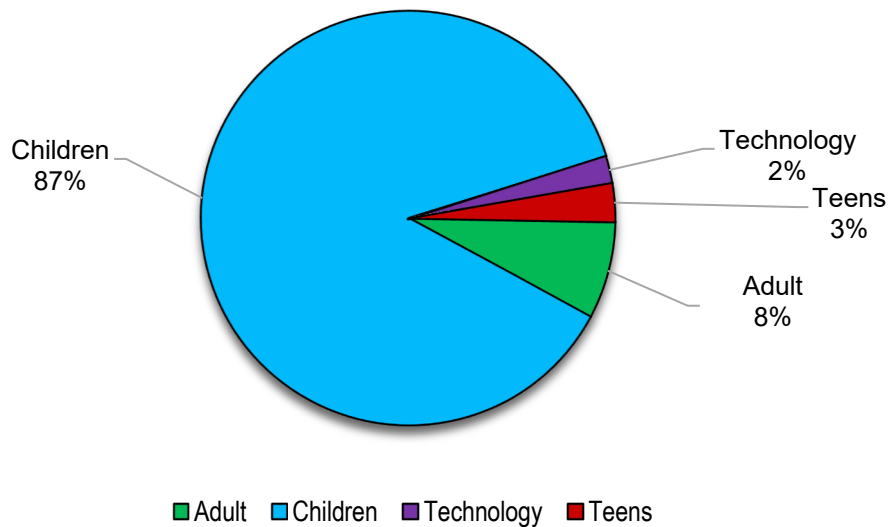
QUESTIONS ANSWERED (by staff in person/phone and through online services)



OCTOBER			
	2021	2020	% change
Reference Questions	5,323	1,767	201.25%
Database Searches	35,868	46,961	-23.62%
Technology Assistance	2,582	1,377	87.51%
Book-A-Librarian Appointments	209	84	148.81%
Total	43,982	50,189	-12.37%

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

PROGRAM ATTENDANCE

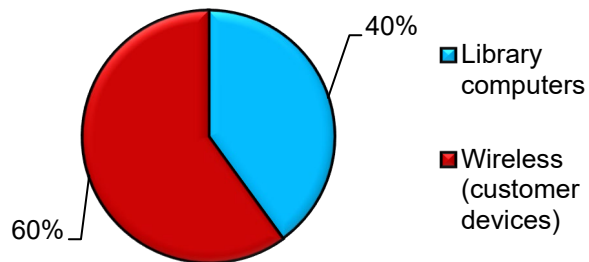


OCTOBER ATTENDANCE

	2021	2020	% change
Adult events	186	128	45.31%
Children's events	2128	1600	33.00%
Technology training	52	18	188.89%
Teen events	72	0	N/A
TOTAL	2438	1746	39.63%

PUBLIC COMPUTING

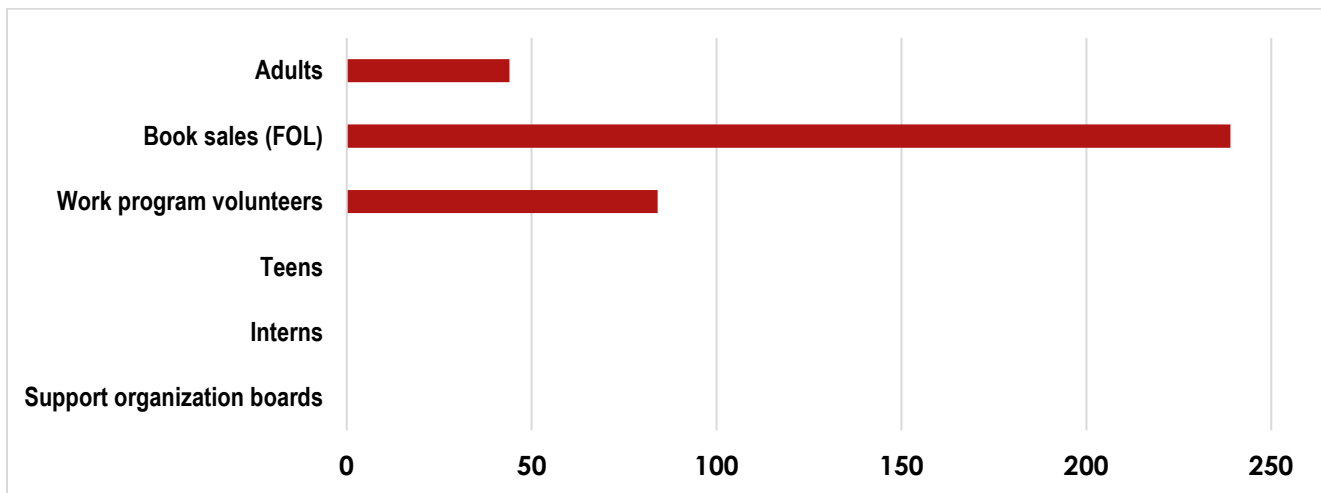
**Method of Computing Access
(by session)**



OCTOBER

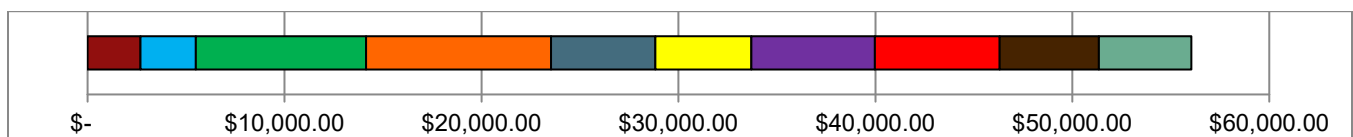
	2021	2020	% change
Workstation Sessions	4,514	5,135	-12.09%
Wi-Fi Sessions	6,770	4,807	40.84%
Number of Users	1,027	578	77.68%
Hours of Access	7,607	6,322	20.33%

VOLUNTEERS (hours of service)



Number of volunteers YTD = 56 Hours of service YTD = 2,276

MATERIALS DONATIONS (value if purchased)



Year to date total = \$56,048.22 Items added to Library collections YTD = 3,116

Service Snapshot: Recent Raving Fans Stories

Elizabeth (Advanced Learning Library) helped a customer who wanted to find some books for her second grade son. The customer said he was past the early readers, but wasn't quite ready for chapter books yet. Elizabeth directed her to our list of "not quite ready for chapter books" and pulled a selection from the shelves for the patron to peruse. She was very grateful for the help and said she wouldn't have known where to begin without it. She left with a decent size selection and was especially excited about the books that have short chapters in our JER section.

A Rockwell Branch customer took time out of her evening to email Branch Manager Savannah Ball with glowing praise for Youth Services Librarian Katrina York. The customer has been bringing her son to Katrina's weekly outdoor storytime. The customer wrote, "I wanted to let you know how much my son and I have enjoyed attending story time with Ms. Katrina this fall. She does such an amazing job! As a teacher/librarian-turned-SAHM, I see her efforts to include early literacy/kindergarten readiness skills, engagement strategies, movement, etc. She is always so prepared. I love how she brings a theme to each week and also includes some sort of activity along with the books."

A customer called wanting to know if the library had any items in our collection that included both a book and audio-recording to help her daughter practice and improve her reading skills. Jennifer Durham answered the call and said, of course we had some! After asking a few questions to determine the reading level of the child, Jennifer let the patron know about Playaway Bookpacks and Wonderbooks. She encouraged the customer to come visit our children's room at the Advanced Learning Library and staff would love to show her and her daughter around to check out these items! The patron was very happy to hear this and said "she didn't think the library would have these options, you guys are amazing, I'll be by tomorrow!"

Sabreena Panyara (Advanced Learning Library) received a nice voice message from a customer: *"My name is Bonnie...This morning which was Tuesday morning I came down to the library and Sabreena helped me. I've never met that young lady, but she treated me practically like I hope she treats her grandparents. She was the sweetest thing, and worked with me helped me with my iPad. She even went and got me a chair and had me sit in the chair, and I am writing her a thank you note. That will be coming in the mail. But I wanted you to know that everyone I met down at the library today, I didn't have a chance to perhaps visit with but observed a little and I'm very impressed with the people that work down there, but especially Sabreena. Thank you very much!"*

A customer came to the Westlink Branch needing help with printing services. Hanah Denning talked her through the process of accessing the print command, customizing the print command to only print the page she wanted, sending the print job and collecting it from the Print Release station. At the end of this interaction, the customer handed Hanah \$20 saying she wanted to donate it to the Library because staff had been so helpful and kind.

WICHITA PUBLIC LIBRARY

Minutes of a Virtual Meeting of the Library Board of Directors
October 19, 2021.

The hybrid meeting of the Library Board of Directors was held on Tuesday, October 19, 2021 at the Advanced Learning Library with the following present in person: Ms. Abi Boatman, Ms. Erinn Bock, Ms. Donna Douglas, Dr. Justin Henry, Ms. Lauren Hirsh, Mr. Kevin McWhorter, Ms. Shelby Petersen, and Mr. Jonathan Winkler. The following attended virtually: Mr. Randall Johnston, Ms. Shannon Littlejohn, and Ms. TaDonne Neal.

Call to Order

President Kevin McWhorter called the meeting to order at 12:00 p.m., a quorum being present.

Introductions

President McWhorter introduced the new Director of Libraries, Jaime Prothro.

Randall Johnston and TaDonne Neal arrived.

Staff Presentation

Rockwell Library Branch Manager Savannah Ball reviewed in-service staff training. Training was held remotely from five different locations across the library system and focused on local presenters and staff expertise. EMPAC provided sessions on Succeeding in Ambiguous Situations, Stress Management, and Valuing Differences while staff-led sessions included Library Public Relations 101, Working with Children in the Library, and the State of the Library. Staff provided feedback via survey.

Approval of the Agenda

Justin Henry moved (Petersen) to approve the agenda as published. **Motion carried unanimously.**

Public Comment

None

Approval of Minutes

Minutes of the regular meeting held on September 21, 2021 were presented. Lauren Hirsh moved (Bock) to approve the minutes as included in board packets. **Motion carried unanimously.**

Unfinished Business

None

New Business

On behalf of the Finance Committee, Kevin McWhorter moved (Bock) to approve the September 2021 finance report and supplemental bills in the following amounts: General Fund bills of \$745,209.89; Grant Fund Bills of \$24,834.80; and Gift and Memorial Fund bills of \$2,062.30 for a total of \$772,106.99. **Motion carried unanimously.**

Shannon Littlejohn joined.

On behalf of the Operations Committee, Jonathan Winkler moved (Hirsh) to approve the amended language for the Library's Internet Access and Acceptable Use Policy (REF-004). **Motion carried unanimously.**

On behalf of the Finance Committee, Jonathan Winkler moved (Douglas) to approve the subscription renewal of the Newsbank in the amount of \$30,965.00. **Motion carried unanimously.**

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 the Friends is currently focusing on the virtual bag sale occurring October 21-28 with pick-up on October 30. The membership committee will be meeting soon to discuss the benefits for Friends members now that hold fees have been eliminated. The Friends are striving to identify and approve the new benefits by the end of the year.

Library Foundation – Kristi Oberg reported that the first donor appreciation event on October 14 was successful. Year-end fundraising has begun and will feature a dollar-for-dollar match up to \$30,000.00. Library Board members are encouraged to donate during the year-end fundraising.

Wichita Genealogical Society (WGS) – Julie Crawford reported that the annual conference was a success with over 80 attendees. The November meeting will feature Gena Philibert-Ortega

who will share why and how to include social history into genealogy stories. There will not be a December meeting.

Director of Libraries Report

Director Prothro introduced herself, further providing a background of her career and the vision she has for the library to remain a vibrant service for the community.

Concepts of the interior art being considered for the new Evergreen center will be on display at City Hall for public feedback. Construction of the center should come to an end by the end of 2021. The recommended name for the center chosen by the Library Board at the September meeting will be presented to City Council for approval on November 9.

The vending machines in the Advanced Learning Library staff break room have been relocated to the coffee shop area across from the conference center to provide beverage and snack access to customers who are visiting the library. This made room for a mini-market that was installed into the break room providing healthier and a wider variety of options for staff.

The EBSCO invoice approved by the Library Board at the September meeting came in \$136.52 less than the approved amount, providing savings for the library.

Work has been started in conjunction with staff to conduct a Strengths, Opportunities, Aspirations, and Results (SOAR) analysis of the library in order to determine strengths and assets of the library.

The work to create an exterior mural at the Maya Angelou branch has been completed.

Announcements

None

Adjournment

The meeting was adjourned at 12:42 p.m.

The next regularly scheduled meeting will be November 16, 2021.

Respectfully submitted,

Jaime Prothro

REVENUE REPORT - OCTOBER 2021

OBJECT	ACCOUNT DESCRIPTION	REVISED BUDGET	MONTHLY REVENUE TARGET	RECEIVED IN MONTH	RECEIVED YTD	% RECEIVED YTD
422110	Library Desk Receipts (Fines)	\$ 123,595.00	\$ 11,123.55	\$ 17,359.43	\$ 152,506.51	123.39%
423030	Meeting Room Rentals	\$ -	\$ -	\$ -	\$ (250.00)	0.00%
424011	Copy Charges	\$ 6,270.00	\$ 564.30	\$ 1,070.15	\$ 7,923.50	126.37%
424101	Public Computing Charges	\$ 11,285.00	\$ 1,015.65	\$ 1,250.52	\$ 11,904.83	105.49%
646981	State Setoff Collections	\$ 75,345.00	\$ 6,027.60	\$ 5,532.08	\$ 60,978.93	80.93%
646990	Other Non-Operating Revenue	\$ -	\$ -	\$ -	\$ 87.47	0.00%
646998	Cash Over/Short	\$ -	\$ -	\$ -	\$ (0.05)	0.00%
	TOTAL	\$ 216,495.00	\$ 18,731.10	\$ 25,212.18	\$ 233,151.19	107.69%

GENERAL FUND SUMMARY REPORT
OCTOBER 2021

OBJECT	ACCOUNT DESCRIPTION	REVISED APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
511000	Base Compensation	\$ 5,293,802.00	\$ 550,363.61	\$ -	\$ 3,981,120.55	\$ 1,312,681.45	75%
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	\$ 775.00	\$ -	\$ 8,342.21	\$ (6,542.21)	463%
512051	Mileage Reimbursement	\$ -	\$ 61.26	\$ -	\$ 1,158.24	\$ (1,158.24)	#DIV/0!
513020	Premium Overtime	\$ -	\$ 1,034.97	\$ -	\$ 4,755.77	\$ (4,755.77)	#DIV/0!
518200	Employer Wage Taxes & WC	\$ 464,902.00	\$ 46,105.55	\$ -	\$ 334,872.32	\$ 130,029.68	72%
518300	Employer Share EE Insurance	\$ 1,007,785.00	\$ 112,966.80	\$ -	\$ 765,050.55	\$ 242,734.45	76%
518400	Employer Share Pension/Retire	\$ 599,071.00	\$ 61,678.95	\$ -	\$ 443,015.80	\$ 156,055.20	74%
521011	Electricity	\$ 448,449.00	\$ 16,582.44	\$ -	\$ 348,627.26	\$ 99,821.74	78%
521021	Natural Gas	\$ 46,000.00	\$ 1,021.51	\$ -	\$ 65,878.84	\$ (19,878.84)	143%
521030	Water Service	\$ 18,853.00	\$ 3,352.78	\$ -	\$ 23,103.29	\$ (4,250.29)	123%
521050	Trash Service	\$ 5,404.00	\$ 389.00	\$ -	\$ 3,464.27	\$ 1,939.73	64%
521060	Local Telephone Service	\$ 16,000.00	\$ 610.00	\$ -	\$ 6,344.04	\$ 9,655.96	40%
522010	PBX Line Charges	\$ 11,172.00	\$ 940.50	\$ -	\$ 9,387.58	\$ 1,784.42	84%
522020	PBX Instrument Charges	\$ 18,915.00	\$ 1,576.25	\$ -	\$ 15,757.29	\$ 3,157.71	83%
522030	IT Moves & Changes	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	0%
522040	Long Distance & Teleconference	\$ 2,000.00	\$ 29.30	\$ -	\$ 416.60	\$ 1,583.40	21%
522070	Voicemail	\$ 3,912.00	\$ 326.00	\$ -	\$ 3,260.00	\$ 652.00	83%
522080	Automatic Call Distribution	\$ 786.00	\$ 65.50	\$ -	\$ 655.00	\$ 131.00	83%
522990	Other Communications Charges	\$ 1,275.00	\$ -	\$ -	\$ 640.00	\$ 635.00	50%
523010	Building & Contents Insurance	\$ 88,971.00	\$ -	\$ -	\$ 67,643.46	\$ 21,327.54	76%
523020	Vehicle Liability Premiums	\$ 870.00	\$ -	\$ -	\$ 652.50	\$ 217.50	75%
524010	Recruitment & Hiring	\$ 3,140.00	\$ -	\$ -	\$ 784.99	\$ 2,355.01	25%
524020	Employee Travel & Training	\$ 1,600.00	\$ 899.00	\$ -	\$ 899.00	\$ 701.00	56%
525013	Drug Screening	\$ -	\$ 1,009.00	\$ -	\$ 1,393.00	\$ (1,393.00)	#DIV/0!
525070	Background Checks	\$ -	\$ 171.50	\$ -	\$ 363.50	\$ (363.50)	#DIV/0!
525083	Textile Rental & Laundry Svcs	\$ 2,925.00	\$ 120.56	\$ -	\$ 1,305.35	\$ 1,619.65	45%
525990	Other Professional Services	\$ 22,970.00	\$ 482.50	\$ -	\$ 32,735.95	\$ (9,765.95)	143%
526010	Motor Pool Scheduled Charges	\$ 3,720.00	\$ 310.00	\$ -	\$ 3,100.00	\$ 620.00	83%
526020	Building Repair & Maint	\$ 13,630.00	\$ -	\$ -	\$ -	\$ 13,630.00	0%
526042	Pest Control Services	\$ 13,000.00	\$ -	\$ -	\$ 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	\$ 49.50	\$ -	\$ 2,311.50	\$ 3,109.50	43%
526080	Grounds Maintenance	\$ -	\$ -	\$ -	\$ 4,710.00	\$ (4,710.00)	#DIV/0!

GENERAL FUND SUMMARY REPORT
OCTOBER 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	\$ -	\$ 43,382.40	\$ 8,677.60	83%
529010	Bank Charges	\$ 5,000.00	\$ 574.67	\$ -	\$ 4,705.15	\$ 294.85	94%
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	\$ 1,009.79	\$ -	\$ 8,925.52	\$ 14,546.48	38%
529110	Advertising	\$ -	\$ -	\$ -	\$ 42.00	\$ (42.00)	#DIV/0!
529141	Software License & Maint Fees	\$ -	\$ -	\$ -	\$ 547.70	\$ (547.70)	#DIV/0!
529150	Data Center Charges	\$ 1,226,529.00	\$ 83,454.29	\$ -	\$ 834,542.90	\$ 391,986.10	68%
529990	Other Contractuals	\$ 92,583.00	\$ (15,442.12)	\$ -	\$ 48,464.57	\$ 44,118.43	52%
531010	Computing Supplies	\$ 900.00	\$ -	\$ -	\$ 356.13	\$ 543.87	40%
531020	Office Supplies	\$ 48,575.00	\$ 4,259.48	\$ -	\$ 26,085.73	\$ 22,489.27	54%
531030	Custodial Supplies	\$ 6,000.00	\$ 218.99	\$ -	\$ 2,802.19	\$ 3,197.81	47%
532020	Automotive Parts & Supplies	\$ -	\$ 724.04	\$ -	\$ 891.20	\$ (891.20)	#DIV/0!
532990	Other Equip Parts & Supplies	\$ 450.00	\$ -	\$ -	\$ 23.88	\$ 426.12	5%
539012	Gasoline	\$ 2,996.00	\$ 325.08	\$ -	\$ 2,536.39	\$ 459.61	85%
549010	Furniture & Fixtures <\$5k	\$ 9,990.00	\$ 3,800.36	\$ -	\$ 9,559.96	\$ 430.04	96%
549020	Data Processing Equip <\$5k	\$ 9,665.00	\$ 2,124.16	\$ -	\$ 4,903.81	\$ 4,761.19	51%
549030	Communication Equip < \$5K	\$ -	\$ 701.08		\$ 701.08	\$ (701.08)	#DIV/0!
549100	Laboratory Equip <\$5K	\$ -	\$ -		\$ 99.05	\$ (99.05)	#DIV/0!
549110	Library Materials	\$ 727,530.00	\$ 29,094.83	\$ -	\$ 323,261.52	\$ 404,268.48	44%
	Expense Total	\$ 10,159,730.00	\$ 915,854.37	\$ -	\$ 7,364,901.55	\$ 2,794,828.45	72%

**Grant Fund Summary Report
OCTOBER 2021**

Grant	Beginning Balance 10/01/2021	Revenue Received	Admin Charges	Contractuals	Materials	Supplies & Petty Cash	Equipment	Total Expenditures	Encumbrances	Remaining Balance 10/31/2021
SCKLS 2020	\$ 95,676.97	\$ -	\$ -	\$ -	\$ 14,540.54	\$ -	\$ -	\$ 14,540.54	\$ -	\$ 81,136.43
SCKLS 2021	\$ 182,816.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 182,816.00
State Aid 2021	\$ 38,244.48	\$ -	\$ 1,449.20	\$ 310.21	\$ 3,065.31		\$ 2,961.10	\$ 7,785.82	\$ -	\$ 30,458.66
Totals	\$ 316,737.45	\$ -	\$ 1,449.20	\$ 310.21	\$ 17,605.85	\$ -	\$ 2,961.10	\$ 22,326.36	\$ -	\$ 294,411.09

Wichita Public Library General Fund Bills

October 2021

Org: 10000080

10001 - Library - Personnel

1B - Base Compensation

511000 _Base Compensation

Payroll, ADJ10.1.21	\$148.44
Payroll, PP10.01.21	\$177,960.75
Payroll, PP10.15.21	\$186,037.50
Payroll, PP10.29.21	\$186,216.92

Total 511000 _Base Compensation	\$550,363.61
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Total 1B - Base Compensation	\$550,363.61
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1F - Special Compensation

512000 _Special Compensation

Payroll, PP10.01.21	\$325.00
Payroll, PP10.15.21	\$175.00
Payroll, PP10.29.21	\$275.00

Total 512000 _Special Compensation	\$775.00
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512051 Mileage Reimbursement

Payroll, 3650	\$11.46
Payroll, 3658	\$49.80

Total 512051 Mileage Reimbursement	\$61.26
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Total 1F - Special Compensation	\$836.26
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1J - OT Compensation

513000 _Overtime Compensation

Payroll, PP10.01.21	\$464.81
Payroll, PP10.15.21	\$570.16

Total 513000 _Overtime Compensation	\$1,034.97
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Total 1J - OT Compensation	\$1,034.97
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1N - Employee Benefits

518200 Employer Wage Taxes & WC

Payroll, ADJ10.1.21	\$34.92
Payroll, PP10.01.21	\$14,912.98
Payroll, PP10.15.21	\$15,522.20
Payroll, PP10.29.21	\$15,635.45

Total 518200 Employer Wage Taxes & WC	\$46,105.55
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518300 Employer Share EE Insurance

Payroll, ADJ10.1.21	(\$1,085.24)
Payroll, PP10.01.21	\$37,491.15

Wichita Public Library General Fund Bills

October 2021

Payroll, PP10.15.21 \$39,078.10

Payroll, PP10.29.21 \$37,482.79

Total 518300 Employer Share EE Insurance	\$112,966.80
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518400 Employer Share Pension/Retire

Payroll, ADJ10.1.21 \$20.63

Payroll, PP10.01.21 \$20,153.80

Payroll, PP10.15.21 \$20,696.21

Payroll, PP10.29.21 \$20,808.31

Total 518400 Employer Share Pension/Retire	\$61,678.95
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Total 1N - Employee Benefits	\$220,751.30
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Total 10001 - Library - Personnel	\$772,986.14
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10002 - Library - Contractuals

2B - Utilities

521011 Electricity - EDI

EVERGY KANSAS CENTRAL INC \$16,582.44

Total 521011 Electricity - EDI	\$16,582.44
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521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC \$78.40

ONE GAS INC \$943.11

Total 521021 Natural Gas - EDI	\$1,021.51
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521030 Water Service

City of Wichita \$3,352.78

Total 521030 Water Service	\$3,352.78
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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	\$21,345.73
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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

October 2021

522040 Long Distance & Teleconference

City of Wichita \$29.30

Total 522040 Long Distance & Teleconference	\$29.30
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522070 Voicemail

City of Wichita \$326.00

Total 522070 Voicemail	\$326.00
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522080 Automatic Call Distribution

City of Wichita \$65.50

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

City of Wichita \$83,454.29

Total 529150 Data Center Charges	\$83,454.29
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Total 2F - Technology Charges	\$87,001.84
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2N - Employee Development

524020 Employee Travel & Training

WICHITA BUSINESS JOURNAL \$899.00

Total 524020 Employee Travel & Training	\$899.00
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Total 2N - Employee Development	\$899.00
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2R - Professional Svcs

525013 Drug Screening

KELLY COMPLIANCE INC \$1,009.00

Total 525013 Drug Screening	\$1,009.00
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525070 Background Checks

TRUVIEW BSI LLC \$171.50

Total 525070 Background Checks	\$171.50
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525083 Textile Rental & Laundry Svcs

ARAMARK UNIFORM & CAREER \$104.84

APPAREL GRP INC

CINTAS CORPORATION \$15.72

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

City of Wichita \$304.50

SIGN LANGUAGE INTERPRETING
SERVICES \$178.00

Total 525990 Other Professional Services	\$482.50
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Total 2R - Professional Svcs	\$1,783.56
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Wichita Public Library General Fund Bills

October 2021

2V - Bldg & Equip Charges

526010 Motor Pool Scheduled Charges

City of Wichita \$310.00

Total 526010 Motor Pool Scheduled Charges	\$310.00
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526070 Equipment Repair & Maint

TECH LOGIC CORPORATION \$49.50

Total 526070 Equipment Repair & Maint	\$49.50
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526092 Rent-Real Property

CO CO PROPERTIES LLC \$4,088.24

Total 526092 Rent-Real Property	\$4,088.24
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Total 2V - Bldg & Equip Charges	\$4,447.74
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2Z - Other Contractuals

529010 Bank Charges

City of Wichita \$574.67

Total 529010 Bank Charges	\$574.67
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529070 Printing & Copying

City of Wichita \$1,009.79

Total 529070 Printing & Copying	\$1,009.79
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529990 Other Contractuals

(\$6,545.60)

ARAMARK UNIFORM & CAREER \$56.40

APPAREL GRP INC

P-CARD ONE-TIME PAY (\$10,803.17)

UNDERGROUND VAULTS & STORAGE \$18.00

INC

UNIQUE MANAGEMENT SERVICES INC \$1,832.25

Total 529990 Other Contractuals	(\$15,442.12)
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Total 2Z - Other Contractuals	(\$13,857.66)
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Total 10002 - Library - Contractuals	\$101,620.21
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10003 - Library - Commodities

3B - Supplies

531020 Office Supplies

City of Wichita \$1,752.75

P-CARD ONE-TIME PAY \$2,506.73

Total 531020 Office Supplies	\$4,259.48
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Wichita Public Library General Fund Bills

October 2021

531030 Custodial Supplies

P-CARD ONE-TIME PAY \$218.99

Total 531030 Custodial Supplies	\$218.99
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Total 3B - Supplies	\$4,478.47
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3F - Components & Parts

532020 Automotive Parts & Supplies

City of Wichita \$724.04

Total 532020 Automotive Parts & Supplies	\$724.04
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Total 3F - Components & Parts	\$724.04
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3N - Fuel

539012 Gasoline

City of Wichita \$325.08

Total 539012 Gasoline	\$325.08
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Total 3N - Fuel	\$325.08
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4Z - Non-Capital Outlay

549010 Furniture & Fixtures <\$5k

AMERICAN SECURITY CABINETS \$398.00

P-CARD ONE-TIME PAY \$3,402.36

Total 549010 Furniture & Fixtures <\$5k	\$3,800.36
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549020 Data Processing Equip <\$5k

City of Wichita \$99.65

P-CARD ONE-TIME PAY \$2,024.51

Total 549020 Data Processing Equip <\$5k	\$2,124.16
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549030 Communication Equip <\$5k

ATOS IT SOLUTIONS AND SERVICE INC \$701.08

Total 549030 Communication Equip <\$5k	\$701.08
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549110 Library Materials

P-CARD ONE-TIME PAY \$29,094.83

Total 549110 Library Materials	\$29,094.83
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Total 4Z - Non-Capital Outlay	\$35,720.43
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Total 10003 - Library - Commodities	\$41,248.02
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Grand Total

\$915,854.37

Wichita Public Library Grant Bills

October 2021

Y0801 - South Central Kansas Library Sys 20	
3 - Commodities	
4Z - Non-Capital Outlay	
549110 Library Materials	
P-CARD ONE-TIME PAY	\$14,540.54
Total 549110 Library Materials	\$14,540.54
Total 4Z - Non-Capital Outlay	\$14,540.54
Total 3 - Commodities	\$14,540.54
Total Y0801 - South Central Kansas Library Sys 20	
\$14,540.54	

Wichita Public Library Grant Bills

October 2021

Y1800 - Library-State Grant-in-Aid 2021

2 - Contractuals

2Z - Other Contractuals

529141 Software License & Maint Fees

DEMCO INC

\$0.00

Total 529141 Software License & Maint Fees	\$0.00
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529990 Other Contractuals

P-CARD ONE-TIME PAY

\$310.21

Total 529990 Other Contractuals	\$310.21
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Total 2Z - Other Contractuals	\$310.21
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Total 2 - Contractuals	\$310.21
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3 - Commodities

4Z - Non-Capital Outlay

549010 Furniture & Fixtures <\$5k

DANIKSCO OFFICE INTERIORS

\$969.05

P-CARD ONE-TIME PAY

\$1,992.05

Total 549010 Furniture & Fixtures <\$5k	\$2,961.10
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549110 Library Materials

P-CARD ONE-TIME PAY

\$3,065.31

Total 549110 Library Materials	\$3,065.31
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Total 4Z - Non-Capital Outlay	\$6,026.41
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Total 3 - Commodities	\$6,026.41
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5 - Library-State Grants-In-Aid 21

5A - City Admin Charges

551010 City Administrative Charges

City of Wichita

\$1,449.20

Total 551010 City Administrative Charges	\$1,449.20
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Total 5A - City Admin Charges	\$1,449.20
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Total 5 - Library-State Grants-In-Aid 21	\$1,449.20
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Total Y1800 - Library-State Grant-in-Aid 2021

\$7,785.82

Grand Total

\$22,326.36

GIFT AND MEMORIAL FUND

RECEIPTS/REIMBURSEMENTS

Baird (interest)	\$42.11
CD Redeemed	\$200,000.00
Friends of the Library (Monthly Donation)	\$627.00
Premier Food (Vending Commissions)	\$159.15
South Central Kansas Library System (Summer Reading Grant)	\$100.00
Memorials	\$400.00

TOTAL RECEIPTS	\$201,328.26
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EXPENDITURES

CDW Government (Google MDM Software for the 250 Chrome Books)	\$28,115.00
Ingram (Memorials)*	\$345.91
Kroger (Staff Flower Fund)	\$51.58
Kroger (Inservice Day Drinks)	\$109.06
OCLC (ContentDM)	\$6,545.60
OverDrive (Instant Digital Card)	\$163.00
Short Edition (3-short story dispensers annual renewal)	\$9,720.00
Wichita Business Journal (Luncheon in honor of Kristi Dowell)	\$1,800.00
Wichita Genealogical Society (Conference Registration-Burgess)	\$80.00
Wichita Public Library Foundation/Amazon (Microwave for Staff Room)	\$134.99
Wichita Public Library Foundation/Uprinting (Inservice Day Staff Gifts)	\$907.37
Wichita Public Library Foundation/NameCheap (Domain Renewals-FOL)	\$86.46
Wichita Public Library Foundation/Gaylord Archival (Liftgate)	\$130.00
Wichita Public Library Foundation/House of Imprints (Inservice Day Staff Gifts)	\$260.00
Wichita Public Library Foundation/Demco (Book Trucks)	\$5,415.92

TOTAL EXPENDITURES	\$53,864.89
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*Reimbursed expenses



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Jaime Prothro, Director of Libraries
SUBJECT: Wichita Public Library Foundation Spending Policies
DATE: November 4, 2021



Background: The Wichita Public Library Foundation has adopted a spending policy to cover endowment funds as well as gift and memorial funds in a Foundation checking account managed by Library staff. Because the Library Board of Directors has oversight responsibility for spending from the checking account, the policy requires review and endorsement from the Library Board in addition to approval by the Library Foundation's Board of Directors.

Analysis: The proposed policy contains no updates to endowment fund restrictions from the 2021 policy. An annual review is conducted to ensure good stewardship.

Financial Considerations: There are no changes to policies relating to distributions, oversight or use of any of the funds outlined in this spending policy.

Legal Considerations: None

Recommendations or Actions: It is recommended that the Library Board endorse changes to the Library Foundation Spending Policy as proposed by staff.

Attachments: *Separate document to keep paging accurate* WPLF Endowed Spending Policies

2022 Wichita Public Library Foundation Endowed Fund Spending Policies

As Endorsed by the Library Board of Directors

Updated November 4, 2021

ENDOWMENT FUNDS:

#Campaign for Books (CFB) Endowment Fund: The purpose of this permanently restricted fund is to provide general support for collections, programs, and services in all public service sections of the library system. Distributions from this endowment may be used for the purchase of library materials, programming contracts and supporting supplies, equipment to be used by the public or in the delivery of public service, or salaries for student interns or contractors working to promote or deliver library service to the community. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#National Endowment for the Humanities (NEH) Endowment Fund: The purpose of this permanently restricted fund is to support the Library's collections, programs, and services in the Humanities subject areas. Distributions from this endowment may be used for the purchase of library materials, programming contracts and supporting supplies, equipment to be used by the public or in the delivery of public service, or salaries for student interns or contractors working to deliver services relating to the subject areas of biography, fiction, genealogy, geography, history, language, literary criticism, local history or religion. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund, reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Miscellaneous Donor Endowment Fund: This fund consolidates a collection of permanently restricted general endowments, each of which has been created with a value of less than \$5,000. When contributions to any of the funds contained within this endowment exceed \$5,000, that fund is removed from the consolidated endowment and becomes a stand-alone named endowment. Beginning in 2021 the level for endowments has increased to \$20,000. Funds added to this fund in 2021 will need to meet this new higher threshold. Distributions from these endowments are used for the purchase of library materials. To expand the purchasing power of these small funds, the endowments are grouped into three categories: Donor Arts, Donor Children's, and Donor Miscellaneous. In this way, donor intent for these endowments is completed on a three-year rotation. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

NAMED ENDOWMENT FUNDS:

#Charles Driscoll Endowment Fund: This Foundation Board restricted endowment fund, established in 2020 through a transfer of unrestricted funds to Board endowed funds, is a general-purpose unrestricted endowment to be used to enhance the collections of the Library. Distributions are made annually by the

Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Cynthia Berner Endowment Fund: This Foundation Board restricted endowment fund, established in 2020 through a gift from the WPLF Board of Directors to honor Berner's years of service as Director of Libraries, is a general-purpose endowment to be used to enhance the collections of the Library. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Mary Jo Ohlmeier Endowment Fund: This Foundation Board restricted endowment fund, established in 2018 through a gift from the estate of Ms. Ohlmeier, is a general-purpose endowment to be used to enhance the collections of the Library. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Richard Rademacher Endowment Fund: This Foundation Board restricted endowment fund established in 2020 through a transfer of unrestricted funds to endowed funds is a restricted endowment to be used to support the Alford Branch and children's collections. The gift was initially made in 2000 by the WPLF Board of Directors to honor Rademacher's years of service as Director of Libraries. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Hattie Edwards Bright Memorial Endowment Fund: This permanently restricted endowment fund, established in 2013 by Jeanne Bright O'Malley in memory of her grandmother Hattie Edwards Bright is to be used to support Kansas history collections. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Carol Doherty Endowment Fund: This permanently restricted endowment fund, established in 2010 by friends and family of Mrs. Doherty, is to be used for the purchase of spoken audiobooks. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Kendall Durst Endowment Fund: This permanently restricted endowment fund, established by the family of former Library employee Kendall Durst is to be used to support the Library's Durst Decorative Arts Collection.

Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Robert Edwin Fleischman Endowment Fund: This permanently restricted endowment fund, established by the family of Mr. Fleischman, is a general-purpose endowment to be used to enhance the collections of the Library. The fund became a stand-alone endowment in 2008. There are no restrictions on the subjects or formats that may be purchased using these funds. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Nancy C. Hinman Memorial Endowment Fund: This permanently restricted endowment fund, established in 2016 by the family of Nancy C. Hinman, is to be used for the purchase of books in the subject areas of genealogy, history, or science. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis. Distributions from this fund will begin in 2021, the year following the death of Ms. Hinman.

#Professor John Michael Hyde Endowment Fund: This permanently restricted endowment fund, established in 2012 by Professor John Hyde in memory of his mother Helen McCarthy Hyde ("Grandmother Hyde"), is to be used for the purchase of classic children's literature. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Jackman Endowment Fund: 75% of this permanently restricted endowment fund, established in 2010 as an estate gift from David and Sally Jackman, is to be used for the purchase of materials relating to the worldwide study of archaeology and anthropology. Precedence is given to the purchase of new titles relating to the study of archaeology and anthropology of the Americas prior to 1492. The remaining 25% of the fund is directed at the Library's discretion and in response to the Library's needs. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Keys Memorial Endowment Fund: This permanently restricted endowment fund, established in 2016 by Richard and Phyllis Keys in memory of Edna Carol and Joseph Franklin Keys, is to be used to support arts and business or technology book collections. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of

Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Jerry F. Kinzy Memorial Endowment Fund: This permanently restricted endowment fund, established in 2014 by friends and family of Jerry Kinzy, is to be used for the purchase of American and European history materials. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Edward V. Marnett Memorial Endowment Fund: This permanently restricted endowment fund, established in 2017 by the family of Edward Marnett, is to be used to enhance book collections at the Westlink Branch Library. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Mary Elizabeth Olson Memorial Endowment Fund: This permanently restricted endowment fund, established in 2017 by the daughter of Mary Olson, is to be used to enhance the library materials collections. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Shawver Endowment Fund: This permanently restricted endowment fund, initiated in 2019 through a gift from Kent and Martha Shawver, is to be used to support educational and training expenses for Wichita Public Library employees. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. The Foundation Board of Directors approves scholarships awarded from this fund.

AGENCY FUNDS:

***Gift and Memorial Fund:** This memorial fund receives contributions donated to the Wichita Public Library for materials to be purchased in honor or in memory of individuals or organizations in the community. In some cases, donors request specific titles, subjects, or locations for which materials are to be purchased using these memorial funds. In special cases, memorial funds may be designated for the purchase of equipment or to underwrite the delivery of a program or activity of the Library. All donor designations are subject to the Library's policies for gifts and donations. When donors do not designate a purpose for their donation, Library staff strives to make purchase selections that reflect the interests of the person being honored or memorialized as determined through consultation with the honoree or that person's family members. Expenditures of these gift and memorial distributions are authorized at the discretion of the Director of Libraries and approved by the Library Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***DAR Gift and Memorial Fund:** This fund receives donations to the Wichita Public Library from individuals and local chapters of the Kansas Society Daughters of the American Revolution wishing to honor or memorialize

members. In some cases, donors request specific titles or subjects for which materials are to be purchased. In special cases, memorial funds may be designated for the purchase of equipment or to underwrite the delivery of a program or activity of the Library. All donor designations are subject to the Library's policies for gifts and donations. When donors do not designate a purpose for their donation, Library staff strives to make purchase selections that reflect the interests of the person being honored or memorialized as determined through consultation with the honoree or that person's family members. Expenditures of these gift and memorial distributions are authorized at the discretion of the Director of Libraries and approved by the Library Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***Local History Photo Fund:** The Local History Photo Fund is used to pay for processing and printing costs related to the copying of photographs from the Library's Local History collections. The fund is also used to support costs related to the Library's participation in the Wichita Photo Archives cooperative. In special circumstances, this fund also may be used to underwrite costs relating to special programs and services of the Edward & Elizabeth Burns Historical Research Pavilion. Revenue into the fund is derived from the pass through of reproduction costs for printed copies of images as well as from digital reproduction and publication use fees assessed for images as charged per Library policy. Expenditures of this fund are authorized at the discretion of the Director of Libraries and approved by the Library Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***Technology Enhancement Fund:** The Technology Enhancement Fund was established by the Library Board of Directors in 2010. Revenue into the fund is derived from universal service (e-rate) reimbursements for grant-funded purchases in past fiscal years. Expenditures from the fund are used for the purchase of digital resources and for projects and purchases relating to implementation of the department's Technology Plan are authorized at the discretion of the Director of Libraries and approved by the Library Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***Staff Association Fund:** The Wichita Public Library Staff Association Fund had its beginnings as a dues fund from which employees funded social events, including an annual holiday tea, retirement celebrations, etc. After the demise of the Staff Association, the fund has been maintained with revenues derived from the Library's share of the revenue from vending machines in the staff room of the Advanced Learning Library and the public vending area at the Alford Regional Library as well as from contributions from the Friends of the Library. The fund continues to be used to assist with costs related to social events and retirements. In addition, the fund supports *a service award program* for Library employees in years when such recognition is not provided by the City of Wichita, welcoming new employees to the Library system and providing enjoyable and supportive activities such as the "Survivor" kits distributed to all staff members working during the COVID-19 pandemic. Expenditures of this fund are authorized at the discretion of the Director of Libraries and approved by the Library Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***Employee Flower Fund:** Established with approval of the Library Board in 2009, the employee flower fund receives donations from employees to be held and used to provide cards and flowers/plants at the time of weddings, the birth of children, loss of immediate family members, etc. as well as for memorial gifts at the time of the death of a library employee. Expenditures from this fund are authorized by the Director of Libraries and approved by the Library Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***Employee Training Fund:** The Friends of the Library has provided a restricted fund to be used to assist with costs related to employee training. Funds are used to support costs related to period In-Service training days held for the Library's employees and volunteers as well as to assist with registration and travel costs for sending employees to special conferences and workshops. The fund is often used to pay initial registration fees for training activities, which are then reimbursed to the Library by the South-Central Kansas Library System. It is also used to pay registration fees for audio conferences sponsored by the Urban Library Council. Expenditures from this fund are authorized by the Director of Libraries and are reviewed and approved by the Library Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***Friends Project Funds:** By policy of the Friends of the Wichita Public Library, 50% of the proceeds of the Friends Used Bookstore revenue is donated to the Library for unrestricted use. In addition, the Friends Board of Governors regularly provides additional funding support for designated programs and projects. Friends' donations may be allocated into sub-funds to track more easily expenditures for special purposes. Expenditures from these funds are authorized by the Director of Libraries and are reviewed and approved by the Library Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***Miscellaneous Fund:** The Library maintains a miscellaneous fund that is used to receive and fund miscellaneous activities of the Library. Examples of expenditures include lunches and supplies for Library Board meetings, expenses for Library, Friends and Foundation board member participation in library association activities, business cards for branch and division managers, etc. Revenues come from reimbursements with additional support from the Friends of the Library. This fund may be allocated into sub-funds to track more easily expenditures for special purposes. Expenditures from this fund are authorized by the Director of Libraries and are reviewed and approved by the Library Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***Wichita Genealogical Society Grant Fund:** Through its role as a supporting organization of the Wichita Public Library, the Wichita Genealogical Society provides funds to enhance genealogy and local history collections and services of the Library. The Society's Board of Directors specifies the intended use of funds at the time grants are made to the Library. Expenditures from this fund are authorized by the Director of Libraries and are reviewed and approved by the Library Board of Directors. Reports relating to the use of these grant funds are also made to the Genealogy Society Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***SCKLS Facilities Improvement Fund:** The South Central Kansas Library System (SCKLS) provides grants to member libraries to be used for library purposes only with no administrative fees allowed. This Facilities Improvement Fund, created by the Library Board of Directors in 2017, uses funds received from SCKLS to underwrite the purchase and support of furnishings, equipment, materials, programs, and services that benefit library customers as recommended in the building program for the Advanced Learning Library and the 2017 Wichita Public Library Branch Review. Expenditures from this fund are authorized by the Director of Libraries and are reviewed and approved by the Library Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***Levand Trust Fund:** As a beneficiary of the Leonard and Celia Levand Trust, the Library shares in annual distributions of the trust along with other public libraries serving Sedgwick County. The use of the trust distributions provided to the Library is negotiated with the fund trustees on an annual basis and the funds are distributed to the Wichita Public Library Foundation. Expenditures from this fund are authorized by the Director of Libraries and are reviewed and approved by the Library Board of Directors. An annual accounting of fund expenditures is provided to the Levand trustees as well as to the Foundation Board of Directors on a semi-annual basis.

GRANT FUNDS:

#Friends Marketing Fund: This grant, created in 2007 with proceeds generated from a permanently restricted endowment created by the Friends of the Wichita Public Library and held at the Wichita Community Foundation, is to be used for marketing and promotional activities surrounding Wichita Public Library programs and services. Expenditures from this fund are authorized by the Director of Libraries. An accounting of the expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Funds for which the Foundation Executive Director serves as fiscal agent

****Funds for which the Director of Libraries serves as fiscal agent***

Last reviewed and updated: November 4, 2021

*Approved by Library Board: November 16, 2021

*Approved by Library Foundation Board: December 09, 2021


Approved by Library Board: November 17, 2020

Approved by Library Foundation Board: December 10, 2020

* approval pending



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Jaime Prothro, Director of Libraries 
SUBJECT: WPLF Nominating Committee Library Directors Request for Approval
DATE: November 4, 2021

Background: Article Two of the Wichita Public Library Foundation bylaws state the Library Board of Directors shall select additional Directors to serve with the ex officio Directors and the Appointed Director on the Wichita Public Library Foundation Board so that the ratio of Library Directors to total Directors of the WPLF Board shall be maintained at approximately forty percent. Such additional selected Library Directors shall serve for three years.

Analysis: The Wichita Public Library Foundation bylaws state that a proposed slate of Library Directors will be presented to the Wichita Public Library Board of Directors for selection prior to the Foundation's annual meeting in December.

There will be 6 (40%) Library Directors in 2022 that will serve on the WPLF Board per bylaw requirements.

They are: Jaime Prothro, Kevin McWhorter, Justin Henry, Tim Moore, Don Barry, Kellie Hogan. All the Foundation only board members have all served as previous WPL Board Presidents and have a comprehensive understanding of Library needs and have the ability to help the Foundation put the best interests of the Library on the forefront of any policy or procedure WPLF issues.

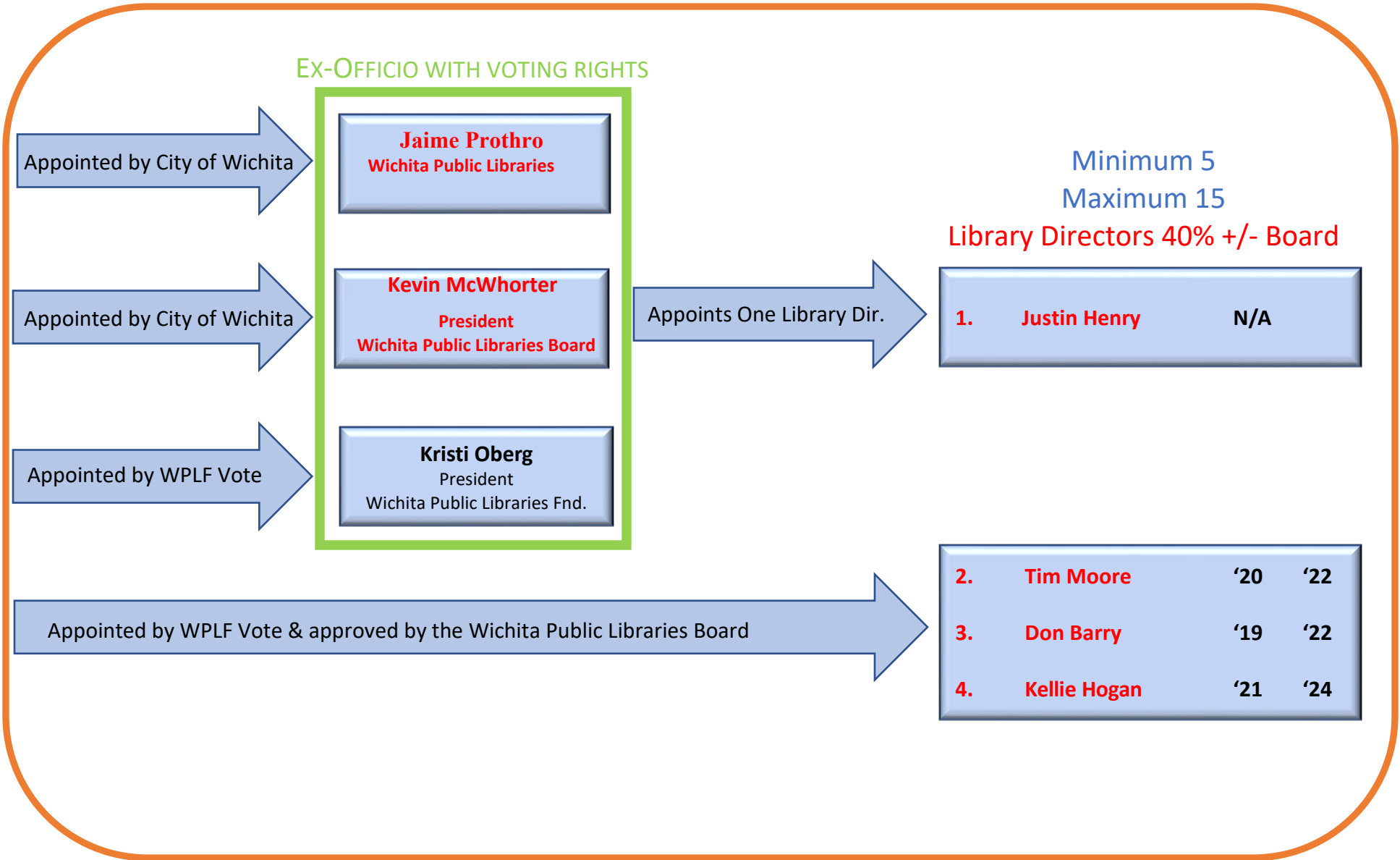
Financial Considerations: None

Legal Considerations: None

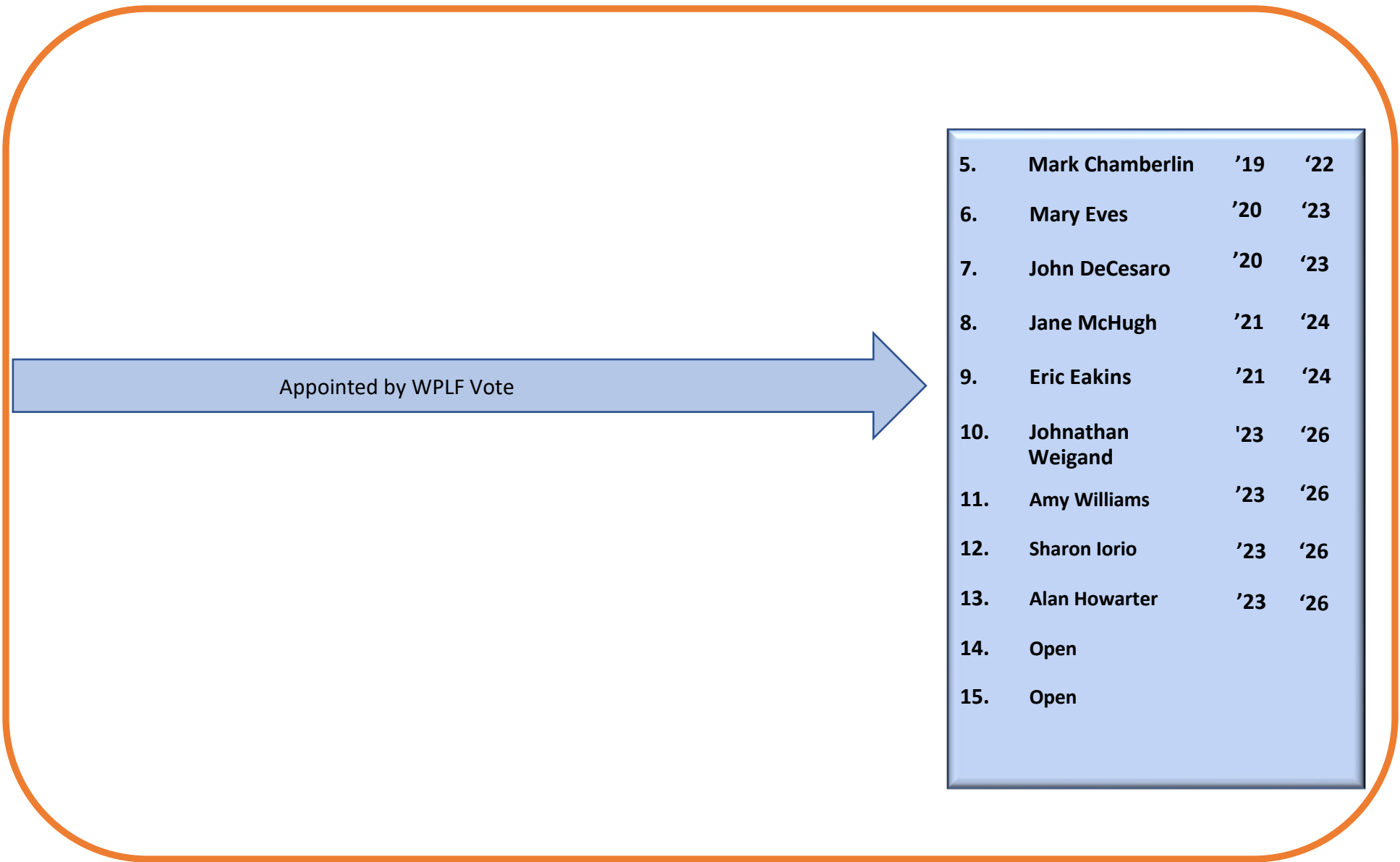
Recommendations or Actions: It is recommended that the Library Board endorse the Wichita Public Library Foundation nominating committee's proposed slate of Library Directors.

Attachments: Wichita Public Library Foundation Organization Chart

LIBRARY DIRECTORS



PUBLIC DIRECTORS





INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Jaime Prothro, Director of Libraries
SUBJECT: Proposed 2021 Holiday Schedule
DATE: November 16, 2021

A handwritten signature in black ink, appearing to read "J Prothro", is placed over the "FROM:" line of the memorandum header.

Background: To assist with service planning, the Library Board of Directors is asked to establish a schedule for board-approved closings prior to the start of each calendar year.

Analysis: The City of Wichita provides ten paid holidays to its workforce. These include New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day. In addition, all City offices are closed on the Friday after Thanksgiving. When a holiday falls on a Saturday, the City observes the holiday on the preceding Friday. Holidays falling on a Sunday are observed on the following Monday.

Library policy PER-005 Holidays directs that the Library is also closed on the Sundays before Memorial Day and Labor Day, and one other Sunday to be designated each year by the Library Board of Directors. This third Sunday has traditionally been scheduled to correspond with Easter Sunday. Board authorized closings are not paid holidays but are considered days off for all department employees.

For 2022, the Library's Leadership Team recommends five additional Board designated closings and two scheduled early holiday eve closings. New Year's Day falls on Saturday in 2022 and staff recommends closing on both Saturday January 1 and Sunday January 2 to leverage staff during the busier days of the following week. Staff also recommends closing on Monday October 10 (observed Columbus Day) in order to support staff development training during an all-day in-service. In addition, staff recommends closing Saturday December 24 and Sunday December 25 to leverage staff during the busier days of the following week. Finally, Library Leadership recommends that all Library locations close at 5pm on the Wednesday evening before Thanksgiving, and at 5pm on the Saturday evening before New Year's Day.

A complete listing of all proposed holidays is attached.

Financial Considerations: The proposed schedule will allow for more effective staff utilization during holiday weeks.

Legal Considerations: Board adopted closings are authorized by Library policy.

Recommendations/Actions: It is recommended that the Library Board adopt the 2022 holiday schedule as proposed by staff.

2022 Library Holidays (PROPOSED)

City Holiday Closings:

Monday, January 17 – Martin Luther King Day

Monday, February 21– President’s Day

Monday, May 30 – Memorial Day

Monday, July 4 – Independence Day

Monday, September 5 – Labor Day

Friday, November 11 – Veterans Day

Thursday, November 24 – Thanksgiving

Friday, November 25 – Day after Thanksgiving

Monday, December 26 - Christmas

Additional Closings per Library Policy PER-005:

Sunday, April 17 – Board Designated Sunday Closing (Easter)*

Sunday, May 29– Memorial Day weekend

Sunday, September 4 – Labor Day weekend

Board Designated Closings:*

Saturday, January 1 – New Year’s Day

Sunday, January 2 – New Year’s Day

Monday, October 10 – Staff In-Service Training Day

Wednesday, November 23 – 5 pm closing for Thanksgiving Eve

Saturday, December 24 – Christmas

Sunday, December 25 – Christmas

Saturday, December 31 – 5pm closing for New Year’s Eve

*require approval from Library Board of Directors

Agenda

Wichita Public Library Board of Directors

Operations Committee

Tuesday, November 16 2021, 11:30 a.m.

Conference Room A/B/C

Advanced Learning Library, 711 W 2nd St., Wichita, KS 67203

1. Call to Order
2. Proposed Changes to Library policies
 - REF-009 Meeting Room Facilities
 - REF-013 Library Programming
 - REF-015 Program Presenter Background Screenings
3. New Business from Committee Members
4. Adjournment

Media Report: October 2021

Television:

- October 1, 2021: KCTU / Library Updates
- October 7, 2021: KAKE Kids Corner / 1000 Books Before Kindergarten, <https://www.kake.com/clip/15265019/kids-corner-1000-books-before-kindergarten-reading-program>
- October 8, 2021: KCTU / Library Updates
- October 15, 2021: KCTU / Library Updates
- October 22, 2021: KCTU / Library Updates
- October 29, 2021: KCTU / Library Updates
- October 30, 2021: KAKE / Children's STEAM Learning Garden, <https://bit.ly/3jSQhvk>

From: Julie Crawford, WGS

To: WPL Board

Date: November 4, 2021

The Wichita Genealogical Society's 2021 Annual Conference was held Oct 9 at WSU. There were 88 registrants and 8 vendors. These numbers exceeded all expectations!

The November speaker will not be the one originally planned. The speaker will be Gena Philibert-Ortega. Her topic is *More Than Names and Dates: Social History and Genealogy*. This meeting will be the Annual Meeting. A slate of officers will be presented for next year. The meeting will be on Zoom. The Zoom registration is on the website, <https://wichitagensoc.org>.

/jac