

A G E N D A

**Wichita Public Library Board of Directors Meeting
Tuesday, February 15, 2022 – 12:00 p.m.
Conference Room B & C
Advanced Learning Library, First Floor
711 W 2nd, Wichita KS 67203**

1. Call to Order/Introductions
 - a) Staff Presentation: 2022 Big Read
 - b) Staff Presentation: Advanced Learning Library Parking Signage
2. Approval of the Agenda
3. Public Comment
4. Minutes of the January 18, 2022 Meeting
5. Unfinished Business
 - a) Wichita Public Library Statement: Every Customer's Right to Read
6. New Business
 - a) Final December 2021 Finance Report and Bills

General Fund Bills	\$1,020,720.68
Grant Fund Bills	\$83,704.20
Gift & Memorial Fund Bills	\$162,796.60
<u>Total</u>	\$1,267,221.48

- b) January 2022 Finance Report and Bills

General Fund Bills	\$702,515.29
Grant Fund Bills	\$0
Gift & Memorial Fund Bills	\$7918.41
<u>Total</u>	\$710,433.70

- c) Additional City of Wichita Observed Holiday (June 20, 2022)
 - d) Proposed 2023 Budget Program Options
7. Special Committee Reports
8. Support Organization Reports
9. Director of Libraries Report

10. Announcements
11. Adjournment

Monthly Activity Report

January 2022

Service Highlights

The 3D printing service continues to gain popularity. Fourteen customers are certified to use the 3D printers. Customer demand created the need to add four additional certification classes in addition to the classes already scheduled.

Technology trainers completed 196 book-a-librarian appointments in January. Customers received assistance with unemployment filing, resume posting and printing, passport applications, printing court documents, phone assistance, tax forms and online security issues.

Several branch libraries hosted COVID-19 vaccination clinics offered by the Sedgwick County Health Department. Mobile vaccine clinics were held at the Alford, Walters and Angelou locations. At the Angelou Branch, a group of teens from the organizations “Facts Not Cap” staffed a table encouraging vaccines, passed out t-shirts, masks and other times, and gave information about the vaccine from the CDC and Sedgwick County Health Department. Facts Not Cap is a youth initiative to dispel rumors and myths about the COVID-19 vaccine.



Internet bundles were distributed to branch locations to make it easier to assist customers needing computers and internet at home. At the Angelou Branch, these bundles proved to be immediately popular. After their supply was checked out, staff sent more bundles to Angelou for circulation. Staff is pleased with how quickly the word is getting out about internet bundles and how briskly bundles are circulating at the Angelou Branch.

A new laptop dispenser was installed at the Advanced Learning Library and has expanded in-building technology to include both Chromebooks and laptops. The Library received ARPA funding through the State Library of Kansas to upgrade this equipment. As social distancing remains a need in the COVID-19 environment, this added capacity helps customers access digital technology throughout the building.

Other News

The Library posted a request for proposal (RFP) for public internet services at branch locations. The current contract with Cox ends on June 30. The Library aims to maintain the 100 Mbps internet speeds at all six locations, but asked vendors for pricing up to 1 Gbps. Gigabyte internet is considered the current standard for modern urban libraries. The RFP closes March 7. Staff will then score the RFPs and make a recommendation to the City's Board of Bids. The new vendor contract begins July 1.

Sara McNeil, Evergreen & Angelou Youth Services Librarian, will serve on the 2022 Kansas Reads to Preschoolers book selection committee.

In 2021, customers saved \$4,027,883.51. Customers are able to see how much money they save using the library through their receipts. Receipts list the cost of the material(s) borrowed and their aggregate total for the year.

Katrina York, Youth Services Librarian at the Rockwell Branch, created a program for teens called "Break-In Bags." The treat-filled bags contained a combination and math puzzles for teens to decipher in order to open the bags. If the bags and combinations were returned to the library, teens received a bonus prize. This program was highly regarded on Facebook:

- *"Picked ours up today and then sat at the table as a family (squee) to solve the puzzles. So fun!"*
- *"We picked up a couple and took to our neighbor family that is quarantined. Such a great idea!! Thank you."*

The Library is partnering with Arts Partners for a series called "Artists to Authors," hosted at the Advanced Learning Library through May 16. The weekly sessions are designed to assist 20 local artists to write a children's book in multiple formats that they can use in their work with schools. Artists were selected by applications and interviews. Library staff will join the artists for several weeks to share information about Library resources including the A/V studio, Canva, and what makes a great picture book.

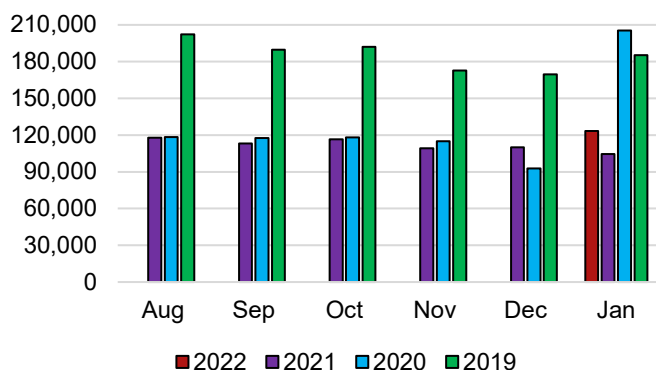
For customers wanting immediate digital access to this year's Big Read book, *The House on Mango Street* by Sandra Cisneros, the Friends of the Library has underwritten the cost-per-use access to the book on OverDrive. The title will immediately be available to anyone who would like to read the e-book version.

Librarian John Cleary emailed six SCORE/SBA clients this month and collected information for business plan start-up, market research, industry, and demographic information. Some of the areas researched were beauty supplies, party planning services, bakery, coffee/tea shop, and non-profit. He met another client in person through Book-a-Librarian to assist in researching a motivational speaking and T-shirt sales business.

Service Dashboard

From November 25, 2020-March 7, 2021, all locations were limited to curbside and drive-up services. Some services remain reduced from pre-COVID levels. The Evergreen temporary outlet at the Evergreen Recreation Center was open from December 21, 2020 through January 28, 2022.

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

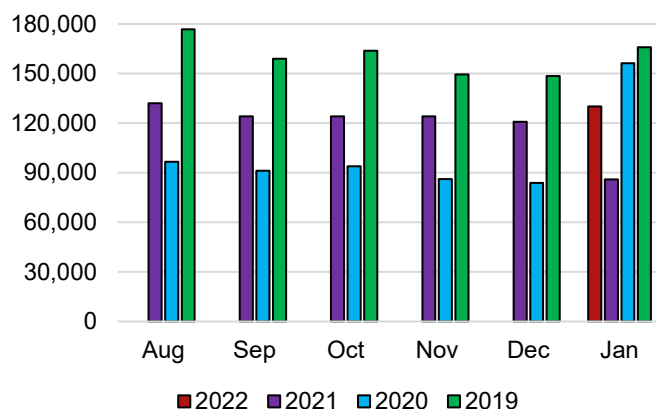


JANUARY

	2022	2021	% change
Door Counts	37,243	11,538	222.79%
Catalog Log-ins	36,449	42,581	-14.40%
Website Visits	49,690	50,501	-1.61%
Total	123,382	104,620	17.93%

January 2021 door counts were mainly from activity related to curbside materials delivery.

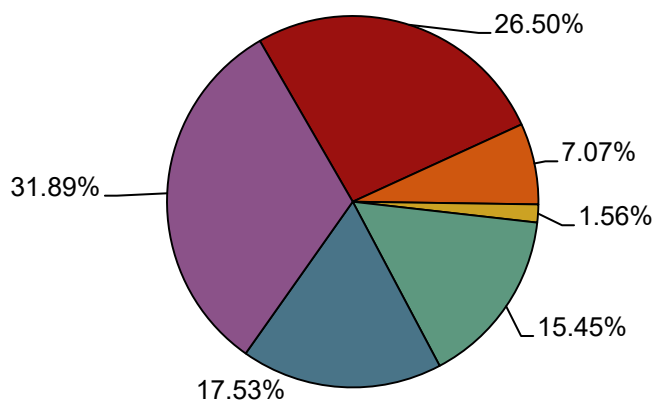
CHECKOUTS



JANUARY

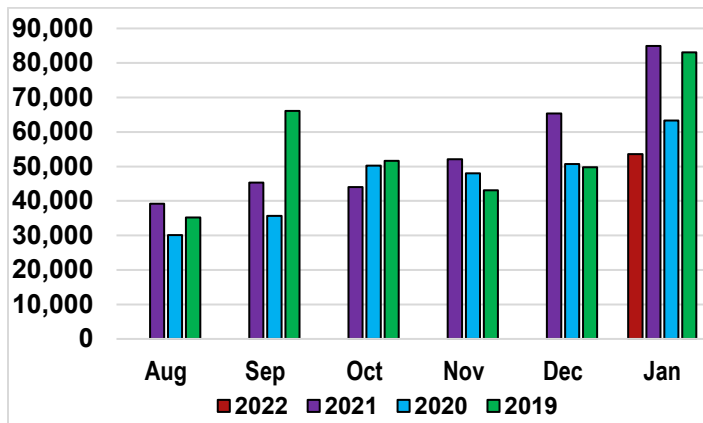
	2022	2021	% change
Physical Circ	88,617	50,635	75.01%
Virtual Circ	41,485	35,341	17.38%
WPL	34,211	28,217	21.24%
State	7,274	7,124	2.11%
Total	130,102	85,976	51.32%

Circulation by Location



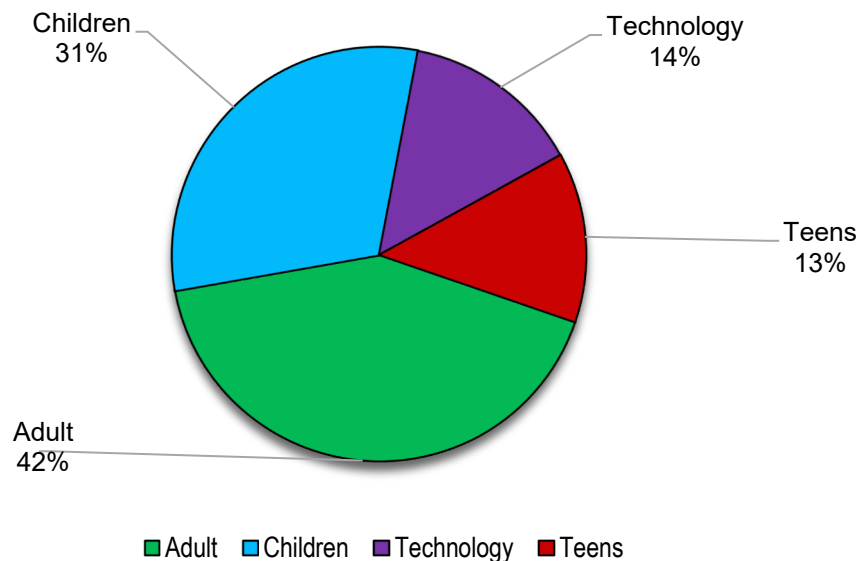
- Advanced Learning Library
- South branches
- North branches
- East branches
- West branches
- Virtual branch

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



JANUARY			
	2022	2021	% change
Reference Questions	5,217	230	2,168.26%
Database Searches	5,739	84,490	-45.86%
Technology Assistance	2,458	146	1,583.56%
Book-A-Librarian Appointments	196	58	237.93%
Total	53,610	84,924	-36.87%

PROGRAM ATTENDANCE

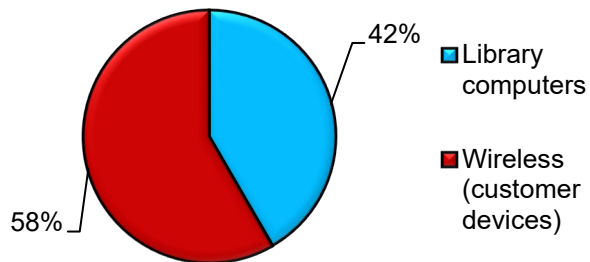


JANUARY ATTENDANCE

	2022	2021	% change
Adult events	180	694	-74.06%
Children's events	132	0	N/A
Technology training	60	36	66.67%
Teen events	57	11	418.18%
TOTAL	429	741	-42.11%

PUBLIC COMPUTING

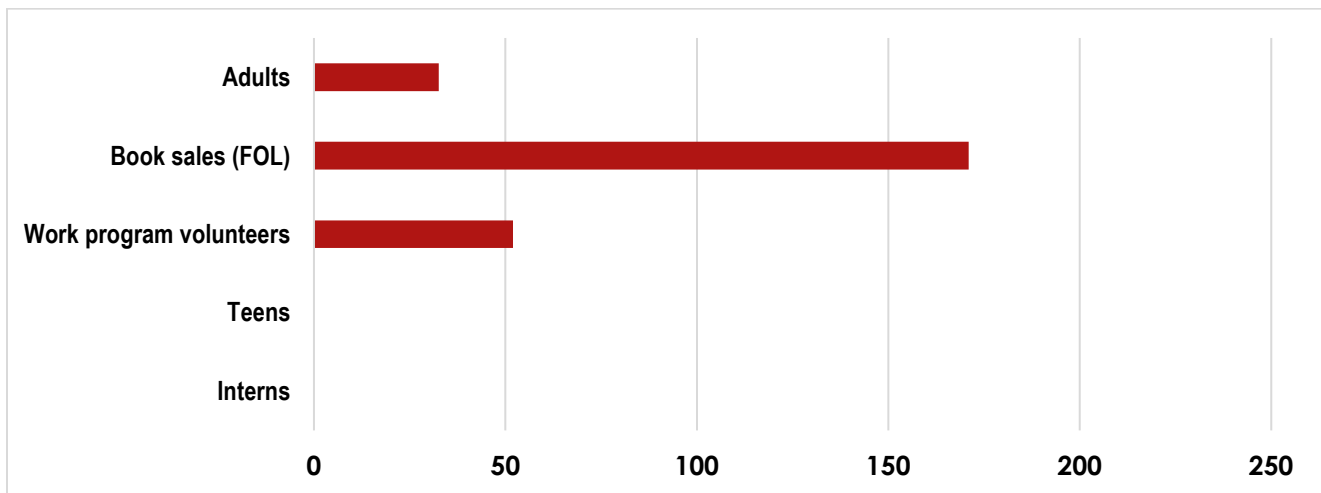
**Method of Computing Access
(by session)**



JANUARY

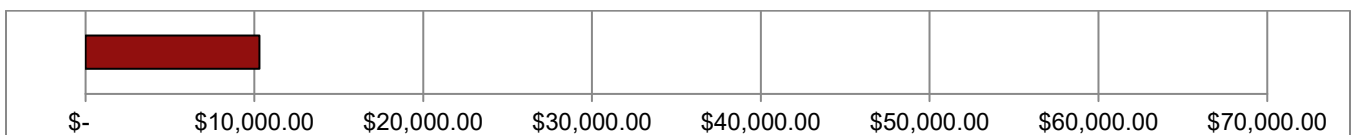
	2022	2021	% change
Workstation Sessions	4,220	0	N/A
Wi-Fi Sessions	5,904	3,394	73.95%
Number of Users	891	147	506.12%
Hours of Access	6,438	4,057	58.69%

VOLUNTEERS (hours of service)



Number of volunteers YTD = 23 Hours of service YTD = 256

MATERIALS DONATIONS (value if purchased)



Year to date total = \$10,298.71 Items added to Library collections YTD = 583

Service Snapshot: Recent Raving Fans Stories

Pamela Clarkson (Angelou) helped a customer set up an email account. The customer did not have a library card or ID, so Pamela issued him a guest pass. The customer said he was having trouble applying for jobs without an email address. Pamela walked him through registering for a Gmail account and then set up access on his phone. When they finished, Pamela sent him a test email to check that they were correctly going to his phone. The customer responded to the email: "Thanks so much for your help. This is the beginning of changing my life for the better. Seriously, thank you."

Jordan Self (Advanced Learning Library) helped a customer find an updated copy of an electrical exam book. The customer needed a copy for an upcoming test, and Jordan told him the Library didn't have an updated version. She looked through Worldshare Interlibrary Loan but none of the libraries in close proximity had a copy they could ship within the week. She then went online and found a PDF copy for the customer to use. She called him back and learned the customer was going to buy it from Amazon for \$100 and was thrilled Jordan found an online copy he could access.

A frequent Walters customer that uses a motorized wheelchair visited the branch this week but experienced equipment difficulties once she arrived. When entering the front door, the chair seemed to lose power while the customer was still in the entry foyer. Upon learning she needed assistance, branch staff pushed her into the library and settled her near the lounge area. The entire branch has lightweight, moveable furniture for a flexible layout, and many fixtures are wired for additional power access for patrons to charge their personal devices. While Branch Manager Robyn Belt plugged the power cord into an end table, Library Assistant Debbie Boyer assisted the customer by checking in her returns, checking out her hold requests, and loading her items into a backpack. The customer said she lived 3 blocks away and had to cross a very busy intersection, and was concerned that the power would again run out before she could make it home. She called her medical provider who sent an accessible vehicle transport to pick up the faulty chair and take her home. The customer thanked the library staff for all of their help while she needed the additional assistance.

On an exceptionally cold day, a customer came up to the service desk at the Alford Branch explaining they were having car trouble. The car battery was dead and needed a jump. Senior Library Assistant Dustin Boettcher went to the customer's vehicle outside where it was only 27 degrees to see if he knew how to help. Just as he got there, the customer's own jumper cables broke. Fortunately, Dustin had his own set, was able to connect the vehicle to his truck, and after a couple tries, got the customers car started. The customer was extremely grateful for not having to go to the expense of calling a tow truck, and thanked Dustin for going beyond his job duties. Dustin said he was just happy to help them out and hoped everyone stayed safe.

Customers are continuing to learn about the Library's new internet bundle service. One elderly customer who does not have internet access at home was thrilled to learn that the only thing she needed to use the internet bundle was an electrical outlet. She said: *"I am so grateful that the Library is making internet access available in such an easy way!"*

WICHITA PUBLIC LIBRARY

Minutes of a Meeting of the Library Board of Directors
January 18, 2022.

The hybrid meeting of the Library Board of Directors was held on Tuesday, January 18, 2022 at the Advanced Learning Library with the following present in person: Mr. Kevin McWhorter, Ms. Shelby Petersen, and Mr. Jonathan Winkler. The following attended virtually: Ms. Erinn Bock, Ms. Donna Douglas, Ms. Jennifer Goheen, Ms. Lauren Hirsh, Mr. Randall Johnston, Ms. Shannon Littlejohn, and Ms. TaDonne Neal.

Call to Order

President Kevin McWhorter called the meeting to order at 12:02 p.m., a quorum being present.

Staff Presentation

Director Prothro and the Library Leadership Team presented accomplishments achieved during 2021. Highlights for the Collection Development Division included the launch of Library of Things, Steam to GO! Kits, and Kanopy. E-books and e-audiobooks surpassed 300,000 checkouts for the first time. Other highlights included implementing instant digital cards, the Research Pavilion staff joined the Collection Development Division, the Walters branch collection was seamlessly moved, significant collection projects were completed at Rockwell and Westlink branches, and a subscription for ContentDM was purchased allowing the Library to build a digital local history presence. Coming soon are the Sprout Early Learning backpacks and an expansion of the Library of Things.

Customer Service Manager, Kristi Dowell, presented the 2021 highlights for the Customer Service Division. Accomplishments include progress on the Branch Master Plan with the opening of the Walters branch and beginning the remodel on the Evergreen branch. Upcoming projects include more work on the Branch Master Plan, joint projects with the City Manager's Office Management Fellows, work on the City Continuous Improvement Initiatives, strengthening the onboarding process for new hires, and expanding Library skill building for staff.

Director Prothro reported that highlights for the Digital Services Division include certifying the first customer on the 3D printer, updating the web content, launching the Read.Return.Repeat podcast in support of ReadICT and a chat reference, and updating the device dispenser at the Advanced Learning Library with 6 laptops. Coming soon there will be major changes with Polaris Leap, procuring more equipment for the AV studio, finalizing the report for the Knight Foundation BVI project, exploring additional Apple computer capacity for customers, conducting an Edge assessment, and formalizing a new branch internet contract.

Education and Engagement Division Manager, Julie Sherwood, reported that highlights for the Division in 2021 include a year of Zoom programming with a few outdoor events over the summer, developing special strategies for schools, pre-recording videos for the Kansas Reads to Preschoolers program in English, Spanish, and American Sign Language, a televised kickoff for the Big Read, a successful virtual Academy Awards Short Film program and virtual

Summer Reading Program, hosting an outdoor Concert in the Park series, and receiving the Humanities Kansas grant for “Wichita’s Diverse History of Baseball” series. Coming soon there will be more promotional activities and interactive, non-synchronous youth engagement opportunities, a new extended Big Read program, an annual subscription to P2PU, new Candid Conversations and diversity programming, a partnership with Arts Partners, and a gradual return to in-person programming and reopening of meeting spaces, as conditions permit.

Communications Specialist, Sean Jones, presented the 2021 highlights for the Support Services Division. These highlights include the ribbon cutting and grand opening for the Walters branch, maintaining communication efforts during the COVID-19 pandemic, the sign project at the Walters branch, revamping marketing efforts for the Summer Reading Program, creating welcome packets for the Immigration Support Services Network, the Sonification project, curbside signs and communication, completing work on the Children’s Learning STEAM Garden, learning the new Munis time entry and Employee Self-Serve (ESS), and ensuring PPE supplies and cleaning supplies were available to staff and the customers. Coming soon, the division will work on implementing a new print piece at card registration, building a marketing and communication plan from the 2022 Library Work Plan, creating a year-long schedule for major events and programs, working on the sign project at the Evergreen branch, streamlining social media postings, continuing to develop City/Library branding, and expanding Munis ESS to include timesheet entry directly and requesting time off directly through ESS.

Approval of the Agenda

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

Public Comment

None

Approval of Minutes

Minutes of the regular meeting held on December 21, 2021 were presented. Shelby Petersen noted that the voting results on the policy update motion needed to be changed to show she opposed the motion. Jonathan Winkler moved (Littlejohn) to approve the minutes as amended. **Motion carried unanimously.**

Unfinished Business

None

New Business

On behalf of the Finance Committee, Kevin McWhorter moved (Littlejohn) to approve the preliminary December finance report and supplemental bills in the following amounts: General Fund bills of \$789,892.19; Grant Fund Bills of \$55,107.65; and Gift and Memorial Fund bills of \$162,796.60 for a total of \$1,007,796.44. **Motion carried unanimously.**

Jonathan Winkler moved (McWhorter) to receive and file the July-December 2021 report of the Gift and Memorials Account as included in board packets. **Motion carried unanimously.**

Jonathan Winkler moved (Petersen) to receive and file the Semi-Annual Report of Staff Travel as included in board packets. **Motion carried unanimously.**

Lauren Hirsh moved (Bock) to approve the subscription renewal to Overdrive Magazines in the amount of \$17,500.00. **Motion carried unanimously.**

Jonathan Winkler moved (Hirsh) to approve up to \$40,000 to switch from the Kanopy PPC model to the capped service model as recommended by staff. **Motion carried unanimously.**

Lauren Hirsh moved (Douglas) to approve a one-year subscription for Gale Analytics and Gale Engage in the amount of \$23,438.87 as recommended by staff. **Motion carried unanimously.**

President McWhorter presented the Wichita Public Library Statement: Every Customer's Right to Read to the board. It was decided to forego conversations on this statement to the February meeting.

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 are hoping to put on a book sale to celebrate Kansas Day on January 29. Work is being finalized on the 2022 sponsorship and budget.

Library Foundation – Kristi Oberg reported that the Capital Campaign saw a surplus and the Foundation Board will collaborate with Library staff to determine the best use of the extra funds. The Library Board reached 80% giving for 2021. The 2021 year-end fundraising will increase distribution to the Library.

Wichita Genealogical Society (WGS) – Julie Crawford reported that the January meeting was unexpectedly cancelled due to a death in the family of the presenter. February's meeting will

feature a presentation by William Allen White on the KKK in Kansas and the 1924 Kansas Gubernatorial campaign.

Director of Libraries Report

Director Prothro reported that projects for 2022 are currently being chartered and inquired about a Board volunteer who can assist with a departmental cultural assessment. Evergreen Community Center and Library preparations are underway and a soft opening of February 14 has been identified, with grand opening plans in the Spring. The Director met with the Art Museum Director and the Mid-American All-Indian Center Director to discuss potential future partnerships. The City Budget process will begin soon and potential program options for the Library will be presented to the Board in February. The Library is currently conducting COVID-19 vaccine clinics in partnership with the Sedgwick County Health Department at the Alford, Angelou, and Walters branches.

Announcements

None

Adjournment

The meeting was adjourned at 1:36 p.m.


The next regularly scheduled meeting will be February 15, 2022.

Respectfully submitted,

Jaime Prothro



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Jaime Prothro, Director of Libraries 
SUBJECT: Wichita Public Library Statement on Every Customer's Right To Read
DATE: February 7, 2022

Background: The Library Board of Directors inquired about customer requests for reconsideration due to the growing number of public concerns regarding library materials. The attached public statement was touched on during the January 21, 2022 Board meeting but was held for further discussion in February. The intention is to establish a message that communicates library policy in a way that can be shared with the public when needed.

Analysis: The Leadership Team has developed supportive training tools for library staff to engage customers in conversations regarding materials they believe should not be included in library collections. In addition to reviewing operational practices to ensure that selection and reconsiderations are aligned with policy language, the Leadership Team has developed a public statement that, if endorsed by the Library Board, can be issued as advocacy and awareness.

Financial Considerations: None.

Legal Considerations: The Law Department has indicated having a public statement is responsible advocacy of library mission and operations regarding the freedom to read.

Recommendations or Actions: Endorse the Wichita Public Library Statement on Every Customer's Right to Read

Attachments: Wichita Public Library Statement on Every Customer's Right to Read

Wichita Public Library Statement on Every Customer's Right to Read

Think back to the books that made a strong impression on how you view the world. What titles come to mind? Harper Lee's *To Kill a Mockingbird* probably stands out among most. Or *The Lord of the Flies* by William Golding. And who could forget John Steinbeck's pivotal novel *The Grapes of Wrath*.

These three books, among many others, at one point in history, have been challenged or banned.

Your Wichita Public Library subscribes to the American Library Association's Library Bill of Rights, which outlines the responsibility to represent all members of the community. In particular, the Library respects the following entry:

"Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval."

Recently, school and public libraries have made national headlines for the removal of reading materials deemed "controversial." Removing books from public libraries and schools indoctrinates society. It forces the removal of books that teach thoughtful lessons about humanity. It suppresses the freedom to read and develop one's original thoughts.

Reading is amongst our greatest freedoms. So is freedom of expression.

The public library is a unique institution in communities. Public libraries provide free access to literature, technology and other essential services. Public libraries house free communication that preserves a free society and creative culture. Reading and writing makes available creative thoughts and new ideas. These thoughts and ideas should never be silenced.

We value each customer's right to access materials that best align with their interests and beliefs. The public library is supported by the public and supports the public – all members of the public, not just some. This means that potentially controversial thoughts and ideas will always be represented in the library's collection.

The Library condemns censorship of reading materials. Reading is a fundamental right for all residents, and your Library is committed to ensure its diverse collection serves the needs of all readers.

Censorship divides us. Books unite us.

REVENUE REPORT - FINAL DECEMBER 2021

OBJECT	ACCOUNT DESCRIPTION	REVISED BUDGET	MONTHLY REVENUE TARGET	RECEIVED IN MONTH	RECEIVED YTD	% RECEIVED YTD
422110	Library Desk Receipts (Fines)	\$ 123,595.00	\$ 6,179.75	\$ 16,900.15	\$ 185,153.99	149.81%
423030	Meeting Room Rentals	\$ -	\$ -	\$ -	\$ (250.00)	0.00%
424011	Copy Charges	\$ 6,270.00	\$ 376.20	\$ 846.00	\$ 9,501.09	151.53%
424101	Public Computing Charges	\$ 11,285.00	\$ 677.10	\$ 1,214.10	\$ 14,493.83	128.43%
646981	State Setoff Collections	\$ 75,345.00	\$ 4,520.70	\$ 2,272.93	\$ 66,114.59	87.75%
646990	Other Non-Operating Revenue	\$ -	\$ -	\$ -	\$ 87.47	0.00%
646998	Cash Over/Short	\$ -	\$ -	\$ -	\$ (0.05)	0.00%
	TOTAL	\$ 216,495.00	\$ 11,753.75	\$ 21,233.18	\$ 275,100.92	127.07%

GENERAL FUND SUMMARY REPORT
FINAL DECEMBER 2021

OBJECT	ACCOUNT DESCRIPTION	REVISED APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
511000	Base Compensation	\$ 5,293,802.00	\$ 375,079.88	\$ -	\$ 4,730,777.51	\$ 563,024.49	89%
511950	Year-end Payroll Accrual	\$ -	\$ 118,830.62	\$ -	\$ 33,526.64	\$ (33,526.64)	#DIV/0!
511999	Planned Savings	\$ (149,688.00)	\$ -	\$ -	\$ -	\$ (149,688.00)	0%
512000	Special Compensation	\$ 1,800.00	\$ 375.00	\$ -	\$ 9,167.21	\$ (7,367.21)	509%
512051	Mileage Reimbursement	\$ -	\$ 86.33	\$ -	\$ 1,428.13	\$ (1,428.13)	#DIV/0!
513020	Premium Overtime	\$ -	\$ 390.04	\$ -	\$ 5,597.27	\$ (5,597.27)	#DIV/0!
518200	Employer Wage Taxes & WC	\$ 464,902.00	\$ 32,130.96	\$ -	\$ 398,449.08	\$ 66,452.92	86%
518300	Employer Share EE Insurance	\$ 1,007,785.00	\$ 37,220.95	\$ -	\$ 876,975.41	\$ 130,809.59	87%
518400	Employer Share Pension/Retire	\$ 599,071.00	\$ 42,196.63	\$ -	\$ 527,136.46	\$ 71,934.54	88%
521011	Electricity	\$ 448,449.00	\$ 16,405.89	\$ -	\$ 383,391.42	\$ 65,057.58	85%
521021	Natural Gas	\$ 46,000.00	\$ 9,214.24	\$ -	\$ 80,403.59	\$ (34,403.59)	175%
521030	Water Service	\$ 18,853.00	\$ 2,383.20	\$ -	\$ 26,850.54	\$ (7,997.54)	142%
521050	Trash Service	\$ 5,404.00	\$ 778.00	\$ -	\$ 4,631.27	\$ 772.73	86%
521060	Local Telephone Service	\$ 16,000.00	\$ 610.00	\$ -	\$ 7,564.04	\$ 8,435.96	47%
522010	PBX Line Charges	\$ 11,172.00	\$ 950.00	\$ -	\$ 11,286.63	\$ (114.63)	101%
522020	PBX Instrument Charges	\$ 18,915.00	\$ 1,576.25	\$ -	\$ 18,909.79	\$ 5.21	100%
522030	IT Moves & Changes	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	0%
522040	Long Distance & Teleconference	\$ 2,000.00	\$ 21.40	\$ -	\$ 464.10	\$ 1,535.90	23%
522070	Voicemail	\$ 3,912.00	\$ 326.00	\$ -	\$ 3,912.00	\$ -	100%
522080	Automatic Call Distribution	\$ 786.00	\$ 65.50	\$ -	\$ 786.00	\$ -	100%
522990	Other Communications Charges	\$ 1,275.00	\$ -	\$ -	\$ 640.00	\$ 635.00	50%
523010	Building & Contents Insurance	\$ 88,971.00	\$ 21,327.54	\$ -	\$ 88,971.00	\$ -	100%
523020	Vehicle Liability Premiums	\$ 870.00	\$ 217.50	\$ -	\$ 870.00	\$ -	100%
524010	Recruitment & Hiring	\$ 3,140.00	\$ -	\$ -	\$ 784.99	\$ 2,355.01	25%
524020	Employee Travel & Training	\$ 1,600.00	\$ -	\$ -	\$ 899.00	\$ 701.00	56%
525013	Drug Screening	\$ -	\$ 567.00	\$ -	\$ 2,734.00	\$ (2,734.00)	#DIV/0!
525070	Background Checks	\$ -	\$ 160.00	\$ -	\$ 619.50	\$ (619.50)	#DIV/0!
525083	Textile Rental & Laundry Svcs	\$ 2,925.00	\$ 189.70	\$ -	\$ 1,608.09	\$ 1,316.91	55%
525990	Other Professional Services	\$ 22,970.00	\$ 2,582.45	\$ -	\$ 37,685.75	\$ (14,715.75)	164%
526010	Motor Pool Scheduled Charges	\$ 3,720.00	\$ 310.00	\$ -	\$ 3,720.00	\$ -	100%
526020	Building Repair & Maint	\$ 13,630.00	\$ -	\$ -	\$ 365.00	\$ 13,265.00	3%
526042	Pest Control Services	\$ 13,000.00	\$ 2,913.64	\$ -	\$ 9,956.48	\$ 3,043.52	77%
526044	Bldg Security & Fire Services	\$ -	\$ -	\$ -	\$ 420.00	\$ (420.00)	#DIV/0!
526070	Equipment Repair & Maint	\$ 5,421.00	\$ 600.00	\$ -	\$ 2,920.50	\$ 2,500.50	54%
526080	Grounds Maintenance	\$ -	\$ -	\$ -	\$ 4,710.00	\$ (4,710.00)	#DIV/0!

GENERAL FUND SUMMARY REPORT
FINAL DECEMBER 2021

OBJECT	ACCOUNT DESCRIPTION	REVISED APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
526092	Facility Rental	\$ 52,060.00	\$ 2,500.00	\$ -	\$ 49,970.64	\$ 2,089.36	96%
529010	Bank Charges	\$ 5,000.00	\$ 509.17	\$ -	\$ 5,783.56	\$ (783.56)	116%
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	\$ 1,599.00	\$ -	\$ 1,599.00	\$ 1,596.00	50%
529070	Printing & Copying	\$ 23,472.00	\$ 831.59	\$ -	\$ 10,804.34	\$ 12,667.66	46%
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	\$ -	\$ -	\$ 961,671.36	\$ 264,857.64	78%
529990	Other Contractuals	\$ 92,583.00	\$ 28,688.69	\$ -	\$ 95,311.06	\$ (2,728.06)	103%
531010	Computing Supplies	\$ 900.00	\$ -	\$ -	\$ 356.13	\$ 543.87	40%
531020	Office Supplies	\$ 48,575.00	\$ 17,859.61	\$ -	\$ 47,962.10	\$ 612.90	99%
531030	Custodial Supplies	\$ 6,000.00	\$ 431.84	\$ -	\$ 3,258.02	\$ 2,741.98	54%
532020	Automotive Parts & Supplies	\$ -	\$ 11.94	\$ -	\$ 915.08	\$ (915.08)	#DIV/0!
532990	Other Equip Parts & Supplies	\$ 450.00	\$ -	\$ -	\$ 23.88	\$ 426.12	5%
539012	Gasoline	\$ 2,996.00	\$ 218.37	\$ -	\$ 3,020.64	\$ (24.64)	101%
549010	Furniture & Fixtures <\$5k	\$ 9,990.00	\$ (42.30)	\$ -	\$ 9,517.66	\$ 472.34	95%
549020	Data Processing Equip <\$5k	\$ 9,665.00	\$ 4,338.04	\$ -	\$ 9,241.85	\$ 423.15	96%
549030	Communication Equip < \$5K	\$ -	\$ 206.50	\$ -	\$ 907.58	\$ (907.58)	#DIV/0!
549100	Laboratory Equip <\$5K	\$ -	\$ -	\$ -	\$ 99.05	\$ (99.05)	#DIV/0!
549110	Library Materials	\$ 750,875.00	\$ 296,059.51	\$ 556.46	\$ 729,950.65	\$ 20,924.35	97%
	Expense Total	\$ 10,183,075.00	\$ 1,020,720.68	\$ 556.46	\$ 9,209,666.91	\$ 973,408.09	90%

Grant Fund Summary Report
FINAL DECEMBER 2021

Grant	Beginning Balance 12/01/2021	Revenue Received	Admin Charges	Contractuals	Materials	Supplies & Petty Cash	Equipment	Total Expenditures	Encumbrances	Remaining Balance 12/31/2021
SCKLS 2020	\$ 68,090.74	\$ -	\$ -	\$ 68,090.74	\$ -	\$ -	\$ -	\$ 68,090.74	\$ -	\$ -
SCKLS 2021*	\$ 225,382.95	\$ -	\$ -	\$ 8,851.08	\$ (12,324.05)	\$ -	\$ -	\$ (3,472.97)	\$ -	\$ 228,855.92
State Aid 2021**	\$ 20,721.38	\$ -	\$ -	\$ -	\$ 19,086.43	\$ -	\$ -	\$ 19,086.43	\$ -	\$ 1,634.95
Totals	\$ 270,863.12	\$ -	\$ -	\$ 76,941.82	\$ 6,762.38	\$ -	\$ -	\$ 83,704.20	\$ -	\$ 230,490.87

*The 2nd payment that was deposited with the City for the grant in October was not previously reflected in the balance.

**City Administration charge will come out in month 13 closure which will close out the 2021 State Aid Grant.

Wichita Public Library General Fund Bills

December 2021

Org: 10000080

10001 - Library - Personnel

1B - Base Compensation

511000 _Base Compensation

Payroll, ADJ122421 \$187,379.01

Payroll, PP12.10.21 \$187,573.61

Payroll, RTR121021 \$127.26

Total 511000 _Base Compensation	\$375,079.88
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511950 Year-End Payroll Accrual

Payroll, Accrue Pay \$118,830.62

Total 511950 Year-End Payroll Accrual	\$118,830.62
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Total 1B - Base Compensation	\$493,910.50
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1F - Special Compensation

512000 _Special Compensation

Payroll, ADJ122421 \$187.50

Payroll, PP12.10.21 \$187.50

Total 512000 _Special Compensation	\$375.00
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512051 Mileage Reimbursement

Payroll, 5732 \$42.47

Payroll, 6456 \$43.86

Total 512051 Mileage Reimbursement	\$86.33
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Total 1F - Special Compensation	\$461.33
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1J - OT Compensation

513000 _Overtime Compensation

Payroll, ADJ122421 \$155.15

Payroll, PP12.10.21 \$234.89

Total 513000 _Overtime Compensation	\$390.04
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Total 1J - OT Compensation	\$390.04
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1N - Employee Benefits

518200 Employer Wage Taxes & WC

Payroll, ADJ122421 \$16,360.37

Payroll, PP12.10.21 \$15,760.72

Payroll, RTR121021 \$9.87

Total 518200 Employer Wage Taxes & WC	\$32,130.96
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518300 Employer Share EE Insurance

Payroll, PP12.10.21 \$37,220.95

Total 518300 Employer Share EE Insurance	\$37,220.95
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Wichita Public Library General Fund Bills

December 2021

518400 Employer Share Pension/Retire

Payroll, ADJ122421	\$21,164.59
Payroll, PP12.10.21	\$21,014.35
Payroll, RTR121021	\$17.69

Total 518400 Employer Share Pension/Retire	\$42,196.63
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Total 1N - Employee Benefits	\$111,548.54
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Total 10001 - Library - Personnel	\$606,310.41
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10002 - Library - Contractuals

2B - Utilities

521011 Electricity - EDI

EVERGY KANSAS CENTRAL INC	\$16,405.89
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Total 521011 Electricity - EDI	\$16,405.89
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521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC	\$612.11
ONE GAS INC	\$5,394.12
SYMMETRY ENERGY SOLUTIONS LLC	\$3,208.01

Total 521021 Natural Gas - EDI	\$9,214.24
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521030 Water Service

City of Wichita	\$2,383.20
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Total 521030 Water Service	\$2,383.20
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521050 Trash Service

BEST VALUE SERVICES LLC	\$778.00
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Total 521050 Trash Service	\$778.00
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Total 2B - Utilities	\$28,781.33
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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	\$950.00
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Total 522010 PBX Line Charges	\$950.00
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522020 PBX Instrument Charges

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

City of Wichita	\$21.40
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Total 522040 Long Distance & Teleconference	\$21.40
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Wichita Public Library General Fund Bills

December 2021

522070 Voicemail

City of Wichita \$326.00

Total 522070 Voicemail	\$326.00
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522080 Automatic Call Distribution

City of Wichita \$65.50

Total 522080 Automatic Call Distribution	\$65.50
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Total 2F - Technology Charges	\$3,549.15
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2J - Insurance Premiums

523010 Building & Contents Insurance

City of Wichita \$21,327.54

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

City of Wichita \$217.50

Total 523020 Vehicle Liability Premiums	\$217.50
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Total 2J - Insurance Premiums	\$21,545.04
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2R - Professional Svcs

525013 Drug Screening

KELLY COMPLIANCE INC \$567.00

Total 525013 Drug Screening	\$567.00
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525070 Background Checks

TRUVIEW BSI LLC \$160.00

Total 525070 Background Checks	\$160.00
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525083 Textile Rental & Laundry Svcs

ARAMARK UNIFORM & CAREER \$183.47

APPAREL GRP INC

CINTAS CORPORATION \$6.23

Total 525083 Textile Rental & Laundry Svcs	\$189.70
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525990 Other Professional Services

LIQUID ENVIRONMENTAL SOLUTIONS \$530.00
LLC

SIGN LANGUAGE INTERPRETING \$168.00
SERVICES

UNIQUE MANAGEMENT SERVICES INC \$1,884.45

Total 525990 Other Professional Services	\$2,582.45
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Total 2R - Professional Svcs	\$3,499.15
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Wichita Public Library General Fund Bills

December 2021

2V - Bldg & Equip Charges

526010 Motor Pool Scheduled Charges

City of Wichita \$310.00

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

TERMINIX \$2,913.64

Total 526042 Pest Control Services	\$2,913.64
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526070 Equipment Repair & Maint

P-CARD ONE-TIME PAY \$600.00

Total 526070 Equipment Repair & Maint	\$600.00
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526092 Rent-Real Property

CITY OF WICHITA \$2,500.00

Total 526092 Rent-Real Property	\$2,500.00
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Total 2V - Bldg & Equip Charges	\$6,323.64
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2Z - Other Contractuals

529010 Bank Charges

City of Wichita \$509.17

Total 529010 Bank Charges	\$509.17
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529061 Organizational Memberships

P-CARD ONE-TIME PAY \$1,599.00

Total 529061 Organizational Memberships	\$1,599.00
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529070 Printing & Copying

City of Wichita \$831.59

Total 529070 Printing & Copying	\$831.59
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529990 Other Contractuals

ARAMARK UNIFORM & CAREER \$110.45

APPAREL GRP INC

P-CARD ONE-TIME PAY \$11,932.24

SPANGENBERG PHILLIPS TICE LLC \$16,528.00

UNDERGROUND VAULTS & STORAGE
INC \$18.00

UNIQUE MANAGEMENT SERVICES INC \$100.00

Total 529990 Other Contractuals	\$28,688.69
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Total 2Z - Other Contractuals	\$31,628.45
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Total 10002 - Library - Contractuals	\$95,326.76
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Wichita Public Library General Fund Bills

December 2021

10003 - Library - Commodities

3B - Supplies

531020 Office Supplies

City of Wichita \$4,332.24

P-CARD ONE-TIME PAY \$13,527.37

Total 531020 Office Supplies	\$17,859.61
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531030 Custodial Supplies

P-CARD ONE-TIME PAY \$431.84

Total 531030 Custodial Supplies	\$431.84
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Total 3B - Supplies	\$18,291.45
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3F - Components & Parts

532020 Automotive Parts & Supplies

City of Wichita \$11.94

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 \$218.37

Total 539012 Gasoline	\$218.37
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Total 3N - Fuel	\$218.37
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4Z - Non-Capital Outlay

549010 Furniture & Fixtures <\$5k

P-CARD ONE-TIME PAY (\$42.30)

Total 549010 Furniture & Fixtures <\$5k	(\$42.30)
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549020 Data Processing Equip <\$5k

City of Wichita \$4,150.08

P-CARD ONE-TIME PAY \$187.96

Total 549020 Data Processing Equip <\$5k	\$4,338.04
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549030 Communication Equip <\$5k

P-CARD ONE-TIME PAY \$206.50

Total 549030 Communication Equip <\$5k	\$206.50
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549110 Library Materials

BRODART CO \$6,166.37

City of Wichita \$52,832.56

HOUCHEN BINDERY LTD \$777.90

INGRAM LIBRARY SERVICES INC \$5,656.62

KANOPY INC \$6,255.00

MIDWEST TAPE LLC \$2,260.62

Wichita Public Library General Fund Bills

December 2021

OVERDRIVE INC	\$137.50
P-CARD ONE-TIME PAY	\$221,647.69
TREASURED WORKS LLC	\$325.25

Total 549110 Library Materials	\$296,059.51
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Total 4Z - Non-Capital Outlay	\$300,561.75
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Total 10003 - Library - Commodities	\$319,083.51
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Grand Total

\$1,020,720.68

Wichita Public Library Grant Bills

December 2021

Y0801 - South Central Kansas Library Sys 20	
2 - Contractuals	
2Z - Other Contractuals	
529990 Other Contractuals	
WICHITA PUBLIC LIBRARY FOUNDATION	\$68,090.74
Total 529990 Other Contractuals	\$68,090.74
Total 2Z - Other Contractuals	\$68,090.74
Total 2 - Contractuals	\$68,090.74
Total Y0801 - South Central Kansas Library Sys 20	
\$68,090.74	

Wichita Public Library Grant Bills

December 2021

Y1800 - Library-State Grant-in-Aid 2021		
3 - Commodities		
4Z - Non-Capital Outlay		
549110 Library Materials		
BRODART CO	\$303.90	
City of Wichita	(\$9,814.02)	
P-CARD ONE-TIME PAY	\$28,596.55	
Total 549110 Library Materials		\$19,086.43
Total 4Z - Non-Capital Outlay		\$19,086.43
Total 3 - Commodities		\$19,086.43
Total Y1800 - Library-State Grant-in-Aid 2021		\$19,086.43

Wichita Public Library Grant Bills

December 2021

Y1801 - South Central Kansas Library Sys 21

2 - Contractuals

2F - Technology Charges

521070 Internet Service

COX COMMUNICATIONS INC \$8,021.08

Total 521070 Internet Service \$8,021.08

Total 2F - Technology Charges \$8,021.08

2N - Employee Development

524020 Employee Travel & Training

(\$390.00)

P-CARD ONE-TIME PAY \$1,220.00

Total 524020 Employee Travel & Training \$830.00

Total 2N - Employee Development \$830.00

Total 2 - Contractuals \$8,851.08

3 - Commodities

4Z - Non-Capital Outlay

549110 Library Materials

City of Wichita (\$43,018.54)

P-CARD ONE-TIME PAY \$30,694.49

Total 549110 Library Materials (\$12,324.05)

Total 4Z - Non-Capital Outlay (\$12,324.05)

Total 3 - Commodities (\$12,324.05)

Total Y1801 - South Central Kansas Library Sys 21 (\$3,472.97)

Grand Total \$83,704.20

REVENUE REPORT - JANUARY 2022

OBJECT	ACCOUNT DESCRIPTION	BUDGET	MONTHLY REVENUE TARGET	RECEIVED IN MONTH	RECEIVED YTD	% RECEIVED YTD
422110	Library Desk Receipts (Fines)	\$ 128,798.00	\$ 11,591.82	\$ 13,635.09	\$ 13,635.09	10.59%
423030	Meeting Room Rentals	\$ 16,695.00	\$ 1,669.50	\$ (540.00)	\$ (540.00)	-3091.67%
424011	Copy Charges	\$ 7,524.00	\$ 601.92	\$ 367.40	\$ 367.40	4.88%
424101	Public Computing Charges	\$ 11,450.00	\$ 916.00	\$ 608.60	\$ 608.60	5.32%
646981	State Setoff Collections	\$ 76,000.00	\$ 4,560.00	\$ 3,320.97	\$ 3,320.97	4.37%
646990	Other Non-Operating Revenue	\$ -	\$ -	\$ -	\$ -	0.00%
646998	Cash Over/Short	\$ -	\$ -	\$ -	\$ -	0.00%
	TOTAL	\$ 240,467.00	\$ 19,339.24	\$ 17,392.06	\$ 17,392.06	7.23%

GENERAL FUND SUMMARY REPORT
JANUARY 2022

OBJECT	ACCOUNT DESCRIPTION	REVISED APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
511000	Base Compensation	\$ 5,297,798.00	\$ 396,931.62	\$ -	\$ 396,931.62	\$ 4,900,866.38	7%
511950	Year-end Payroll Accrual	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
511999	Planned Savings	\$ (936,264.00)	\$ -	\$ -	\$ -	\$ (936,264.00)	0%
512000	Special Compensation	\$ 1,800.00	\$ 525.00	\$ -	\$ 525.00	\$ 1,275.00	29%
512051	Mileage Reimbursement	\$ -	\$ 110.90	\$ -	\$ 110.90	\$ (110.90)	#DIV/0!
513020	Premium Overtime	\$ -	\$ 590.25	\$ -	\$ 590.25	\$ (590.25)	#DIV/0!
518200	Employer Wage Taxes & WC	\$ 465,253.00	\$ 33,426.82	\$ -	\$ 33,426.82	\$ 431,826.18	7%
518300	Employer Share EE Insurance	\$ 1,067,244.00	\$ 77,445.04	\$ -	\$ 77,445.04	\$ 989,798.96	7%
518400	Employer Share Pension/Retire	\$ 556,487.00	\$ 41,446.88	\$ -	\$ 41,446.88	\$ 515,040.12	7%
521011	Electricity	\$ 299,449.00	\$ 17,002.69	\$ -	\$ 17,002.69	\$ 282,446.31	6%
521021	Natural Gas	\$ 41,004.00	\$ 7,121.53	\$ -	\$ 7,121.53	\$ 33,882.47	17%
521030	Water Service	\$ 11,004.00	\$ 1,718.13	\$ -	\$ 1,718.13	\$ 9,285.87	16%
521050	Trash Service	\$ 5,404.00	\$ -	\$ -	\$ -	\$ 5,404.00	0%
521060	Local Telephone Service	\$ 16,000.00	\$ 610.00	\$ -	\$ 610.00	\$ 15,390.00	4%
522010	PBX Line Charges	\$ 11,172.00	\$ 950.00	\$ -	\$ 950.00	\$ 10,222.00	9%
522020	PBX Instrument Charges	\$ 18,915.00	\$ 1,576.25	\$ -	\$ 1,576.25	\$ 17,338.75	8%
522030	IT Moves & Changes	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	0%
522040	Long Distance & Teleconference	\$ 2,000.00	\$ 28.85	\$ -	\$ 28.85	\$ 1,971.15	1%
522070	Voicemail	\$ 3,912.00	\$ 326.00	\$ -	\$ 326.00	\$ 3,586.00	8%
522080	Automatic Call Distribution	\$ 786.00	\$ 65.50	\$ -	\$ 65.50	\$ 720.50	8%
522990	Other Communications Charges	\$ 1,275.00	\$ -	\$ -	\$ -	\$ 1,275.00	0%
523010	Building & Contents Insurance	\$ 88,971.00	\$ -	\$ -	\$ -	\$ 88,971.00	0%
523020	Vehicle Liability Premiums	\$ 870.00	\$ -	\$ -	\$ -	\$ 870.00	0%
524010	Recruitment & Hiring	\$ 3,140.00	\$ -	\$ -	\$ -	\$ 3,140.00	0%
524020	Employee Travel & Training	\$ 1,600.00	\$ -	\$ -	\$ -	\$ 1,600.00	0%
525013	Drug Screening	\$ -	\$ 570.00	\$ -	\$ 570.00	\$ (570.00)	#DIV/0!
525070	Background Checks	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
525083	Textile Rental & Laundry Svcs	\$ 2,925.00	\$ 63.59	\$ -	\$ 63.59	\$ 2,861.41	2%
525990	Other Professional Services	\$ 22,970.00	\$ 1,604.75	\$ -	\$ 1,604.75	\$ 21,365.25	7%
526010	Motor Pool Scheduled Charges	\$ 3,720.00	\$ 310.00	\$ -	\$ 310.00	\$ 3,410.00	8%
526020	Building Repair & Maint	\$ 13,630.00	\$ -	\$ -	\$ -	\$ 13,630.00	0%
526042	Pest Control Services	\$ 13,000.00	\$ -	\$ -	\$ -	\$ 13,000.00	0%
526044	Bldg Security & Fire Services	\$ -	\$ 420.00	\$ -	\$ 420.00	\$ (420.00)	#DIV/0!
526070	Equipment Repair & Maint	\$ 5,421.00	\$ -	\$ -	\$ -	\$ 5,421.00	0%
526080	Grounds Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!

GENERAL FUND SUMMARY REPORT
JANUARY 2022

OBJECT	ACCOUNT DESCRIPTION	REVISED APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
526092	Facility Rental	\$ 52,060.00	\$ 8,176.48	\$ -	\$ 8,176.48	\$ 43,883.52	16%
529010	Bank Charges	\$ 5,000.00	\$ 546.71	\$ -	\$ 546.71	\$ 4,453.29	11%
529021	Express Mail	\$ 4,000.00	\$ -	\$ -	\$ -	\$ 4,000.00	0%
529030	Shipping & Freight	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
529040	Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
529061	Organizational Memberships	\$ 3,195.00	\$ -	\$ -	\$ -	\$ 3,195.00	0%
529070	Printing & Copying	\$ 23,472.00	\$ 1,167.35	\$ -	\$ 1,167.35	\$ 22,304.65	5%
529110	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
529141	Software License & Maint Fees	\$ -	\$ 249.64	\$ -	\$ 249.64	\$ (249.64)	#DIV/0!
529150	Data Center Charges	\$ 1,233,031.00	\$ 102,754.23	\$ -	\$ 102,754.23	\$ 1,130,276.77	8%
529990	Other Contractuals	\$ 92,583.00	\$ 116.45	\$ -	\$ 116.45	\$ 92,466.55	0%
531010	Computing Supplies	\$ 900.00	\$ -	\$ -	\$ -	\$ 900.00	0%
531020	Office Supplies	\$ 48,575.00	\$ -	\$ -	\$ -	\$ 48,575.00	0%
531030	Custodial Supplies	\$ 6,000.00	\$ -	\$ -	\$ -	\$ 6,000.00	0%
532020	Automotive Parts & Supplies	\$ -	\$ 11.94	\$ -	\$ 11.94	\$ (11.94)	#DIV/0!
532990	Other Equip Parts & Supplies	\$ 450.00	\$ -	\$ -	\$ -	\$ 450.00	0%
539012	Gasoline	\$ 2,996.00	\$ 265.01	\$ -	\$ 265.01	\$ 2,730.99	9%
549010	Furniture & Fixtures <\$5k	\$ 9,990.00	\$ -	\$ -	\$ -	\$ 9,990.00	0%
549020	Data Processing Equip <\$5k	\$ 9,665.00	\$ -	\$ -	\$ -	\$ 9,665.00	0%
549030	Communication Equip < \$5K	\$ -	\$ -		\$ -	\$ -	#DIV/0!
549100	Laboratory Equip <\$5K	\$ -	\$ -		\$ -	\$ -	#DIV/0!
549110	Library Materials	\$ 727,530.00	\$ 6,383.68	\$ -	\$ 6,383.68	\$ 721,146.32	1%
	Expense Total	\$ 9,239,033.00	\$ 702,515.29	\$ -	\$ 702,515.29	\$ 8,536,517.71	8%

Wichita Public Library General Fund Bills

January 2022

Org: 10000080

10001 - Library - Personnel

1B - Base Compensation

511000 _Base Compensation

Payroll, PP01.07.22 \$199,213.95

Payroll, PP1.21.22 \$197,717.67

Total 511000 _Base Compensation \$396,931.62

Total 1B - Base Compensation \$396,931.62

1F - Special Compensation

512000 _Special Compensation

Payroll, PP01.07.22 \$287.50

Payroll, PP1.21.22 \$237.50

Total 512000 _Special Compensation \$525.00

512051 Mileage Reimbursement

Payroll, 6922 \$67.06

Payroll, 6975 \$4.91

Payroll, 7729 \$38.93

Total 512051 Mileage Reimbursement \$110.90

Total 1F - Special Compensation \$635.90

1J - OT Compensation

513000 _Overtime Compensation

Payroll, PP01.07.22 \$143.21

Payroll, PP1.21.22 \$447.04

Total 513000 _Overtime Compensation \$590.25

Total 1J - OT Compensation \$590.25

1N - Employee Benefits

518200 Employer Wage Taxes & WC

Payroll, PP01.07.22 \$16,772.08

Payroll, PP1.21.22 \$16,654.74

Total 518200 Employer Wage Taxes & WC \$33,426.82

518300 Employer Share EE Insurance

Payroll, PP01.07.22 \$38,850.57

Payroll, PP1.21.22 \$38,594.47

Total 518300 Employer Share EE Insurance \$77,445.04

518400 Employer Share Pension/Retire

Payroll, PP01.07.22 \$20,785.42

Payroll, PP1.21.22 \$20,661.46

Total 518400 Employer Share Pension/Retire \$41,446.88

Total 1N - Employee Benefits \$152,318.74

Total 10001 - Library - Personnel \$550,476.51

10002 - Library - Contractuals

2B - Utilities

521011 Electricity - EDI

EVERGY KANSAS CENTRAL INC \$17,002.69

Wichita Public Library General Fund Bills

January 2022

Total 521011 Electricity - EDI	\$17,002.69
521021 Natural Gas - EDI	
BLACK HILLS UTILITY HOLDING INC	\$1,274.19
ONE GAS INC	\$5,847.34
Total 521021 Natural Gas - EDI	\$7,121.53
521030 Water Service	
City of Wichita	\$1,718.13
Total 521030 Water Service	\$1,718.13
Total 2B - Utilities	\$25,842.35
2F - Technology Charges	
521060 Local Telephone Service	
City of Wichita	\$610.00
Total 521060 Local Telephone Service	\$610.00
522010 PBX Line Charges	
City of Wichita	\$950.00
Total 522010 PBX Line Charges	\$950.00
522020 PBX Instrument Charges	
City of Wichita	\$1,576.25
Total 522020 PBX Instrument Charges	\$1,576.25
522040 Long Distance & Teleconference	
City of Wichita	\$28.85
Total 522040 Long Distance & Teleconference	\$28.85
522070 Voicemail	
City of Wichita	\$326.00
Total 522070 Voicemail	\$326.00
522080 Automatic Call Distribution	
City of Wichita	\$65.50
Total 522080 Automatic Call Distribution	\$65.50
529150 Data Center Charges	
City of Wichita	\$102,754.23
Total 529150 Data Center Charges	\$102,754.23
Total 2F - Technology Charges	\$106,310.83
2R - Professional Svcs	
525013 Drug Screening	
KELLY COMPLIANCE INC	\$570.00
Total 525013 Drug Screening	\$570.00
525083 Textile Rental & Laundry Svcs	
ARAMARK UNIFORM & CAREER APPAREL	\$26.21
CINTAS CORPORATION	\$37.38
Total 525083 Textile Rental & Laundry Svcs	\$63.59
525990 Other Professional Services	
City of Wichita	\$101.50
SIGN LANGUAGE INTERPRETING SERVICES	\$84.00
UNIQUE MANAGEMENT SERVICES INC	\$1,419.25
Total 525990 Other Professional Services	\$1,604.75
Total 2R - Professional Svcs	\$2,238.34
2V - Bldg & Equip Charges	

Wichita Public Library General Fund Bills

January 2022

526010 Motor Pool Scheduled Charges

City of Wichita \$310.00

Total 526010 Motor Pool Scheduled Charges	\$310.00
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526044 Bldg Security & Fire Services

SANDIFER ENGINEERING AND CONTROLS \$420.00

Total 526044 Bldg Security & Fire Services	\$420.00
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526092 Rent-Real Property

CO CO PROPERTIES LLC \$8,176.48

Total 526092 Rent-Real Property	\$8,176.48
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Total 2V - Bldg & Equip Charges	\$8,906.48
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2Z - Other Contractuals

529010 Bank Charges

City of Wichita \$546.71

Total 529010 Bank Charges	\$546.71
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529070 Printing & Copying

City of Wichita \$1,167.35

Total 529070 Printing & Copying	\$1,167.35
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529141 Software License & Maint Fees

CONFERENCE TECHNOLOGIES INC \$249.64

Total 529141 Software License & Maint Fees	\$249.64
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529990 Other Contractuals

ARAMARK UNIFORM & CAREER APPAREL \$16.45

UNIQUE MANAGEMENT SERVICES INC \$100.00

Total 529990 Other Contractuals	\$116.45
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Total 2Z - Other Contractuals	\$2,080.15
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Total 10002 - Library - Contractuals	\$145,378.15
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10003 - Library - Commodities

3F - Components & Parts

532020 Automotive Parts & Supplies

City of Wichita \$11.94

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 \$265.01

Total 539012 Gasoline	\$265.01
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Total 3N - Fuel	\$265.01
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4Z - Non-Capital Outlay

549110 Library Materials

City of Wichita \$6,383.68

Total 549110 Library Materials	\$6,383.68
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Total 4Z-Non-Capital Outlay	\$6,383.68
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Total 10003 - Library - Commodities	\$6,660.63
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Wichita Public Library General Fund Bills

January 2022

Grand Total

\$702,515.29

GIFT AND MEMORIAL FUND

RECEIPTS/REIMBURSEMENTS

Baird (interest)	\$11.07	
City of Wichita (Transfer of 21 SCKLS)	\$68,090.74	
Derby Public Library (Academy Awards)	\$500.00	
Flower Fund (Staff Donations)	\$25.00	
Friends Monthly Pledge (NOV & Dec 2021)	\$1,393.00	
Friends Quarterly Memberships (3rd & 4th Qtr 2021)	\$2,260.00	
Memorials	\$280.00	
Premier Foods	\$191.81	
Rockwell Patron Donation	\$200.00	
Westlink Patron Donation	\$500.00	
Wichita Public Library Foundation (Hobby Lobby/Kroger Reimbursement)	\$189.23	
	TOTAL RECEIPTS	\$73,640.85

EXPENDITURES

Findaway World (Launchpad Radar Pack)	\$319.98	
Hobby Lobby (To be Reimbursed by Foundation-21 FID)*	\$24.46	
Ingram Library Services (Memorials)*	\$338.57	
Kroger (To be Reimbursed by Foundation-21 FID)*	\$32.56	
Lee Reed Engraving (Staff Service Awards)	\$444.57	
Peer 2 Peer University (Membership)	\$3,000.00	
Wichita Public Library Foundation/T-Mobile (Hot Spots)	\$1,272.78	
Wichita Public Library Foundation/Absolute (Software)	\$257.94	
Wichita Public Library Foundation/Amazon (Chromebooks Chargers for Evergreen)	\$119.92	
Wichita Public Library Foundation/Everyone.net (Renewal)	\$142.98	
Wichita Public Library Foundation/Gaylord Archival (Microfilm Boxes)	\$1,964.65	
	TOTAL EXPENDITURES	\$7,918.41

*Reimbursed expenses



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Jaime Prothro, Director of Libraries
SUBJECT: Additional City of Wichita Observed Holiday
DATE: February 7, 2022



Background: The Library Board of Directors authorized 2022 holiday closures during the December 2021 meeting. The City of Wichita concluded its work to identify 2022 holidays, which includes one additional holiday, Juneteenth, which will be observed on Monday, June 20, 2022. The holiday applies to Wichita Public Library staff as they are represented by Employees Council.20

Financial Considerations: None.

Legal Considerations: None.

Recommendations or Actions: Authorize one additional holiday closure to occur on Monday, June 20, 2022.

Attachments: None.



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Jaime Prothro, Director of Libraries
SUBJECT: Proposed 2023 Budget Program Options
DATE: February 7, 2022

A handwritten signature in black ink, appearing to read "J Prothro", is written over the printed name "Jaime Prothro" in the "FROM:" line.

Background: In preparation of annual budget planning, the Leadership Team has developed seven possible funding programs that both advance and are in alignment with the strategic direction identified through the Branch Master Plan, Technology Plan, and 2022 Workplan. Each Program Option has public service implications to strengthen service pillars to create a community of readers, ensure digital inclusion, provide equitable access to information, and deliver efficient and effective administrative activities. Below is a summary of the Program Options:

1. Elimination of Overdue Fines to remove unequitable financial service barriers, increase library use, and leverage staff resources for quality in-branch and outreach engagement (supplemental research attached).
2. Ensure strong funding for core services by bringing Public Internet into the City budget.
3. Expansion of hours at Dr. Ronald W. Walters Branch to meet customer demand for weekend service.
4. Expansion of hours at Maya Angelou Northeast Branch to provide equitable service in a diverse community and build community connections.
5. Ensure strong funding for core services by and increasing the investments in Print and Digital Collections to bring Wichita Public Library to 2018 peer library funding.
6. Introduce a Family Literacy Coordinator to oversee the Early Literacy Outreach and Family Engagement efforts through partnerships and new services, which include investments in an Early Literacy Bookmobile and offering Ages and Stages Assessments for Kindergarten Readiness.
7. Funding support for years 2 and 3 of Gale Analytics and Engage to ensure service efforts and outreach achieve identified outcomes and to utilize the tool as a city-wide research resource.

Financial Considerations: Each program option has a financial implication identified within the worksheet and description.

Legal Considerations: The Law Department will review necessary policy changes to support any selected Program Options in advance of Library Board approvals.

Recommendations or Actions: Endorse the 2023 Budget Program Options to advance library services in support of strategic plans.

Attachments: Wichita Public Library Proposed 2023 Budget Program Options; Effects of Eliminating Library Overdue Fines Report

Option #1: Elimination of Overdue Fines				
Description: Permanent elimination of daily overdue fines while maintaining billing for unreturned material to reduce financial, equity, and social barriers to participating in library service.				
Program	Activity		Departmental Goal Alignment	Focus Area Alignment
Customer Services, Support Services, Collection Management, Education & Engagement	Pre-K Literacy Services, K-5 Literacy & Learning, RLV for Pleasure, Teen Literacy & Learning Programs, Department Administration, Marketing, Reference Service		Ensuring Digital Inclusion; Supporting a Literate Community; and Providing Equitable Access to Information	Living Well; Wichita: a Well-Run City; Growing Wichita's Economy
Key Outcome or Program Outcome Measures (May be impacted by other program options)				
Metric	2021 Actual	2022 Target	2023 Target	2024 Target
Borrowers as % of population	52.4%	53%	54%	55%
Materials circulation	1,306,614	1,500,000	1,750,000	2,000,000
O&M per item circulated	\$5.71	\$4.98	\$4.26	\$3.73
Financial and Staffing Impact (May be impacted by other program options)				
	2022	2023	2024	
New Revenues	(-13,000)	(-52,000)	(-\$52,000)	
New Expenditures	N/A	N/A	N/A	
Net Financial Impact	\$13,000 in potential overdue fines; \$533,474.10 in assessed overdue fines	\$52,000	\$52,000	
FTE Change	0	0	0	
Description				
The responsibilities of libraries are to ensure free and equitable access to everything the library offers. No substantive research indicates that overdue fees incentivize the use or return of library materials in a timely manner. As an institution that focuses on removing barriers to use and access, removing the stigma and reliance of overdue fines can have a positive and significant impact on the community's perception of library use and in turn ensure that everyone feels welcome to use the library.				
Stewardship of library investments and collections can be maintained through charging unreturned or lost material charges. WPL policy prevents check out of new/additional material when customers owe \$10 or more or have material 15 days overdue. Overdue fines have never been a financially stable source of revenue as it relies on customer payments after they are accrued, which ages over time and may be received many years later. Since COVID-19, overdue fee charges (and receipts) have reduced by approximately 45%. In review of current balances owed by customers over time, overdue fines equate to 14% (\$533,474.10) of all monies owed				

(\$3,749,541.23). Library revenue represents approximately .025% of received City revenue annually and is equivalent to 2% of the library's annual operating budget. As of December 2021, over 44,000 users are blocked because they owe more than \$10.00 (a total of 171,176 accounts owe fees for any reason); 41,127 users have overdue fines of any amount on their card. Any owed amount over \$10, if left unpaid, will be sent to a small balance collections program. Any amount over \$25, if left unpaid, will be sent for collections efforts and state setoff efforts. The state setoff program has generated revenues annually, but the percentage for overdue fines is very small, and fewer accounts are submitted annually since beginning this effort.

Overdue fines cost the library: mail and notification efforts, questions about accounts, and people who don't become customers because they fear getting fines, they cannot afford to pay. According to a Financial Justice Project report for San Francisco, "Overdue fines do not turn irresponsible patrons into responsible ones, they only distinguish between patrons who can afford to pay for the common mistake of later returns and those who cannot." A GARE Issue Brief states that "Structural Racism exists whenever libraries rely on revenue from fines to cover general operating expenses. To the extent that people have difficulty paying these fines, negative consequences (e.g., being blocked from library and computer use, or being reported to a collections agency) are compounded across multiple institutions, contributing to systemic barriers." The Public Policy & Management Center at Wichita State University has prepared a report on *The Effects of Eliminating Library Overdue Fees* that illustrates the impact overdue fines have

The benefits of eliminating overdue fines improves community goodwill, increases customer service by decreasing negative interactions and time staff spends navigating customer account concerns, and ensures that Wichita's most vulnerable residents no longer find that the library is beyond their means. In a 2021 public survey regarding customer support for, or concern with, eliminating overdue fees, 50.6% of residents were in support. Specific concerns can be categorized as interest for borrowers to be accountable for returning material and a perception of a longer wait time for material. Customers also believe that overdue fines are maintained within the library to support the collection.

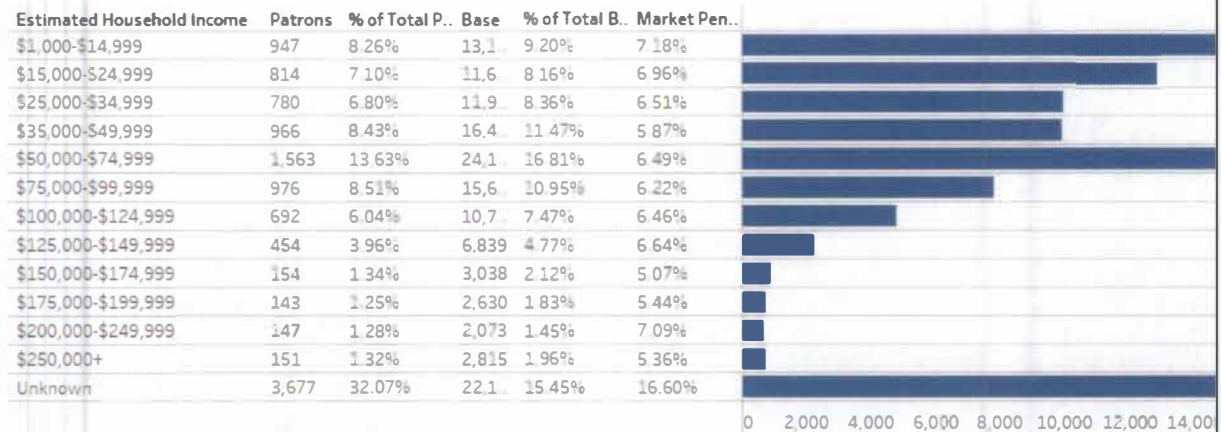
Over 77% of Wichita's school-aged students are from homes that experience poverty. As more libraries have explored and implemented an overdue fine free structure, they report positive impacts for the people who need the library most – children, newcomers and those in unstable financial situations.

This map is provided by the Urban Libraries Council (urban peers represented in yellow) to show the 250+ libraries that have gone 'fine free':



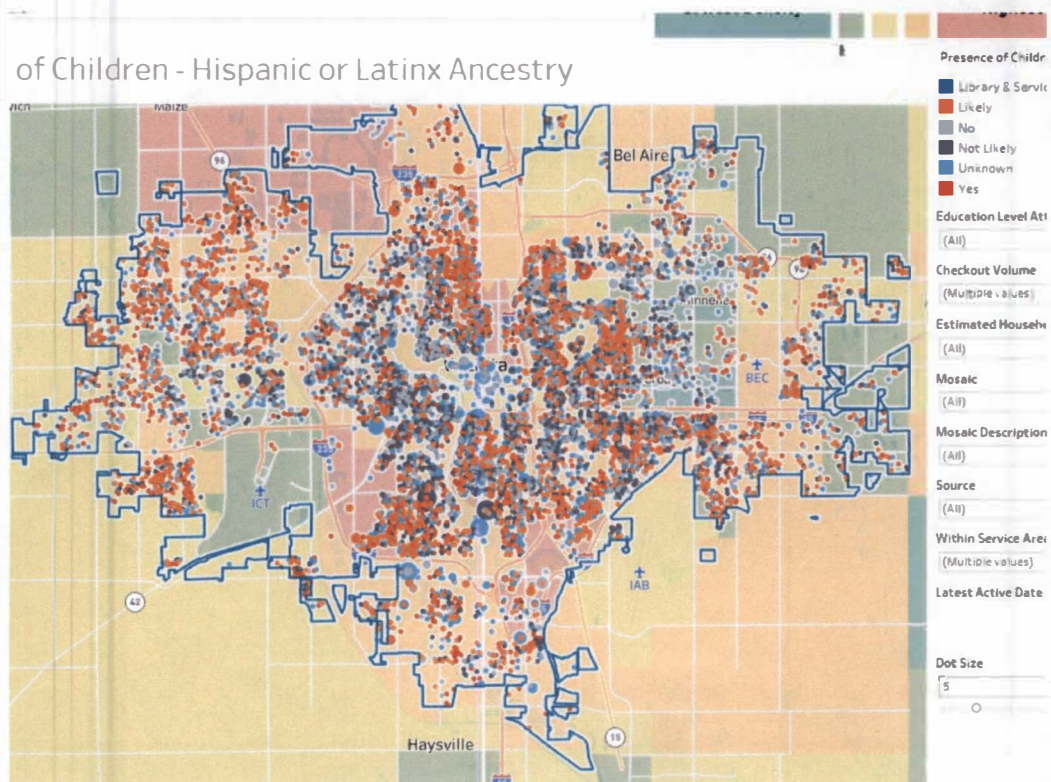
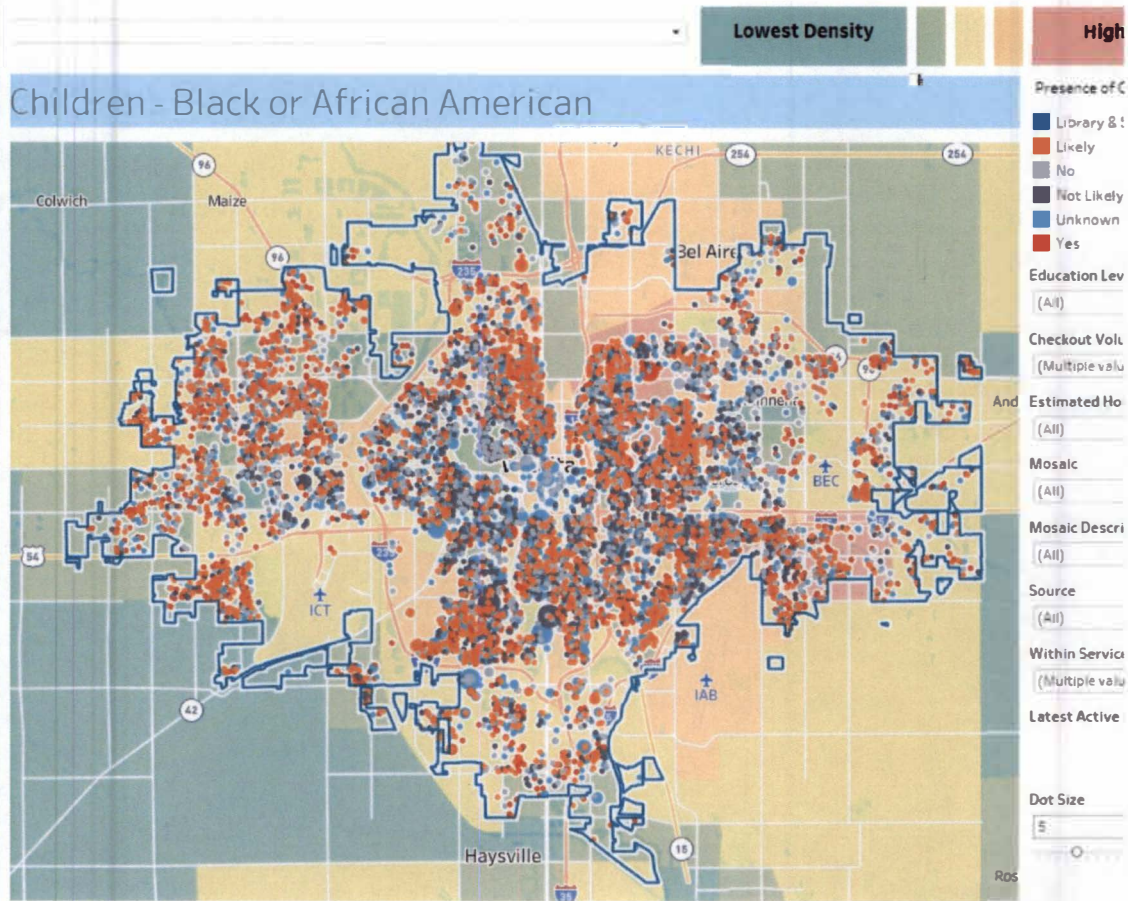
Comparing WPL library accounts that have overdue fines with Experian market segmentation and census data (below), 30.47% of customers that have overdue fines earn less than \$50,000 annually. Eliminating overdue fines improves equity as these lower-income households are not equally in their ability to pay overdue fees and thus lose access to the library.

Estimated Income

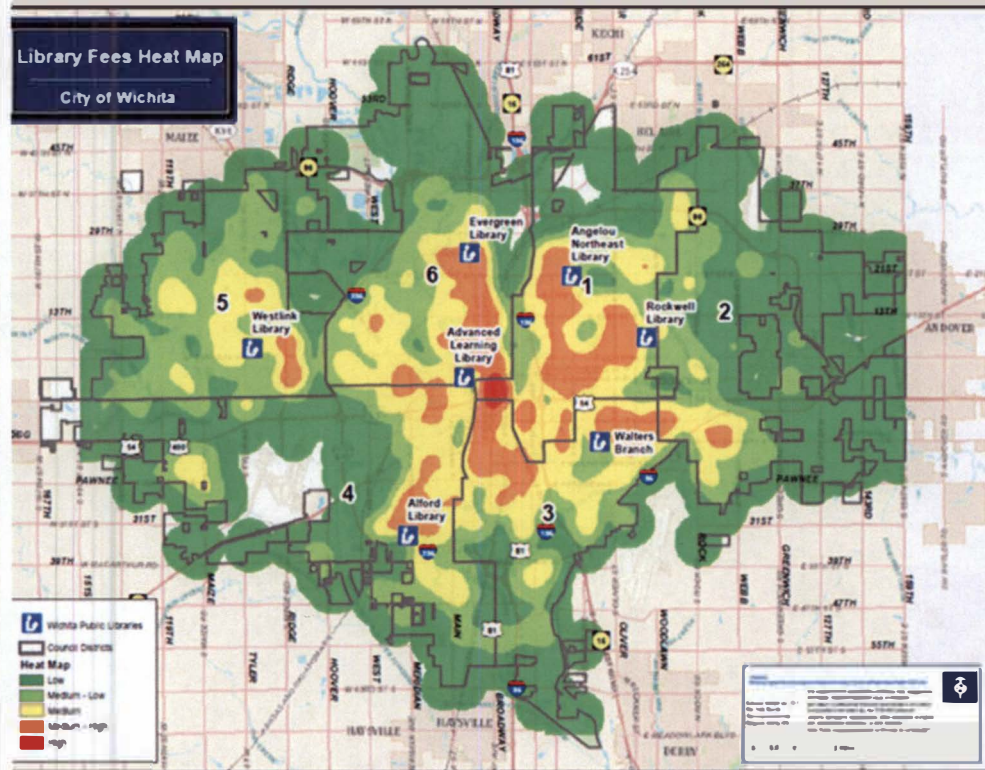


Location	Total Customers over \$10	Total Fines	% Customers Owe Over \$10
ALL (District 6)	25,061	\$2,244,722.31	24%
Alford (District 4)	5,178	\$396,640.66	23%
Angelou (District 1)	2,116	\$155,232.96	30%
Evergreen (District 6)	2,737	\$181,638.47	23%
Rockwell (District 1)	3,936	\$307,204.26	13%
Walters (District 3)	2,066	\$180,690.46	27%
Westlink (District 5)	3,468	\$210,532.83	10%
	44,562	\$3,676,661.95	

The following two maps show the likeliness of children in the home for current African-American or Black and Hispanic or LatinX library customers who currently owe overdue fines. Where there is high density (red geography) without dots shows the potential for new customers.



The following heat map shows where in Wichita overdue fines are currently owed by residents. The red area represents the Wichita Work Release Facility, and the highest number of fines owed by geography:



The chart below shows average collections since 2018 that were collected by library staff. Self-payments (online or through self-check) account for 2% of fees collected.

Average of Amount Owed								Grand Total
	ALL	Alford	Angelou	Evergreen	Rockwell	Walters	Westlink	
2021	\$5.08	\$2.20	\$2.36	\$1.52	\$2.82	\$2.61	\$2.40	\$2.95
2020	\$4.47	\$2.18	\$2.06	\$1.71	\$2.55	\$1.82	\$1.82	\$2.48
2019	\$6.93	\$2.17	\$2.21	\$1.96	\$2.60	\$2.05	\$1.81	\$2.82
2018	\$8.73	\$2.08	\$2.26	\$1.94	\$2.53	\$2.19	\$1.85	\$3.07
Grand Total	\$6.78	\$2.14	\$2.22	\$1.90	\$2.60	\$2.19	\$1.90	\$2.87

As a leading-edge organization, the Library strives for its customers to be successful in their library use and to connect them to the broader world. The amount of staff time allocated to conversations, processing payments, customer notifications, and depositing payments is significant. Over the course of 3 weeks, staff at one branch location spent 12.08 hours in conversation with at least 227 customers about account issues. The library will reallocate staff time into community outreach and positive in-building experiences instead of navigating negative overdue fines transactions.

In January 2022:

- 2823 Payment Plans are active or defaulted on with a balance of \$199,272.60. These accounts owe more than \$25 and are subject to collection and state set off efforts if left unpaid. All payment plans are staff-mediated.
- 29,717 items have been unreturned by customers. These items have a value of \$573,848.65. This recommendation does not change practices for unreturned items.
- The Friends of the Wichita Public Library was stakeholdered as they offer a Gold Card benefit of 3-days grace on overdue fines. This structure was identified as not equitable for all, and the Friends Board indicated support for methods that will increase access and use of the library.
- The Wichita Literacy Coalition was stakeholdered to understand how this change would impact their work. Participants responded favorably to the idea, and did express concern about how the loss in revenue would impact WPL's service in other areas.

RECOMMENDATION:

- Eliminate overdue fines as a permanent structure to increase access, improve customer service, and build capacity for community engagement and outreach in Q4 2022
- Waive uncollected overdue fees from accounts, leaving all other fees
- Add second overdue notification in advance of lost item notices for improved customer communication
- Promote a one-time "return your long overdue material" campaign to leverage this change to recover unreturned materials with City-wide messaging about equity-driven library services



WICHITA PUBLIC
LIBRARY

Effects of Eliminating Library Overdue Fines

February 2022



WICHITA STATE
UNIVERSITY
*PUBLIC POLICY AND
MANAGEMENT CENTER*

Public Policy & Management Center

Wichita State University

Misty Bruckner, Director

Larry Daniels, Program Manager

Elizabeth Ewers, Graduate Research Assistant

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Background

As of 2017, 92% of libraries in the United States charged fines and fees. Overdue fines among libraries ranged from \$0.17 per day for materials returned late to \$5-\$10 to cover the cost of replacement, with some fines increasing over time if not paid. Most libraries will suspend borrowing privileges for a cardholder once fines reach a specific maximum threshold, often set at \$10 (Ross, 2019).

Over the past several years, library systems across the country have taken steps towards reducing or eliminating overdue fines in an effort to provide more equitable access to resources, particularly for lower-income people in their communities. The Wichita Public Library is exploring eliminating overdue fines to ensure fair, equitable access to all the library system has to offer.

This report will focus on how overdue fines can inherently discourage people from using the library, how the library can still incentivize users to return materials without using fines, and how the elimination of fines will impact the quality of life for people in the Wichita community.

How Fines Discourage Use of Public Libraries

Public libraries carry a commitment to a mission of providing resources and education to people in their communities, no matter their income. However, the enforcement of overdue fines can undermine this mission by discouraging patrons from returning to the library.

Counteracting the Mission of Libraries

Some library professionals say that charging overdue fines undermines the mission of public libraries: providing free and equitable access to information (Ross, 2019). Fines act as major barriers to access, particularly for low-income families who are unable to pay or must make sacrifices in order to pay late fees (Ross, 2019). In fact, the Supporting Parents in Early Literacy through Libraries (SPELL) research done in Colorado libraries shows that library fines and fees for materials that are overdue, lost, or damaged prevent low-income parents and caregivers from using libraries, which in turn prevents the children of those parents and caregivers from using libraries as well (Johnson Depriest, n.d.).

Libraries are intended to encourage lifelong learning, exploration, and innovation, and this does not necessarily include teaching personal responsibility (Ross, 2019).

Overdue fines counter against the educational access-focused mission of the public library and can even make the library seem like an intimidating place for families and children. Therefore, many library professionals support the idea of eliminating overdue fines as way to strengthen libraries' commitment to their mission and their communities.

Equity

While charging a standard overdue fine for every library user is equal treatment, it is not fair or equitable treatment because it disproportionately affects low-income members (Johnson Depriest, n.d.). Like a regressive tax, an overdue fine of \$10 will be significantly more impactful on a family that brings in a lower income each month as

compared to middle- or high-income families. Since the fines impact lower-income people more significantly than others, they are inherently inequitable and therefore go against the mission of public libraries.

Additionally, the fines are particularly unfair to children (Johnson Depriest, n.d.). Most young children have no control over when and if their parent or caregiver can take them to the library to return their materials, and they certainly have no control over their parent or caregiver's ability or willingness to pay overdue fines. However, the children face the consequence of suspended borrowing privileges if materials are not returned and fines are not paid. Therefore, overdue fines punish children for things over which they have no control. This can be particularly discouraging for these children because they are experiencing punishment through no fault of their own, and therefore, these children might develop a lifelong hesitancy towards using the library. As the King County Library System's Children's Services Department Committee on Fines reported in 1975, "[fines] are particularly damaging to children's attitudes to the use of the library. . . Children have a right to use the library independent of their parents' financial pressures. . . [and] fines discourage library use particularly among children" (Johnson Depriest, n.d.).

As Anthony W. Marx, Library president of New York Public Libraries, notes, fines are an "antiquated and ineffective way to encourage patrons to return their books; for those who can afford the fines, they are barely an incentive" (Wong, 2021). A fine of a few cents or dollars will not be much incentive for a patron with disposable income; they can afford to pay the fines at their convenience. For a patron or family without money to spare, though, fines can eliminate their ability to use valuable library resources.

The impact of fines is lopsided and does not help achieve the goal of incentivizing returns. An elementary school principal from San Jose echoes this idea, saying that fines are "a slap on the wrist" for middle-income families, but that lower-income families are hit harder. If a family has to choose between paying a library fine and putting food on the table or a roof over their heads, they will come to the natural conclusion that "it's

better not to check out library books” instead of sacrificing basic necessities (Johnson Depriest, n.d.).

Dawn Wacek, who serves as the Youth Services Librarian at La Crosse Public Library in Wisconsin, shared in a 2018 TED Talk that “libraries support their communities by promoting early literacy among children of every socioeconomic background and by offering enriching programs, job skills training, and resources to help business start-ups.” However, she goes on to assert that “charging fines counteracts this good work.” Even programs in which libraries allow people to “read away” their fines or donate canned goods in exchange for waived late fees do not help people who struggle with literacy or cannot afford to donate food (Ross, 2019).

While it is important to ensure that materials borrowed from the library do get returned, fines and other punitive measures can do more harm than good by completely discouraging people from using the resources available at their local library due to shame or inability to pay fines.

Incentivizing the Return of Materials

Many people question how the library will incentivize users to return materials without the use of fines. This is a valid concern; no one wants people to simply borrow materials from the library and keep them indefinitely, making it impossible for others to utilize those resources. However, there are other options for incentivizing returns, and, in fact, there is not strong evidence that overdue fines are effective incentives in the first place.

Access as an Incentive

As simple as it sounds, having continued access to resources at the library can serve as an impactful incentive. In many cases, people rely on the library as their best source for entertainment, education, and technology. If a patron knows that they cannot borrow books or use library computers until they return their overdue materials, they are likely to bring those materials back—even if they are returned later than their original due date.

Replacement fees

Some libraries maintain the use of replacement fees, even if they eliminate overdue fines. However, these should be used carefully to avoid the same equity issues that overdue fines bring up.

For example, Cuyahoga County Public Library in Ohio adopted a fine free policy in 2022. However, they maintain a policy that “any library items that are not returned more than 21 days after their due date will be considered ‘lost.’ When an item is lost, borrowers are charged a replacement fee. When a lost item is returned, the replacement fee is cleared” (Hlavaty, 2022). By clearing the fee once the item is returned—even though it is returned late—patrons can avoid having to pay as long as they return the borrowed material. The fee simply acts as a hold until the materials are returned.

Replacement fees can serve as a more equitable solution to ensure the return of materials. By not making patrons pay the fee once they have returned the item, the library enables people to make their returns without shame or discouragement.

Libraries can continue to ensure that they receive materials back while avoiding using punishment to create shame and discouragement. Focusing on continued access as an incentive and using measures that encourage the return of materials without punishment allows libraries to build a culture of responsibility and encouragement, returning them to their mission of supporting communities equitably.

Quality of Life

Public libraries are intended to be institutions that are a central part of local communities. They are there to help people by providing access to resources and services that help them learn, grow, and contribute to society. Removing overdue fines can help libraries get back to their original purpose of improving quality of life for the people that use them.

Community Relationships

According to a study on removing barriers to access in Colorado, “libraries that remove fines on juvenile material find it helpful in building a positive relationship with families” (Johnson Depriest, n.d.). The existence of fines can create adversarial relationships between staff and customers (Ross, 2019). These adversarial relationships can make visiting the library an unpleasant and even shameful experience for families, which can ultimately lead them to visit the library less often or stop visiting it entirely. As Sarah Houghton, director of San Rafael Public Library in California notes, fines are especially discouraging to “those in the community who could most benefit from library services” (Ross, 2019). In order to work towards the mission of providing free and equitable resources, public libraries must build trust with the communities they serve. Fines can diminish that trust and stand in the way of cultivating strong community relationships, preventing people from enjoying the many benefits that their local library has to offer.

Access to Resources

Diana Ramirez, a young woman in San Diego, shared her experience with overdue fines. As a child, she owed \$10 in late fees, and over time, the amount grew to \$30. Now in her twenties, Ramirez had gone nearly 10 years without borrowing materials from the library (Bowman, 2019). She described not only the burden she carried by being unable to pay the fines, but also the difficulty of having a critical resource removed from her life. As a student in an alternative education program to earn her high school diploma, she needs access to a computer for completing homework and filling

out job applications (Bowman, 2019). Without access to a library, she could not complete these essential tasks.

However, the San Diego Public Library erased all outstanding late fines for patrons as it moved towards a fine-free policy in April 2019. Ramirez became one of over 130,000 patrons whose library accounts were suddenly free of debt (Bowman, 2019). Ramirez, and countless other patrons, finally had the ability to use the resources they needed to progress in school and careers.

Diana Ramirez's story is just one example of how overdue fines can perpetuate inequity. In order to complete school and acquire employment, people need access to technology and other resources. For those who do not have the resources that they need at home, the public library is often the only option for accessing these resources for free. To address inequity and lift up citizens who need support, public libraries need to consider how fines can prevent progress.

Increased Patronage

In some cases, library fines have led to not only the return of patrons, but also the return of materials. When Chicago Public Libraries eliminated fines, they saw a 240% increase in the return of materials within three weeks (Bowman, 2019). In addition, the library system saw 400 more card renewals within a month compared to the same time frame the previous year (Bowman, 2019). Removing the barrier of fines opens public libraries up to increased usage and engagement with the community. Further, the increase in patronage and returned materials helps people enjoy the library and utilize the resources available to them there to improve their quality of life.

Cost Savings

While overdue fines typically contribute to the library's budget or the city's general fund, there can be costs to charging for overdue materials. According to the study from Colorado, "scant research on the value and impact of library fines and fees does not indicate a clear benefit of administering these policies, and they may be costly to

enforce” (Johnson Depriest, n.d.). In San Diego, for example, officials determined that eliminating the fines will actually save money; the city had spent nearly \$1 million dollars each year on tracking down patron to collect fines and recover books, only to bring in about \$675,000 in fine payments each year (Bowman, 2019). Eliminating fines can open up money in the budget to better serve citizens. Even if eliminating fines does not save significant dollars, it does allow library employees to spend time working on projects that uplift the library and community rather than devoting time to collecting fines. By saving time and money, both the library and the local government can focus on initiatives that help citizens rather than punishing them for overdue materials.

Conclusion

The American Libraries Association has now taken the official stance of encouraging libraries to promote “the removal of all barriers to library and information services, particularly fees and overdue charges” (Johnson Depriest, n.d.). Library systems that have already adopted policies eliminating overdue fines serve as examples that show that it is possible to continue to incentivize the return of materials while equitably providing resources to communities. By building and maintaining positive relationships with families and patrons, using access as an incentive, and staying true to their mission, public libraries can effectively serve their communities without the use of overdue fines.

Sources

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Option #2: Fund Internet Costs From the General Fund				
Description: As a result of e-Rate changes, includes 10% of annual public internet charges into the library’s operating budget to support a core and critical library service				
Program	Activity	Departmental Goal Alignment		Focus Area Alignment
Customer Services; Digital Services; Education & Engagement	Public Computing; Technology Training; Reference Service; Mobile Printing; Public Fax Service	Ensuring Digital Inclusion; Providing Equitable Access to Information		Living Well
Key Outcome or Program Outcome Measures (May be impacted by other program options)				
Metric	2021 Actual	2022 Target	2023 Target	2024Target
Wireless/PC sessions delivered to the community	107,713	120,000	165,000	200,000
% technology students gaining knowledge about using digital resources	92%	93%	92%	94%
% technology students feeling more confident when using digital services	86%	85%	86%	88%
Financial and Staffing Impact				
		2022	2023	2024
New Revenues		(\$0)	(\$0)	(\$0)
New Expenditures		\$12,500 (total cost is \$125,000)	\$15,000 (total cost estimated at \$150,000)	\$17,500 (total cost estimated at \$175,000)
Net Financial Impact		\$12,500	\$15,000	\$17,500
FTE Change		0	0	0
Description				
Wichita Public Library has funded public internet fees through grants since 1999 as a core service, and participates in the Federal E-Rate program to receive an annual refund for a portion (up to 90%) of these charges. The Library cannot be guaranteed these grants, the amount of reimbursement has decreased over time, and staff time to administer the E-Rate program is substantial. Library technology hardware expenses are managed in the general fund budget but the needed access to the online world is not. The library uses grant funding to supports Wi-Fi and internet service, and both grant and reimbursed funds are relied upon to support public library programming for youth, teens and adults. While the Library needs to remain a billing entity to be eligible for E-Rate funding, this request ensures that the cost of this core library service is supported by City funds.				

As a positive benefit to libraries and schools, e-Rate is making significant structural changes to the funding structure: the changes eliminate the reimbursement process and instead establishes an annual fixed price that is based on the poverty index and receipt of free and reduced lunches in each community. These changes provide more stability in the budget and will also create a more efficient process for grant administration.

COVID-19 has magnified the digital divide in the Wichita community and the rising costs of internet access remain beyond the reach of many residents. The Library continues to fill this utility gap for residents who are completing schoolwork, seeking employment, filing taxes, and communicating with others. Over the past 20 years, WPL has expanded its internet access from fixed PCs to also include wireless accessible through a variety of personal and Library provided devices. As traditional in person activities have moved online during the pandemic, customers increasingly need access to higher internet speeds to complete important tasks for their health and wellbeing; for instance, video chat and streaming video needs for online learning, virtual interviews, and telehealth appointments. This puts more demand on internet speed requirements and becomes costlier to provide annually. A donation of 5G internet service to the Advanced Learning Library will end in May 2023, which brings an additional facility's utility charge and increases the expense from the library grants.

Through completing the Edge Assessment for library technology benchmarks, in review of Pew public internet research, and in alignment with the Board endorsed Library Technology Plan, the Library sees a future in which it will not be able to both afford internet speed to maintain current service and offer community-building programs like the Big Read, Summer Reading, and Candid Conversations, which are often funded through the same grants. This program option moves internet charges into the general fund budget to ensure the equity of access to information and will enable the library to continue to fulfill its role in providing digital inclusion.

Option #3: Expanded hours for Dr. Ronald W. Walters Branch				
Description: Adds one FT paraprofessional in order to expand hours/services of relocated District III branch library				
Program	Activity	Departmental Goal Alignment	Focus Area Alignment	
Customer Services	Public computing, technology training, Pre-K literacy services, K-5 literacy & learning, RLV for pleasure, teen literacy & learning programs, collaboration spaces, employment programming, DIY programming	Ensuring Digital Inclusion; Supporting a Literate Community; and Providing Equitable Access to Information	Living Well	
Key Outcome or Program Outcome Measures (May be impacted by other program options)				
Metric	2021 Actual*	2022 Target	2023 Target	2024 Target
Branch visits	22,968	35,500	47,000	50,000
PC and Wifi Sessions	6,792	7,800	9,800	11,000
Materials circulation	35,168	47,500	54,000	61,625
Customers rating hours as excellent/good	72%	70%	85%	90%
*Opened February 1, 2021				
Financial and Staffing Impact (May be impacted by other program options)				
	2022	2023	2024	
New Revenues	\$10,000	\$11,000	\$11,000	
Room Rentals	\$500*	\$1,000	\$1,000	
Fax, Printing & Photocopying	\$3,000	\$3,500	\$3,500	
Desk Receipts	\$6,500	\$6,500	\$6,500	
*Reduced due to COVID-19				
New Expenditures	\$22,841	\$95,020	\$98,821	
Salary and benefits				
Net Financial Impact	\$12,841	\$84,020	\$87,821	
FTE Change	1	1	1	
Description				
<p>According to the WPL Branch Master Plan, one of the most significant impediments to use of the branch was the limited hours of operation with 28% of survey respondents rating the Linwood Branch hours as poor or fair. At present, the relocated Dr. Ronald W. Walters Branch continues to operate on a 35 hour/5 day per week schedule with staffing provided by four part-time, para-professional employees. No weekend hours are available for accessing library service. Professional staff manages the branch as a dual location responsibility, and some Youth Services Librarian support is provided weekly for programming. With a more visible location a larger service area, the use of the branch has increased and citizen complaints are frequent due to the limited hours of operation. Between April 1 and December 31 2019 and 2021, circulation was down ~9%, compared to a 37% decrease for the system over the same time period.</p> <p>Public transportation is required for many customers to be able to receive library service. Basic technology assistance is a high demand for both use and staff support, and the branch experiences a higher number of customer engagements that require more in-depth and skilled responses than what was experienced at Linwood. Usage patterns are changing as staff are spending up to an hour assisting customers with job applications, unemployment registration, housing, and other basic need support as a result of low technology skills. The new customer base includes educational attainment at high school, and more are likely to be on public service assistance as the annual income less than \$30,000 in the surrounding zip codes.</p> <p>Adding one full-time paraprofessional employee will enable the branch to increase its schedule from a 35 hour/5 days per week service to a 48 hour/6 days per week operation to better meet the needs of the diverse</p>				

service area, while better being able to serve customers with additional staff on site to help provide timely assistance. The staffing increase would enable the branch to add book-a-librarian technology training, offer more early learning activities, have an in-building supervisory staff to manage and oversee daily operations, as well as the scheduling and use of the new meeting space, which is expected to be a popular amenity for residents of District III. The adjacency to ComCare and WSU Tech provides more opportunities for partnership and engagement to serve a broad number of social and educational needs that are difficult to meet with today's staffing.

Staff and customer safety and security is also a concern In its first year of operations, more de-escalation of customer incidents was managed than at Linwood, and staff have expressed concerns regarding safety and security at the facility when they are serving both more customers and more customers with greater needs.

Current hours of operation include Monday, 1-8pm, Tuesday – Friday, 11am-6pm. Possible hour adjustment could look like: Monday, 12-8pm, Tuesday – Saturday, 10am-6pm.

This option assumes a Senior Library Assistant (1622/Step 15) with premium family insurance to be hired for expansion of hours in Q4 2022.

Option #4: Expanded hours for Maya Angelou Branch				
Description: Adds one FT paraprofessional and one PT paraprofessional in order to expand hours/services of District I branch library				
Program	Activity	Departmental Goal Alignment		Focus Area Alignment
Customer Services	Public computing, technology training, Pre-K literacy services, K-5 literacy & learning, RLV for pleasure, teen literacy & learning programs, collaboration spaces, employment programming, DIY programming	Ensuring Digital Inclusion; Supporting a Literate Community; and Providing Equitable Access to Information		Living Well
Key Outcome or Program Outcome Measures (May be impacted by other program options)				
Metric	2021 Actual	2022 Target	2023 Target	2024 Target
Branch visits	11,642	42,500	47,000	50,000
PC and Wifi Sessions	1,619	2,500	3,500	4,500
Materials circulation	16,139	20,000	25,000	50,000
Customers rating hours as excellent/good	72%	70%	85%	90%
Financial and Staffing Impact (May be impacted by other program options)				
		2022	2023	2024
New Revenues		\$10,000	\$11,000	\$11,500
Room Rentals		\$500*	\$1,000	\$1,500
Fax, Printing & Photocopying		\$980	\$1100	\$1100
Desk Receipts		\$2800	\$2800	\$2800
*Reduced due to COVID-19				
New Expenditures		\$29,660	\$123,385	\$128,321
		\$6,820	\$28,365	\$29,500
Salary and benefits		\$36,480	\$151,750	\$157,821
Net Financial Impact		\$26,480	\$140,750	\$146,321
FTE Change		1.5	1.5	1.5
Description				
<p>The Maya Angelou Branch receives regular customer complaints, concerns, and comments about the limited service hours and customers’ inability to use services as a result. This has been a perennial concern that has been magnified by COVID-19 impacts, but will not be resolved without investments. At present, the Maya Angelou branch operates on a 27 hour/5 day per week schedule with staffing provided by three part-time, para-professional employees. Current hours of operation include: Tuesday, 1-8pm, Wednesday – Saturday, 1-6pm. With this program option, hours of operation could expand to seven days a week: Monday, 10am-6pm, Tuesday, 11am-9pm, Wednesday and Thursday, 11am-6pm, Friday, 1-6pm, Saturday, 10am-6pm, and Sunday, 1-5pm. Professional staff manages the branch as a dual location responsibility, and some Youth Services Librarian support is provided weekly for programming. The addition of staffing would allow them to provide higher-level program and engagement instead of performing routine branch operation support. Additionally, services like Book a Librarian could be introduced to help customers navigate resources and answer their unique questions or problems.</p> <p>The branch has the potential to serve approximately 70% of its community that currently does not use library service – a staggering opportunity. Public transportation is required for many customers to be able to receive library service and expanded hours provides flexibility to meet transit needs. In the Branch Master Plan, 17% of residents indicated they would not travel to another library. Over 21% of the immediate neighborhood receives public assistance, more than 2.5 times higher than other neighborhoods. Basic technology assistance is a high</p>				

demand for both use and staff support, and the branch experiences a higher number of customer engagements that require more in-depth and skilled responses.

Adding one full-time paraprofessional employee and one part-time employee will bring equitable service to 48 hour/6 days per week operation to better meet the needs of the diverse service area. The staffing increase would enable the branch to conduct strategic outreach and grow partnerships with area caregivers, schools, clubs, businesses, social services and churches in order to connect with community members who are not currently engaged with the library. Targeted outreach is necessary to build relationships and ensure the library's free digital and literacy resources are known and relevant. Family engagement, cultural events and other public programs would be designed with community insights, that reach beyond a one-time activity and instead creates a synergy of partnerships. The community has requested greater emphasis on early learning, workforce development, technology access, and culturally appealing resources. In addition, they have asked for hours that allows youth to visit the library after Boys & Girls Club activities complete or on weekends. As a result of CIP investments, the branch design will be mapped to support these transformational services.

The option assumes a full-time Senior Library Assistant (1622/Step 15) with premium family insurance in addition to a 20-hour Library Assistant (1619/Step 15) to be hired for expansion of hours in Q4 2022.

Option #5: Increase Materials Collection Budget				
Description: Increase funds to bring library materials collections budget in line with 2018 peer library amounts, addressing 19.7% inflation since 2013, and meeting digital needs of the community.				
Program	Activity	Departmental Goal Alignment	Focus Area Alignment	
Customer Services; Collection Management; Digital Services; Education & Engagement; Support Services	Pre-K Literacy Services; K-5 Literacy; Virtual Branch; Reference Services; Employment Programming; K-12 research visits; Small Business Support; RLV for Pleasure	Supporting a Literate Community; Providing Equitable Access to Information	Living Well	
Key Outcome or Program Outcome Measures (May be impacted by other program options)				
Metric	2021 Actual	2022 Target	2023 Target	2024 Target
Customer rating health, wealth and life choices materials as good/excellent	80%	82%	85%	90%
Customers rating leisure time materials as good/excellent	90%	92%	95%	97%
Materials circulation	1,324,327	1,500,000	1,750,000	2,000,000
Library cardholders	204,251	210,000	220,000	230,000
Financial and Staffing Impact				
		2022	2023	2024
New Revenues		0	0	0
New Expenditures		0	\$280,000	\$230,000
Net Financial Impact		0	\$280,000	\$230,000
FTE Change		0	0	0
Description				
<p>In a 2021 survey about library collections, customers expressed concerns about 1) the average age of the collection, 2) the lack of new materials, 3) limited selection of e-books and e-audiobooks, 4) the wait times for materials of all types. Current funding for holds, most of which is provided through the Foundation and grants, only allows staff to purchase at a 4:1 ratio (16 weeks) for print and a 10:1 ratio (20-30 weeks) for e-formats. 19% of customers ranked the library’s materials related to health, wealth, and other lifelong learning as average or disappointing. Customers look to these resources, some of which have information that is updated annually, to help them make important decisions in their lives that could impact decisions about their future.</p> <p>Since 2013, the materials budget has only increased by 7.8%, from \$674,323 to \$727,530 in 2022. This increase has not kept up with inflation (19.7% from 2013 to 2021), despite the Library being asked to provide an increasing number of resources and formats to best meet customers’ preferred reading and learning methods. In 2020, demand for e-formats of materials (up to 300% more expensive than physical formats) began to match or exceed the demand for the physical formats of some popular titles.</p>				

Even prior to the drastic increase in use of e-materials seen in March 2020, which saw the Library shift significant funding from physical materials to e-materials, a realignment that still does not meet the community's demand for e-titles, the Library has been forced to make difficult decisions with regards to what gets funded: a wider variety of new materials vs. making wait lists move just a little faster; increasing the depth of the children's e-material collection vs. purchasing replacements for well used picture books; providing access to a frequently requested database such as LinkedIn Learning vs. trimming the nonfiction budget by 30%; replacing time-sensitive materials dealing with health, science, technology and law topics as they go out of date vs. purchasing materials that showcase diversity, equity, and inclusion. The long-term impact of ongoing, sustained reductions is a loss in currency and relevance to the community. Currently, the average publication date of nonfiction titles is 2007; the average publication date for fiction titles is 2011.

As many reference resources move from physical formats to digital formats, database offerings have become even more important to provide the community with access to a wide range of databases to help enhance lifelong learning, personal and workplace skill development, stay abreast of current events, and make informed decisions about topics important to them and their families. Because subscription costs are based on the population size or number of card holders in a community, WPL is often placed in a pricing tier beyond the department's budget capacity. At present, WPL only subscribes to five databases (\$64,893 in 2022), far fewer than peer libraries, and is reliant on the State Library and Foundation endowments to broaden the scope of resources to provide access to education, newspaper, and genealogy research.

One of the most critical areas of concern is support for electronic formats. As a result of a state library consortium change in 2011, WPL began to build its own local e-format collection starting from ground zero. In the last 10 years, WPL has worked to build a collection of approximately 30,000 titles. In 2012, \$39,704 was allocated to this format. The COVID-19 pandemic raised interest in the Library's digital collections to previously unseen heights. In an effort to provide additional services while library buildings were closed, the Library added digital magazines to e-material offerings and shifted a significant amount of funding from print to e-materials. Even after buildings reopened, e-material usage has continued to increase: customers borrowed 85% more materials to 74% more customers in 2021 than in 2019. Pricing models for digital content do not favor libraries; individual titles are regularly priced up to 400% more for libraries than for individual consumers, then require libraries to repurchase titles that title after a set period of time because of licensing limitations. To best serve customers in a pandemic, the library increased its digital budget to \$286,992.71 (a 622% increase over 2012), which had a significant impact on circulation – digital checkouts in January 2022 surpassed the total digital circulation in 2012. Since launch, over 1.2 million items have circulated, over 56% of those checkouts coming since 2019; with additional funding to broaden offerings, the Library feels that 500,000 annual circulations is within reach. Despite the increased focus on digital resources over the last two years, the Library remains very attentive of the format preferences of users and is shifting proportions of funds between print and electronic as needed.

In 2018 (as reported in the 2021 Library Journal Star Library report), libraries serving populations between 375,000 and 425,000 spent an average of 12.8% of the overall Library operating budget on materials. In contrast, WPL spent 8.6%, the second least on the list. Wichita's libraries cannot be a leading-edge resource without an increase in funds to support the reading and information needs of its community.

Meeting customer demands is impossible with existing City of Wichita funding. Wichita Public Library has been reliant on grant and Foundation funding to fund nearly half of our annual e-material spending, to refresh targeted nonfiction subject areas to ensure relevancy, and to keep hold lists on physical materials to "only" 8-10 weeks. Funding from these sources also supports all Library programming, marketing, and community engagement needs.

This program option increases the collections budget to support youth, teen, and adult reading to bring Wichita to 2018 standards by 2024. As a foundation of library service, collection improvements and additional digital

resources will enhance all areas of library services and programs as more cardholders will find relevant material for their needs. The increase will allow the library to 1) introduce lifelong-learning database subscriptions and bring these offerings in line with peer Midwestern libraries, 2) increase e-content collections and improve service to a growing number of digital customers, 3) improve access and currency to science, technology, engineering, and math resources, and 4) ensure Wichita purchases growing numbers of diverse titles that best reflect the community.

Option #6: Family Literacy Coordinator

Description: Create a Family Literacy Coordinator position to support engagement with low-literacy and ESL families through partnerships, introducing a Family Place Library in-building model of service, designing and delivering early learning material through a bookmobile service, and offering Ages and Stages Questionnaires from library branches to help parents with early intervention of their child's development to assist with kindergarten and reading readiness.

Program	Activity	Departmental Goal Alignment	Focus Area Alignment
Customer Services; Collection Management; Digital Services; Education & Engagement; Support Services	Community partnerships; Collaboration Spaces; Pre-K Literacy Services; RLV for Pleasure; K-5 Literacy and Learning; Intralibrary Courier; Volunteer Management	Supporting a Literate Community; Ensuring Digital Inclusion; Providing Equitable Access to Information; Effective, Efficient Administrative Activities	Living Well; Wichita: A Well-Run City

Key Outcome or Program Outcome Measures (May be impacted by other program options)

Metric	2021 Actual	2022 Target	2023 Target	2024 Target
Youth Material Investment	\$147,861.96 (includes City and Foundation)	\$200,000 (increase from Foundation)	\$225,000 (increase from Foundation)	\$200,000 (increase from Foundation)
Youth Material Circulation	460,383	500,000	600,000	720,000
Early Learning Delivery Sites	N/A	20	200	300
Library cardholders	204,251	210,000	220,000	230,000
Ages and Stages Questionnaire completion	N/A	20	500	1000
1000 Books Before Kindergarten Enrollment and Completion	6208 / 781	6300 / 800	7000 / 1000	7500 / 1500

Financial and Staffing Impact

	2022	2023	2024
New Revenues	(\$0)	(\$0)	(\$0)
New Expenditures	\$30,157 (Q4 start)	\$96,167	\$97,717
Net Financial Impact	\$30,157	\$96,167	\$94,717
FTE Change	1	1	1

Description

Research shows parent involvement means better learning outcomes for kids. Wichita Public Library is an ideal space for family engagement because of its mission to provide access to collections and information through collections, services, and staff assistance. This program reimagines the library's early learning approaches through a service model that is coordinated centrally for cohesive partnership and outreach development but is delivered and maintained through branch library spaces, collections, and staff. It also is built to advance three multi-year initiatives to embody diversity, equity and inclusion in services, reconnect with and grow cardholders, and inspire staffing in service to community.

Wichita Public Library will apply to become a [Family Place Library](#), which is designed as a collaborative model that commits to seven core concepts, many of which are underway at the library: Trained Staff, Parent Child Workshop, Collections, Specially Designed Spaces, Collaborations and Partnerships, Programs for Babies and Toddlers, and Outreach. By connecting to this service model, WPL has access to a network of more than 450 public libraries, intensive staff development, builds out existing library assets, and creates a strong civic leadership role as a city department serving as a community nexus for parent engagement. Since eliminating the Youth Outreach Librarian position in 2021, community partners have voiced a public library service gap despite attempts to develop relationships among existing youth services staff and have expressed support for restoring this role.

An additional aspect of this program development positions the Library as a community-centered space where parents can assess their child's development with communication, gross motor, fine motor, problem-solving, and social-emotional skills. Kansas Department of Health and Education has identified the Ages and Stages Questionnaire (ASQ) as a simple, reliable, parent-involved tool that helps with early intervention to ensure support and kindergarten readiness. WPL will offer ASQ screenings at each of its library locations after receiving the training and tools needed. WPL will partner with ChildStart and Rainbows United to strengthen its resources for parents. Funding for ASQ is \$500 per site in addition to one-time costs hand-on equipment for the assessment. Ongoing costs will be supported through the library's office supply budget.

Family engagement looks like making elements and practices of the library function in a way where library experiences inspire and motivates parents to have an active role in their child's learning. This position focuses on not only understanding that children need high-quality learning experiences outside of school and care settings, but that parents also need support to meet their own educational and learning needs. Creating a new Family Literacy Coordinator position will:

1. Play a critical programming connector role to bridge existing resources in adult and youth service to adapt key existing services to integrate family engagement and literacy supports while expanding self-directed in-building programming.
2. Provide leadership in developing and nurturing community connections with partners to advance Wichita Literacy Coalition goals.
3. Manage the delivery of reading materials through the delivery of an early learning bookmobile service.

The Family Literacy Coordinator classification will be designed at the Librarian range, but will not require a MLS degree in order to support diversity of education and experiences. The position will play a connector and navigator role with existing Librarians so that there is stronger and more intentional design that while children need high-quality learning experiences, parents also need support to meet their own educational and learning needs.

Wichita Public Library's goals will be to ensure its spaces welcome families to become the most supportive and accessible out-of-work-out-of-school family resource that it can be, while collectively helping to improve kindergarten readiness of Wichita kids. In addition, this position will help design and launch an Early Literacy Bookmobile service that takes book bundles that align with 1000 Books Before Kindergarten to community members who experience poverty, transportation and housing instability. Initial capital for the Early Literacy Bookmobile and collections will be provided through Wichita Public Library Foundation support.

As library facilities are remodeled at Angelou (District 1), Alford (District 4), Rockwell (District 1), and Westlink (District 5), early literacy spaces will be designed specifically to support Family Place Library concepts. WPL will embrace the entire family—from infants and toddlers to teens to grandparents—making it a space that is not limited to just one age group, but rather a place that spans generations. Programs and partnership development across all library locations will be active and intentional in prioritizing connections with new immigrants and unlicensed caregivers who are often friends, families, and neighbors – those caregivers who may not be receiving

early learning services elsewhere and who are more likely to visit a library than any other community venue, like a bookstore or museum.

The digital and hands-on resources offered and guided by WPL's Family Literacy efforts will be tied to the Wichita Literacy Coalition's outcomes to:

1. Strengthen commitment of early childhood service providers to understand and use statewide Kindergarten readiness standards.
2. Close the achievement gap in Wichita by focusing support on communities and families of greatest need and creating awareness of early literacy impacts on academic success.
3. Utilize data and analysis to drive efforts, measure success, and communicate impact.

The visibility of the library in and around the streets of Wichita is crucial to connect with and serve parents who have difficulty coming to the library and to partner where community services are being received (Ex. Food Bank).

The Wichita Public Library Foundation has committed to fundraise for activities and equipment for branch remodels and will engage a campaign to raise funds for an electric bookmobile that has a dedicated collection that enrolls and fosters participation in the 1000 Books Before Kindergarten program. In addition, Foundation and grant funds will be used to purchase equipment needed for Family Place Library activities.

Partnerships and volunteers are critical to help with the capacity of this vision. Wichita Literacy Coalition partners, KANSEL, City of Wichita Housing, Empower, City Transit, and USD 259 are a few key collaborations. Partnerships from health, and education and social service providers will also be strengthened. Program development will use design-thinking methods, center on empathy, and will involve families in helping to shape program content so it is most relevant to them.

This option assumes a new Family Literacy Coordinator position (1C41/Midpoint) with premium family insurance to be hired for the design and relaunch of early learning services in Q4 2022; this option also funds Ages and Stages Questionnaire licensing and supplies for seven library locations.

Option #7:	Market Segmentation and Demographics Tool
Description:	Fund Years 2 and 3 of Gale Analytics and Engage to provide key insights to multiple library services to make most use of resources and attract new cardholders.

Program	Activity	Departmental Goal Alignment	Focus Area Alignment
Customer Services; Collection Management; Digital Services; Education & Engagement; Support Services	Pre-K Literacy Services; K-5 Literacy; Virtual Branch; Teen Literacy & Learning Programs Reference Services; Employment Programming; K-12 research visits; Small Business Support; RLV for Pleasure; Current Events Programming; DIY Programming	Supporting a Literate Community; Ensuring Digital Inclusion; Providing Equitable Access to Information; Effective, Efficient Administrative Activities	Living Well; Wichita: A Well-Run City

Key Outcome or Program Outcome Measures (May be impacted by other program options)

Metric	2021 Actual	2022 Target	2023 Target	2024 Target
Materials circulation	1,324,327	1,500,000	1,750,000	2,000,000
Library cardholders	204,251	210,000	220,000	230,000
Library cardholders in 67214 (population 16,542)	9120	10,000	11,000	12,000
Library cardholders in 67204 (population 21,194)	9044	10,000	11,000	12,000
Library cardholders in 67218 (population 22,722)	9672	10,500	11,500	12,500
Library cardholders in 67210 (population 10,339)	3276	4000	4500	5200

Financial and Staffing Impact

	2022	2023	2024
New Revenues	0	0	0
New Expenditures	0	\$23,438	\$23,438
Net Financial Impact	0	\$23,438	\$23,438
FTE Change	0	0	0

Description

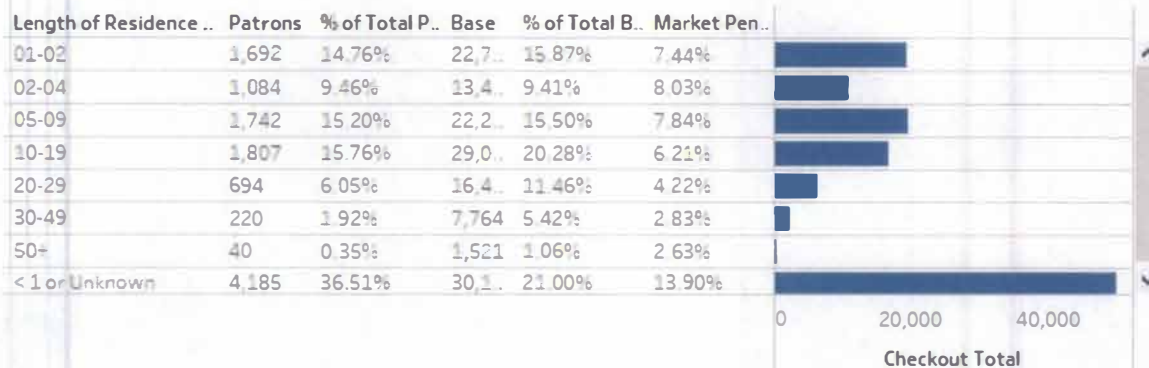
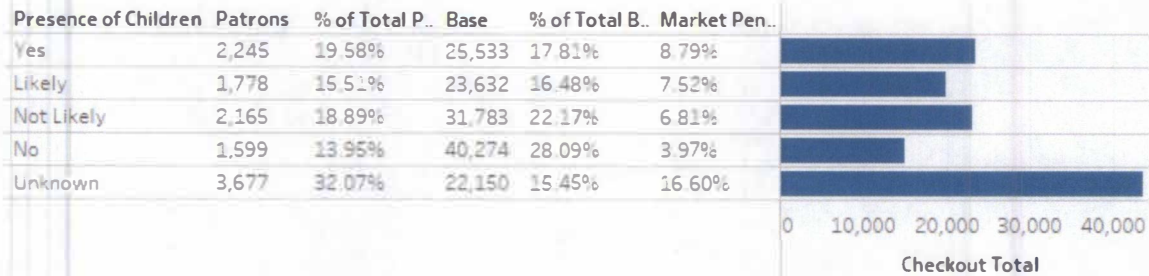
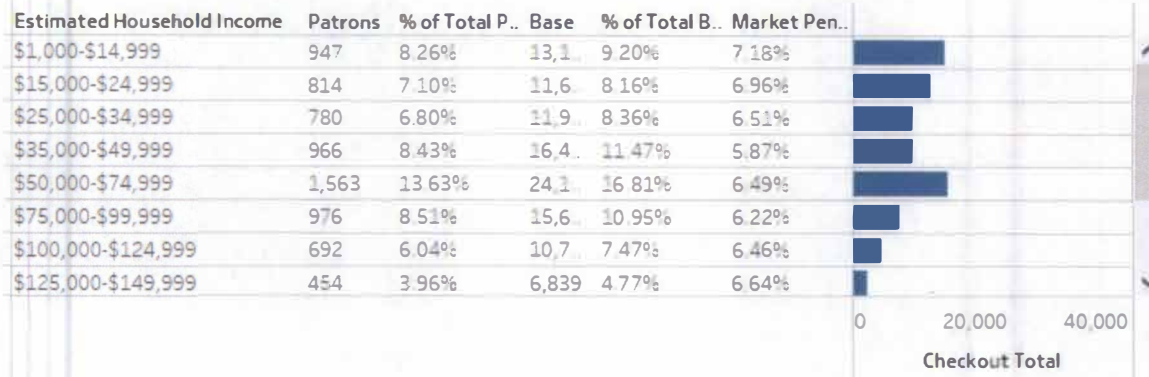
Wichita Public Library has licensed access to Gale Analytics and Gale Engage, two products that will allow the library to analyze customer use data to make data-informed decisions about physical and digital collections, programming, outreach, communications, and services to ensure digital inclusion. This research was conducted in 2018/19 by an outside consultant in creation of the Branch Master Plan. The library's Technology Plan identifies use of a customer and collection assessment tool.

The products provide market segmentation and behavioral insights based on address information. This information can be applied to other City department needs to ensure that all departments have access to understanding who is and who is not using services. The Library plans to update each library facility's data from the Branch Master Plan, especially to learn about the needs experienced in Dr. Ronald W Walters neighborhood and the Advanced Learning Library. Specifically, the new insights will ensure that the library has a clear understanding of the impacts COVID-19 has had on library use so that future strategies are both based and measured by the same tools. Programs and collections will be tailored to the unique interests and needs of each library branch, creating stronger destination sites for residents who are not currently using the library. Four zip codes will be targeted for initial strategic outreach and communications in 2022-23: 67204, 67210, 67214, and 67218.

The Gale products use over 700 information and survey tools (ex. Census, American Citizen Survey, and Mosaic) that gives a holistic view of the community's needs and empowers users to serve them better. Library dashboards will be automated with APIs to more efficiently see usage changes and strategize communications. The subscription includes assistance from a data analyst and ongoing product support. In addition to maps and specific criteria that can be filtered, information regarding education, income, age, market penetration, and more can be easily obtained using usage data (below represents accounts with overdue fines owed):

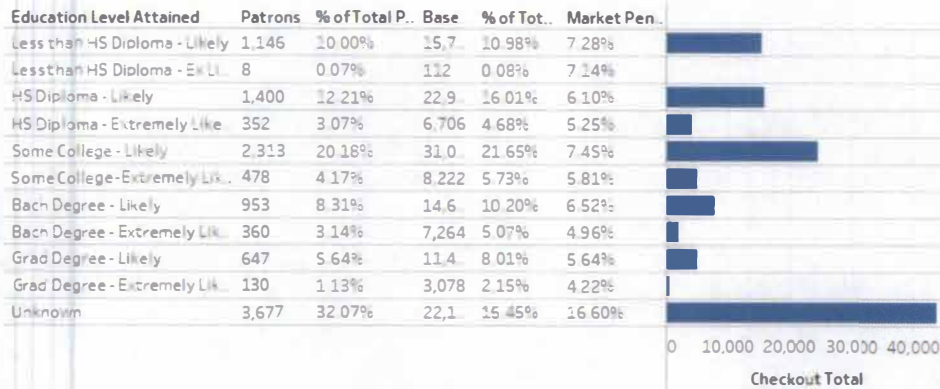
Patron Measures

Total Households: 143,372
 Patron Households: 11,464
 Experian Patron Households: 9
 Non-Experian Patron Househol



015
15: 2,449

Total Checkouts: 124,761
Checkouts per Household: 11
Overall Market Penetration: 8.00%



Education Level Attained
(All)

Estimated Household I..
(All)

Length of Residence Ra..
(All)

Mosaic
(All)

Mosaic Description
(All)

Presence of Children
(All)

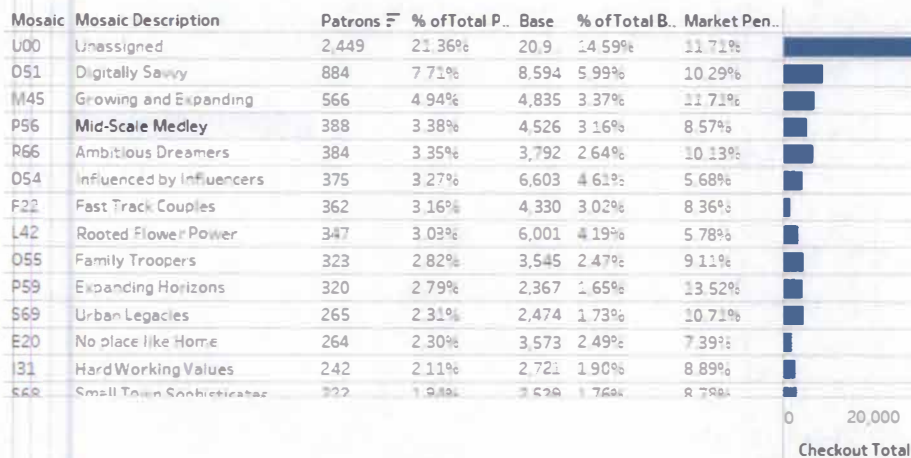
Within Service Area
(Multiple values)

Source
(All)

Census Tract
(All)

Zip
(All)

Latest Active Date



Many urban library peers have subscribed to a 3rd party product to help understand community interests. By learning this product with a 3-year minimum commitment, WPL will be able to revise its performance measures to show deeper and immediate impacts its strategies are having on customer engagements and ensure services are serving those most in need. As part of the pandemic recovery efforts, WPL is committed to updating its staffing capacity through multiple service changes to allow for targeted outreach and annual Program Options and goals will be supported through this tool. This includes the design of a new early literacy bookmobile delivery service, and the community insights gained from Gale tools will help the library know where its most diverse community members live to strategize services. We will be able to track performance metrics both inside and outside of the library and to determine where to place partnership services.

This option includes the subscription cost of Gale Analytics and Engage (years 2 and 3) into the operating budget to create a City-wide tool for demographics research that uses department data.

Media Report - January 2022

TELEVISION:

- January 3, KWCH, Kanopy:
<https://www.kwch.com/video/2022/01/07/newstalk-wichita-public-library-happenings/>
- January 6, KWCH, COVID-19 Mobile Vaccine Clinic:
<https://www.kwch.com/2022/01/06/wichita-public-library-host-county-vaccination-clinic/>
- January 6, KSN, COVID-19 Mobile Vaccine Clinic:
https://www.ksn.com/news/health/coronavirus/coronavirus-in-kansas/wichita-public-library-to-host-covid-vaccine-clinic/?utm_campaign=socialflow&utm_medium=referral&utm_source=t.co
- January 6, KSN/Telemundo, Evergreen Artists:
<https://www.ksn.com/telemundo/los-toques-artisticos-del-nuevo-centro-comunitario-evergreen/>
- January 7, KCTU, Library Programs
- January 13, KAKE, Kids Corner:
<https://www.kake.com/clip/15289686/kids-corner-january-13-2022>
- January 14, KCTU, Library Programs
- January 21, KCTU, Library Programs
- January 28, KCTU, Library Programs

RADIO:

- January 3, KMUW, ReadICT:
<https://www.kmuw.org/podcast/book-review/2022-01-03/time-for-another-readict-challenge-whats-on-your-list-for-2022>
- January 5, KMUW, Programming:
<https://www.kmuw.org/podcast/next-up/2022-01-05/wichita-public-library-offers-more-than-books>
- January 27, KFDI, Evergreen Temporary Location closing:
<https://www.kfdi.com/2022/01/27/evergreen-branch-library-temporarily-closing/>

From: Julie Crawford, WGS

To: WPL Board

Date: Feb 8, 2022

The Wichita Genealogical Society's January 2022 monthly meeting was cancelled due to the death of the speaker's mother.

Our February speaker is Beverley Olson Buller, who will discuss **William Allen White and the KKK in Kansas: A Real American Goes Hunting**. It was during the time of the 1924 Kansas Gubernatorial campaign when William Allen White chased the Ku Klux Klan out of Kansas. Follow the campaign that had White traveling over 2,700 miles to deliver 104 speeches, all directed at expelling the KKK.

A downloadable 2022 calendar of WGS events is available on our website, wichitagensoc.org.

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