

A G E N D A

**Wichita Public Library Board of Directors Meeting
Tuesday, March 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: Advancing Equity in WPL Branch Libraries
2. Approval of the Agenda
3. Public Comment
4. Minutes of the February 15, 2022 Meeting
5. Unfinished Business
 - a) Wichita Public Library Statement on the Freedom to Read
6. New Business
 - a) February Finance Report and Bills

General Fund Bills	\$604,829.28
Grant Fund Bills	\$1,671.36
Gift & Memorial Fund Bills	\$9,595.14
<u>Total</u>	\$616,095.78

- b) Appoint Library Board Nominating Committee
 - c) Proposed FY22 State Aid Spending Plan
7. Special Committee Reports
8. Support Organization Reports
9. Director of Libraries Report
10. Announcements
11. Adjournment



Monthly Activity Report

February 2022

Service Highlights

Wichita Public Library now offers more than 4,000 digital magazines through the Libby app. Customers can download popular, educational, youth and world language magazines for free with their library card. Digitization of magazines not only saves our community dollars they can put into the local economy, it also improves the environment by reducing paper waste.

The Evergreen Community Center and Library opened on February 14. District 6 City Council Member Maggie Ballard and Director of Libraries Jaime Prothro spoke to several members of the media who were present in the morning. AARP started their tax preparation and a GED class was in session.

Two new books have been added to the Library's collection that may be of interest to local history aficionados:

- [“A Spell Created: A Sesquicentennial History of Wichita and Sedgwick County”](#) by the Sedgwick County Historical Museum
- [“Iconic Eats of Wichita: Surprising History, People and Recipes”](#) by Joe Stumpe

Customers can place holds quicker, with a new feature called on-click holds. The feature allows customers who are logged into their account to bypass the traditional hold pages and place an item on hold by clicking a button. The option was turned on after staff tested the option and determined it would work well for customers. Customer can still use the existing hold request process, but the new feature eliminates several steps in the process.

The International Rescue Committee (IRC) recently expanded their office space to accommodate an influx of refugees in recent years. Carmaine Ternes, a library customer who took the 2021 Learning Circle: Developing Your Cultural Awareness, contacted library staff at the Evergreen Community Center & Library and requested welcome packets for the IRC to distribute to their clients. Carmaine also promoted Mango Languages, Job & Career Building Accelerator, Auto Repair Sources, and Virtual Story Times. Youth Services Librarian Sara McNeil requested welcome packets in English, Spanish, French, and Vietnamese, and they were picked up by an IRC representative.

Other News

The Alford Branch created a movie display featuring Valentine's Day-esque films like *Bridget Jones' Diary*, *The Wedding Singer*, *Bridges of Madison County* and *Casablanca*. The display caught the eye of many customers dropping by the branch who commented that they forgot about how much they love these titles. It also gave given staff an opportunity to promote Kanopy, a video streaming service available free with a library card.

The Library partnered with Watermark Books to host author John Darnell on Sunday, February 6 with more than 50 attendees.

Wichita Public Library offers online access to Value Line, allowing card holders to access investment research on companies, industries, markets, and economies. It includes data on more than 6,000 stocks, 18,000 mutual funds, and 200,000 options and other securities. Use for the product has increased dramatically over the last year, leading to the Library maxing out the number of users able to access the product at one time on more than one occasion. For this reason, the Library upped its subscription from 5 simultaneous users to 10 simultaneous users for the 2022 fiscal year – and is continuing to see new monthly usage highs.

On February 22, Dr. Kevin Harrison and Dr. Kaye Monk-Morgan, both from Wichita State University, presented “Critical Race Theory Explained” to a virtual audience of 62 people. The program was part of the Tuesday Topics program series, which is a monthly partnership program with the League of Women Voters Wichita-Metro. Programs are designed to highlight topics of current interest with voters, citizens, and elected officials. Next month's March Tuesday Topics program will discuss food deserts.

The Library completed the process to select a vendor to provide public internet at branch locations. Last month, staff submitted a request for proposal (RFP.) This month, a Staff Screening and Selection Committee (SSSC) with members from the Library, Purchasing, IT, and Legal reviewed submitted RFPs. The SSSC is recommending IdeaTek be awarded the contract. IdeaTek has a strong background in providing internet services, an excellent relationship with the City on previous projects, and priced competitively. The Council will vote on the contract on March 8.

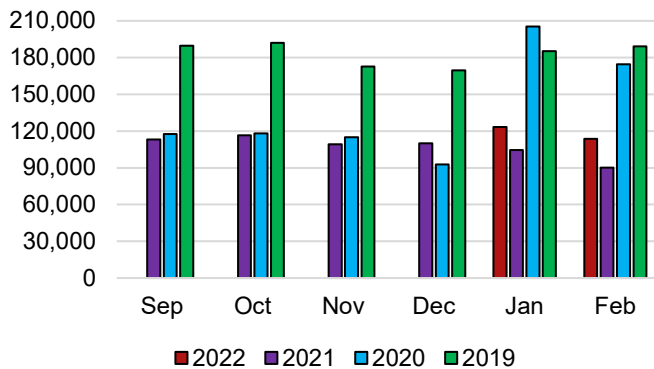
The Library's 3D printing service continues to gain in popularity. Seventeen customers are now certified to use the Library's 3D printers. Customer demand created the need to add additional certification classes, in addition the classes already scheduled. With social distancing requirements, the number of customers per class are kept small, but allow for more focused classes.

Staff completed 191 book a librarian appointments in February. Customers were given assistance or unemployment filing, resume posting and printing, passport applications, printing court documents, phone assistance, tax forms, and online security issues. The section also taught nine technology classes on Zoom with 82 virtual students in attendance.

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 closed on January 28, 2022; the Evergreen Community Center & Library opened on February 14.

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

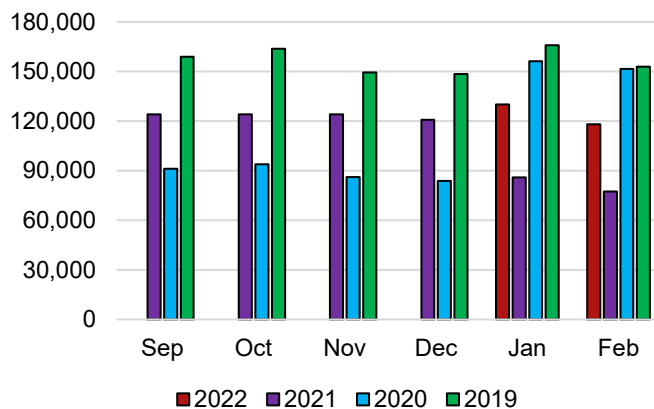


FEBRUARY

	2022	2021	% change
Door Counts	35,111	8,977	291.12%
Catalog Log-ins	32,526	39,288	-17.21%
Website Visits	46,013	41,986	9.59%
Total	113,650	90,251	25.93%

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

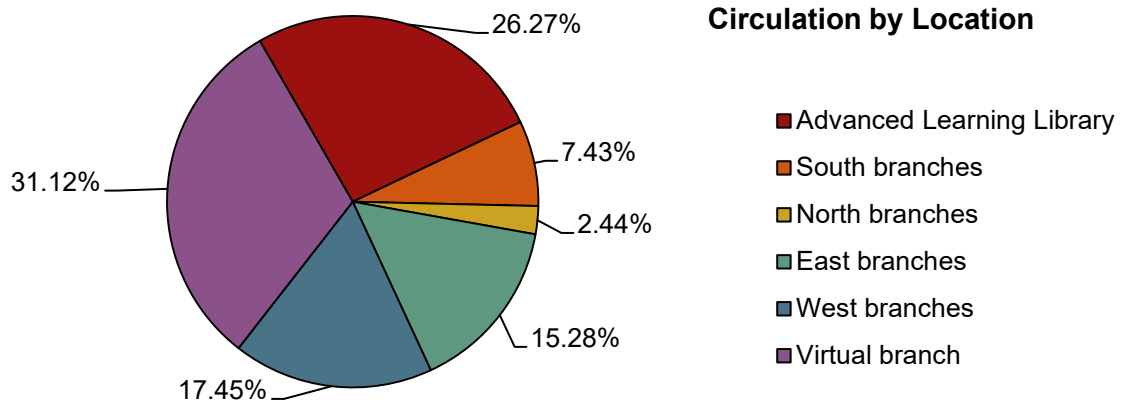
CHECKOUTS



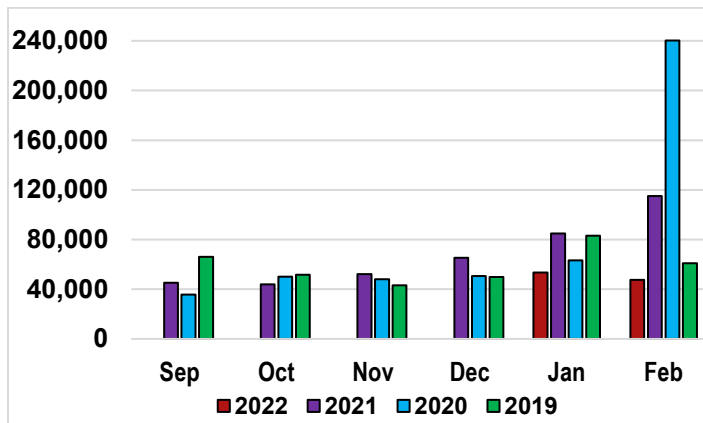
FEBRUARY

	2022	2021	% change
Physical Circ	81,290	45,125	80.14%
Virtual Circ	36,735	32,386	13.43%
WPL	30,222	25,896	16.71%
State	6,513	6,490	0.35%
Total	118,025	77,511	52.27%

Circulation by Location

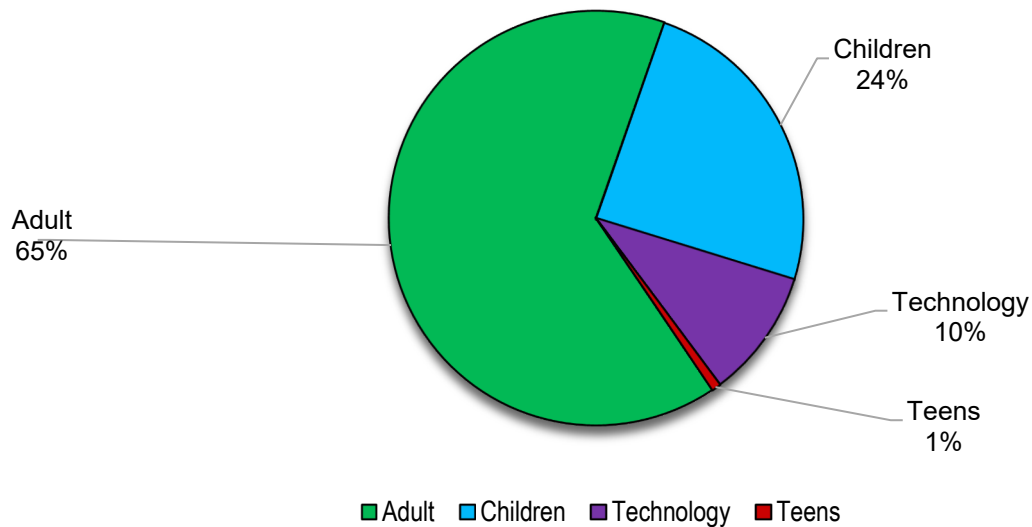


QUESTIONS ANSWERED (by staff in person/phone and through online services)



FEBRUARY			
	2022	2021	% change
Reference Questions	5,592	2,320	141.03%
Database Searches	38,620	112,295	-65.61%
Technology Assistance	3,240	424	664.15%
Book-A-Librarian Appointments	191	29	558.62%
Total	47,643	115,068	-58.60%

PROGRAM ATTENDANCE

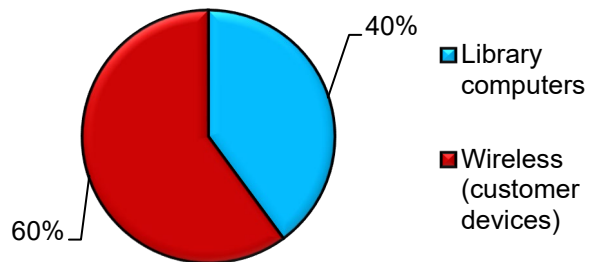


FEBRUARY ATTENDANCE

	2022	2021	% change
Adult events	528	516	2.33%
Children's events	199	0	N/A
Technology training	82	16	412.50%
Teen events	6	13	-53.85%
TOTAL	815	545	49.54%

PUBLIC COMPUTING

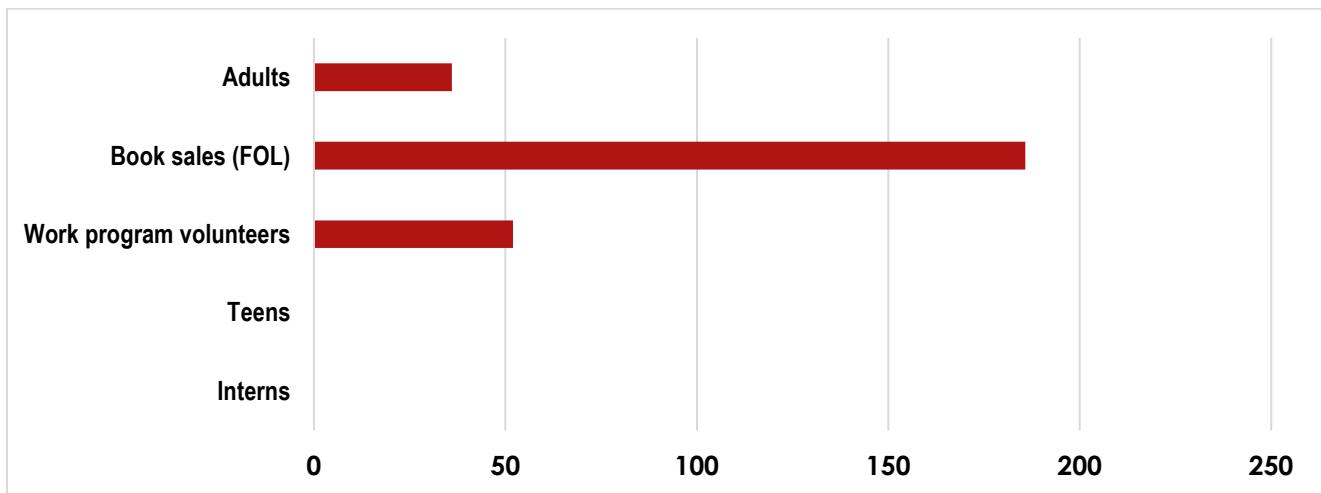
**Method of Computing Access
(by session)**



FEBRUARY

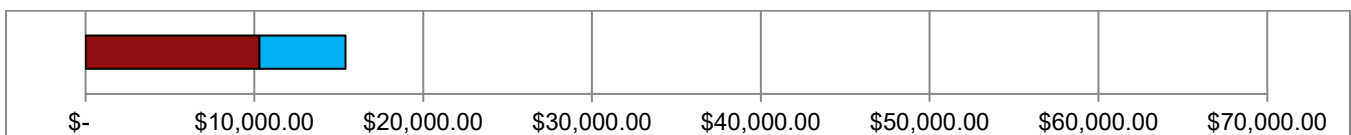
	2022	2021	% change
Workstation Sessions	3,963	-	N/A
Wi-Fi Sessions	5,963	3,503	70.23%
Number of Users	912	112	714.29%
Hours of Access	6,669	3,894	71.26%

VOLUNTEERS (hours of service)



Number of volunteers YTD = 23 Hours of service YTD = 529

MATERIALS DONATIONS (value if purchased)



Year to date total = \$15,402.25 Items added to Library collections YTD = 819

Service Snapshot: Recent Raving Fans Stories

Library Assistant Anita Schoenecker was working at the Walters Branch this week and helped a married couple new to the Wichita area sign up for library cards. During their conversation, they asked Anita if she remembered the basketball movie *Hoosiers* with Gene Hackman. She did remember, and immediately checked the library catalog to see what year it was released. There wasn't a copy available to check out to the couple, but Anita took this perfect opportunity to let them know about the library's new streaming video service Kanopy. Now that they had library card accounts, they could access thousands of films on their digital devices or streaming platforms like Apple TV and Roku. The couple was impressed to learn of the service, as this wasn't something that was offered by the library near their former home.

A customer from Puerto Rico was newly arrived in Wichita and needed to use a computer to print some documents. He wasn't able to communicate well with the circulation staff, but Librarian Barbara Velazquez stepped in to help him get a library card. She took him to the computers and made sure he had no problems logging in. He was able to print the documents that he needed with no issues and was very thankful for all the help he received.

Jeni recently helped a parent looking for emotion and behavior picture books for her young child. The library has a lot of great books on common toddler behaviors and emotions: kicking, biting, hitting, feeling left out, anger and sadness, to name a few. Sharing books like this can help young children understand their emotions and discuss their behaviors with caregivers. Jeni also offered a few applicable nonfiction books to support the parent with this need. The parent was pleased with the selection the library had and plans to come back for more books in the future.

A Book-A-Librarian customer went to the Customer Service Desk to complement tech trainer Ben Ropp. She spoke very highly of him and said he was very patient and provided great help with her computer and phone. She wrote him a thank you card, "Dear Ben, I can't really thank you enough for the enormous amount of information you gave me on both phone and computer. You moved me from frustration and avoidance, when possible, with smart phones and computers to appreciation and confidence! Sincerely and with much gratitude."

A customer wrote in email about Brock "Just wanted everyone to know how much I appreciate Brock in the downtown library. He has helped me with several technology projects. His knowledge and patience are par excellence. Being a retired school teacher, I know how important those qualities are when working with the public. In my opinion, Brock is deserving of any awards of recognition you bestow upon your employees!"

Michael Apinyakul, Library Assistant at the Advanced Learning Library, helped a customer obtain some earbuds. Michael explained that earbuds are a \$1 but the customer expressed that they are homeless and they were trying all morning to raise enough money for some. Michael told the customer, "It's alright, I can get you one", Michael took out his wallet and paid for the customer's earbuds. The customer was truly grateful towards Michael and they were excited to listen to music while they read.

WICHITA PUBLIC LIBRARY

Minutes of a Meeting of the Library Board of Directors
February 15, 2022.

The hybrid meeting of the Library Board of Directors was held on Tuesday, February 15, 2022 at the Advanced Learning Library with the following present in person: Ms. Donna Douglas, Mr. Kevin McWhorter, Ms. Shelby Petersen, and Mr. Jonathan Winkler. The following attended virtually: Ms. Abi Boatman, 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 12:04 p.m., a quorum being present.

Staff Presentation

Education and Engagement Manager Julie Sherwood provided information about this year's NEA Big Read program. The book featured this year is *The House on Mango Street* by Sandra Cisneros. The book is a series of interconnected vignettes published in 1984 about a year in the life of a young Mexican-American girl growing up in Chicago in the 1980s. The kickoff event was February 12 via Facebook Live and featured music, art, a reader's theater, and previews of upcoming events during the three-month-long program. Featured events for this year include a virtual screening of short films inspired by the book, and two keynote speaker events featuring Kansas Poet Laureate Huascar Medina and author Sarah Smarsh.

Deputy City Attorney Jay Hinkel asked for input from the board in regard to signage to be placed at the entrance/exit to the apartment complex parking lot on the south side of the Advanced Learning Library. The apartment complex has 86 parking spots in its ground lot that are open to the public for parking. However, apartment complex residents are not authorized to park in the Library parking lot. Mr. Hinkel informed the board of the wording to be used on the sign and asked for input from the board in regard to the wordage. Board members gave support to Mr. Hinkel for the signage and plans will move forward for sign placement.

Approval of the Agenda

TaDonne Neal moved (Douglas) to approve the agenda as published. **Motion carried unanimously.**

Public Comment

None

Approval of Minutes

Minutes of the regular meeting held on January 18, 2022 were presented. Shelby Petersen noted wording needed to be corrected with the motion to approve the subscription to Kanopy to state there was an authorization included for a \$21,000.00 payment in December 2021.

Shannon Littlejohn pointed out a spelling correction. Shannon Littlejohn moved (Petersen) to approve the minutes as amended. **Motion carried unanimously.**

Unfinished Business

Director Prothro presented the Wichita Public Library Statement on Every Customer's Right to Read for endorsement. The intention behind the statement is to establish a message that communicates Library policy in a way that can be shared with the public when needed.

Shelby Petersen expressed that the Public Affairs Committee should meet to discuss the statement before the board adopts the public statement.

Shannon Littlejohn agreed and suggested the statement be reviewed by the committee to ensure the statement is grammatically correct and aligns with policy.

Lauren Hirsh moved (Boatman) to endorse the Statement on Every Customer's Right to Read as presented by staff. **Motion failed unanimously.** The statement will be reviewed by the Public Affairs Committee then brought back to the Library Board for endorsement.

New Business

On behalf of the Finance Committee, Kevin McWhorter moved (Littlejohn) to approve the final December finance report and supplemental bills in the following amounts: General Fund bills of \$1,020,720.68; Grant Fund Bills of \$83,704.20; and Gift and Memorial Fund bills of \$162,796.60 for a total of \$1,267,221.48. **Motion carried unanimously.**

On behalf of the Finance Committee, Kevin McWhorter moved (Petersen) to approve the January finance report and supplemental bills in the following amounts: General Fund bills of \$702,515.29; Grant Fund Bills of \$0; and Gift and Memorial Fund bills of \$7,918.41 for a total of \$710,433.70. **Motion carried unanimously.**

TaDonne Neal moved (Winkler) to approve the additional City of Wichita Observed Juneteenth Holiday on June 20, 2022. **Motion carried unanimously.**

Director Prothro presented the proposed 2023 Budget Program Options. In preparation for the annual budget planning, the Leadership Team 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 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. The seven program options are: the elimination of overdue fees; ensuring strong funding for core services by bringing public internet into the City budget; expanding operation hours at both the Dr. Ronald W. Walters and Maya Angelou Northeast branches to meet customer demand for weekend service, provide equitable service in diverse communities, and build community connections; increase the materials collection budget; create a Family Literacy Coordinator position to support engagement with low-literacy and ESL families; and fund years 2 and 3 of the Gale Analytics and Engage tool.

Jonathan Winkler moved (Douglas) to endorse the proposed 2023 Budget Program Options 1-5 and 7, eliminating Option 6. The motion **failed** with a vote of 2-7 with Ms. Abi Boatman, Ms. Donna Douglas, Ms. Lauren Hirsh, Ms. Shannon Littlejohn, Mr. Kevin McWhorter, Ms. TaDonne Neal, and Ms. Shelby Petersen opposed.

Abi Boatman moved (Neal) to endorse the proposed 2023 Budget Program Options as presented by staff. The motion **passed** with a vote of 7-2 with Mr. Randall Johnston and Mr. Jonathan Winkler opposed.

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 half of the books put out for the Kansas Day book sale sold. The remaining books will be sold in the book store. The Friends are planning an in-person book sale on April 2.

Library Foundation – Kristi Oberg reported that in 2021 the Foundation provided \$1.3 million to the Library for programs and services. Currently the Foundation has two grant requests pending with the Big Read and United Way of the Plains, and one future grant request with the Lattner Family Foundation.

Wichita Genealogical Society (WGS) – Julie Crawford reported that membership sits just short of 200 members currently. The February meeting will feature Beverly Olson Buller who will be discussing her book “A Real American Goes Hunting” about the 1924 Kansas Gubernatorial campaign when William Allen White chased the Ku Klux Klan out of Kansas. Work continues on improving and adding more items to the WGS website.

Director of Libraries Report

Director Prothro reported that the Evergreen Community Center and Library has opened with positive media attention and high numbers of visits, especially to the Tax Assistance Office. A grand opening is being planned for later this spring.

Lauren Hirsh has volunteered to assist with a departmental cultural assessment that will begin in late spring.

A 2021 Year in Review handout was distributed to board members. Highlights include an increase in Book-A-Librarian appointments, Wi-Fi connections, and physical visits to the library.

Work continues on the Capital Improvement Plan to update measures needed in design to accommodate lessons learned through the pandemic. One project will focus on renovations at the Westlink branch, while a second project will focus on work at the Alford, Maya Angelou Northeast, and Rockwell branches.

Staff will be participating in online training for how to better show empathy with the homeless population that may visit the library as well as how to deescalate situations.

Announcements

None

Adjournment

The meeting was adjourned at 1:39 p.m.


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

Respectfully submitted,

Jaime Prothro

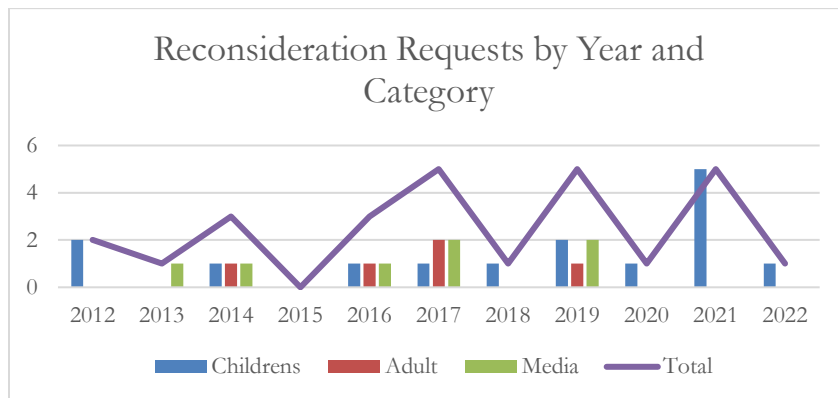


INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Jaime Prothro, Director of Libraries 
SUBJECT: Wichita Public Library Statement on Every Customer's Right To Read
DATE: March 3, 2022

Background: The Library Board of Directors inquired about customer requests for reconsideration due to public concerns regarding library materials. A draft of public statement was shared during the January 21, 2022 Board meeting, with further discussion on February 15, 2022. It was revised by the Public Affairs committee on March 3, 2022 and further revised on March 7, 2022. The intention is to establish a public-awareness message that communicates library policy in a way that can be shared with the public for awareness.

Analysis: The Leadership Team has developed supportive training tools for library staff to share with customers regarding materials they believe should not be included in library collections. Staff have also reviewed operational practices to ensure that selection and reconsiderations are aligned with policy language and developed a public statement. The Public Affairs committee revised the Freedom to Read Statement to represent a brief summary that refers to policy PHI-005. If recommended by the Library Board, this summary will be issued as advocacy and awareness of Library policy PHI-005 in September 2022 or as determined by the Board. Below represents statistics on customer reconsideration requests by year and collection category.



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: Recommend the use of a Freedom to Read summary regarding Library policy PHI-005.

Attachments: Wichita Public Library Freedom to Read Summary and policy PHI-005

March 2022

Wichita Public Library Freedom to Read

The Wichita Public Library provides free access to literature, technology, and other essential services. The Library is also a place to find communication that nurtures and preserves a free society and creative culture. Reading is among our essential freedoms and teaches thoughtful lessons about humanity.

To learn more, visit Wichita Public Library's policy on the [Freedom to Read](#) PHI-005.

REVENUE REPORT - FEBRUARY 2022

OBJECT	ACCOUNT DESCRIPTION	BUDGET	MONTHLY REVENUE TARGET	RECEIVED IN MONTH	RECEIVED YTD	% RECEIVED YTD
422110	Library Desk Receipts (Fines)	\$ 128,798.00	\$ 9,015.86	\$ 14,460.14	\$ 28,095.23	21.81%
423030	Meeting Room Rentals	\$ 16,695.00	\$ 1,085.18	\$ -	\$ (540.00)	-3091.67%
424011	Copy Charges	\$ 7,524.00	\$ 601.92	\$ 789.45	\$ 1,156.85	15.38%
424101	Public Computing Charges	\$ 11,450.00	\$ 916.00	\$ 1,599.35	\$ 2,207.95	19.28%
646981	State Setoff Collections	\$ 76,000.00	\$ 6,080.00	\$ 12,880.85	\$ 16,201.82	21.32%
646990	Other Non-Operating Revenue	\$ -	\$ -	\$ -	\$ -	0.00%
646998	Cash Over/Short	\$ -	\$ -	\$ -	\$ -	0.00%
	TOTAL	\$ 240,467.00	\$ 17,698.96	\$ 29,729.79	\$ 47,121.85	19.60%

GENERAL FUND SUMMARY REPORT
FEBRUARY 2022

OBJECT	ACCOUNT DESCRIPTION	REVISED APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
511000	Base Compensation	\$ 5,297,798.00	\$ 400,995.31	\$ -	\$ 797,926.93	\$ 4,499,871.07	15%
511950	Year-end Payroll Accrual	\$ -	\$ (118,830.62)	\$ -	\$ -	\$ -	#DIV/0!
511999	Planned Savings	\$ (936,264.00)	\$ -	\$ -	\$ -	\$ (936,264.00)	0%
512000	Special Compensation	\$ 1,800.00	\$ 287.50	\$ -	\$ 812.50	\$ 987.50	45%
512051	Mileage Reimbursement	\$ -	\$ 43.56	\$ -	\$ 154.46	\$ (154.46)	#DIV/0!
513020	Premium Overtime	\$ -	\$ 450.80	\$ -	\$ 1,041.05	\$ (1,041.05)	#DIV/0!
518200	Employer Wage Taxes & WC	\$ 465,253.00	\$ 33,699.82	\$ -	\$ 67,126.64	\$ 398,126.36	14%
518300	Employer Share EE Insurance	\$ 1,067,244.00	\$ 77,188.54	\$ -	\$ 154,633.58	\$ 912,610.42	14%
518400	Employer Share Pension/Retire	\$ 556,487.00	\$ 41,633.59	\$ -	\$ 83,080.47	\$ 473,406.53	15%
521011	Electricity	\$ 299,449.00	\$ 14,382.95	\$ -	\$ 31,385.64	\$ 268,063.36	10%
521021	Natural Gas	\$ 41,004.00	\$ 10,154.93	\$ -	\$ 17,276.46	\$ 23,727.54	42%
521030	Water Service	\$ 11,004.00	\$ 1,863.25	\$ -	\$ 3,581.38	\$ 7,422.62	33%
521050	Trash Service	\$ 5,404.00	\$ 389.00	\$ -	\$ 389.00	\$ 5,015.00	7%
521060	Local Telephone Service	\$ 16,000.00	\$ 610.00	\$ -	\$ 1,220.00	\$ 14,780.00	8%
522010	PBX Line Charges	\$ 11,172.00	\$ 950.00	\$ -	\$ 1,900.00	\$ 9,272.00	17%
522020	PBX Instrument Charges	\$ 18,915.00	\$ 1,576.25	\$ -	\$ 3,152.50	\$ 15,762.50	17%
522030	IT Moves & Changes	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	0%
522040	Long Distance & Teleconference	\$ 2,000.00	\$ 27.95	\$ -	\$ 56.80	\$ 1,943.20	3%
522070	Voicemail	\$ 3,912.00	\$ 326.00	\$ -	\$ 652.00	\$ 3,260.00	17%
522080	Automatic Call Distribution	\$ 786.00	\$ 65.50	\$ -	\$ 131.00	\$ 655.00	17%
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	\$ -	\$ 599.00	\$ -	\$ 1,169.00	\$ (1,169.00)	#DIV/0!
525070	Background Checks	\$ -	\$ 160.00	\$ -	\$ 160.00	\$ (160.00)	#DIV/0!
525083	Textile Rental & Laundry Svcs	\$ 2,925.00	\$ 18.69	\$ -	\$ 82.28	\$ 2,842.72	3%
525990	Other Professional Services	\$ 22,970.00	\$ 477.75	\$ -	\$ 2,082.50	\$ 20,887.50	9%
526010	Motor Pool Scheduled Charges	\$ 3,720.00	\$ 310.00	\$ -	\$ 620.00	\$ 3,100.00	17%
526020	Building Repair & Maint	\$ 13,630.00	\$ -	\$ -	\$ -	\$ 13,630.00	0%
526042	Pest Control Services	\$ 13,000.00	\$ 426.28	\$ -	\$ 426.28	\$ 12,573.72	3%
526044	Bldg Security & Fire Services	\$ -	\$ -	\$ -	\$ 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
FEBRUARY 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	\$ 43,883.52	16%
529010	Bank Charges	\$ 5,000.00	\$ 542.24	\$ -	\$ 1,088.95	\$ 3,911.05	22%
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	\$ 110.00	\$ -	\$ 110.00	\$ 3,085.00	3%
529070	Printing & Copying	\$ 23,472.00	\$ 2,045.05	\$ -	\$ 3,212.40	\$ 20,259.60	14%
529110	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
529141	Software License & Maint Fees	\$ -	\$ 1,776.83	\$ -	\$ 2,026.47	\$ (2,026.47)	#DIV/0!
529150	Data Center Charges	\$ 1,233,031.00	\$ 102,754.23	\$ -	\$ 205,508.46	\$ 1,027,522.54	17%
529990	Other Contractuals	\$ 92,583.00	\$ 6,022.62	\$ -	\$ 6,139.07	\$ 86,443.93	7%
531010	Computing Supplies	\$ 900.00	\$ -	\$ -	\$ -	\$ 900.00	0%
531020	Office Supplies	\$ 48,575.00	\$ 1,461.73	\$ -	\$ 1,461.73	\$ 47,113.27	3%
531030	Custodial Supplies	\$ 6,000.00	\$ 137.79	\$ -	\$ 137.79	\$ 5,862.21	2%
532020	Automotive Parts & Supplies	\$ -	\$ -	\$ -	\$ 11.94	\$ (11.94)	#DIV/0!
532990	Other Equip Parts & Supplies	\$ 450.00	\$ -	\$ -	\$ -	\$ 450.00	0%
539012	Gasoline	\$ 2,996.00	\$ 269.93	\$ -	\$ 534.94	\$ 2,461.06	18%
549010	Furniture & Fixtures <\$5k	\$ 9,990.00	\$ 794.00	\$ -	\$ 794.00	\$ 9,196.00	8%
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	\$ 21,108.81	\$ -	\$ 27,492.49	\$ 700,037.51	4%
	Expense Total	\$ 9,239,033.00	\$ 604,829.28	\$ -	\$ 1,426,175.19	\$ 7,812,857.81	15%

**Grant Fund Summary Report
FEBRUARY 2022**

Grant	Beginning Balance 2/01/2022	Revenue Received	Admin Charges	Contractuals	Materials	Supplies & Petty Cash	Equipment	Total Expenditures	Encumbrances	Remaining Balance 2/28/2022
SCKLS 2021	\$ 228,457.92	\$ -	\$ -	\$ 1,671.36	\$ -	\$ -	\$ -	\$ 1,671.36	\$ -	\$ 226,786.56
Totals	\$ 270,863.12	\$ -	\$ -	\$ 1,671.36	\$ -	\$ -	\$ -	\$ 1,671.36	\$ -	\$ 226,786.56

Wichita Public Library General Fund Bills

February 2022

Org: 10000080

10001 - Library - Personnel

1B - Base Compensation

511000 _Base Compensation

Payroll, PP02.04.22 \$199,230.62

Payroll, PP02.18.22 \$201,764.69

Total 511000 _Base Compensation	\$400,995.31
---------------------------------	--------------

511950 Year-End Payroll Accrual

Payroll, Rev PayAcc (\$118,830.62)

Total 511950 Year-End Payroll Accrual	(\$118,830.62)
---------------------------------------	----------------

Total 1B - Base Compensation	\$282,164.69
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1F - Special Compensation

512000 _Special Compensation

Payroll, PP02.04.22 \$137.50

Payroll, PP02.18.22 \$150.00

Total 512000 _Special Compensation	\$287.50
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512051 Mileage Reimbursement

Payroll, 8009 \$27.88

Payroll, 8161 \$15.68

Total 512051 Mileage Reimbursement	\$43.56
------------------------------------	---------

Total 1F - Special Compensation	\$331.06
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1J - OT Compensation

513000 _Overtime Compensation

Payroll, PP02.04.22 \$107.91

Payroll, PP02.18.22 \$342.89

Total 513000 _Overtime Compensation	\$450.80
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Total 1J - OT Compensation	\$450.80
----------------------------	----------

1N - Employee Benefits

518200 Employer Wage Taxes & WC

Payroll, PP02.04.22 \$16,740.83

Payroll, PP02.18.22 \$16,958.99

Total 518200 Employer Wage Taxes & WC	\$33,699.82
---------------------------------------	-------------

518300 Employer Share EE Insurance

Payroll, PP02.04.22 \$38,594.27

Payroll, PP02.18.22 \$38,594.27

Total 518300 Employer Share EE Insurance	\$77,188.54
--	-------------

Wichita Public Library General Fund Bills

February 2022

518400 Employer Share Pension/Retire

Payroll, PP02.04.22 \$20,814.08

Payroll, PP02.18.22 \$20,819.51

Total 518400 Employer Share Pension/Retire	\$41,633.59
--	-------------

Total 1N - Employee Benefits	\$152,521.95
------------------------------	--------------

Total 10001 - Library - Personnel	\$435,468.50
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10002 - Library - Contractuals

2B - Utilities

521011 Electricity - EDI

EVERGY KANSAS CENTRAL INC \$14,382.95

Total 521011 Electricity - EDI	\$14,382.95
--------------------------------	-------------

521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC \$1,875.18

ONE GAS INC \$8,279.75

Total 521021 Natural Gas - EDI	\$10,154.93
--------------------------------	-------------

521030 Water Service

City of Wichita \$1,863.25

Total 521030 Water Service	\$1,863.25
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521050 Trash Service

BEST VALUE SERVICES LLC \$389.00

Total 521050 Trash Service	\$389.00
----------------------------	----------

Total 2B - Utilities	\$26,790.13
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2F - Technology Charges

521060 Local Telephone Service

City of Wichita \$610.00

Total 521060 Local Telephone Service	\$610.00
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522010 PBX Line Charges

City of Wichita \$950.00

Total 522010 PBX Line Charges	\$950.00
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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 \$27.95

Total 522040 Long Distance & Teleconference	\$27.95
---	---------

Wichita Public Library General Fund Bills

February 2022

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	\$106,309.93
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2R - Professional Svcs

525013 Drug Screening

KELLY COMPLIANCE INC \$599.00

Total 525013 Drug Screening	\$599.00
-----------------------------	----------

525070 Background Checks

TRUVIEW BSI LLC \$160.00

Total 525070 Background Checks	\$160.00
--------------------------------	----------

525083 Textile Rental & Laundry Svcs

CINTAS CORPORATION \$18.69

Total 525083 Textile Rental & Laundry Svcs	\$18.69
--	---------

525990 Other Professional Services

ENVISIONWARE INC \$150.00

SIGN LANGUAGE INTERPRETING
SERVICES \$84.00

UNIQUE MANAGEMENT SERVICES INC \$243.75

Total 525990 Other Professional Services	\$477.75
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Total 2R - Professional Svcs	\$1,255.44
------------------------------	------------

2V - Bldg & Equip Charges

526010 Motor Pool Scheduled Charges

City of Wichita \$310.00

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

P-CARD ONE-TIME PAY \$426.28

Total 526042 Pest Control Services	\$426.28
------------------------------------	----------

Total 2V - Bldg & Equip Charges	\$736.28
---------------------------------	----------

Wichita Public Library General Fund Bills

February 2022

2Z - Other Contractuals

529010 Bank Charges

City of Wichita \$542.24

Total 529010 Bank Charges	\$542.24
---------------------------	----------

529061 Organizational Memberships

P-CARD ONE-TIME PAY \$110.00

Total 529061 Organizational Memberships	\$110.00
---	----------

529070 Printing & Copying

City of Wichita \$2,045.05

Total 529070 Printing & Copying	\$2,045.05
---------------------------------	------------

529141 Software License & Maint Fees

ENVISIONWARE INC \$252.00

SANDIFER ENGINEERING AND \$1,524.83

CONTROLS INC

Total 529141 Software License & Maint Fees	\$1,776.83
--	------------

529990 Other Contractuals

P-CARD ONE-TIME PAY \$5,922.62

UNIQUE MANAGEMENT SERVICES INC \$100.00

Total 529990 Other Contractuals	\$6,022.62
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Total 2Z - Other Contractuals	\$10,496.74
-------------------------------	-------------

Total 10002 - Library - Contractuals	\$145,588.52
--------------------------------------	--------------

10003 - Library - Commodities

3B - Supplies

531020 Office Supplies

City of Wichita \$514.84

P-CARD ONE-TIME PAY \$946.89

Total 531020 Office Supplies	\$1,461.73
------------------------------	------------

531030 Custodial Supplies

P-CARD ONE-TIME PAY \$137.79

Total 531030 Custodial Supplies	\$137.79
---------------------------------	----------

Total 3B - Supplies	\$1,599.52
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3N - Fuel

539012 Gasoline

City of Wichita \$269.93

Total 539012 Gasoline	\$269.93
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Total 3N - Fuel	\$269.93
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Wichita Public Library General Fund Bills

February 2022

4Z - Non-Capital Outlay

549010 Furniture & Fixtures <\$5k

P-CARD ONE-TIME PAY \$794.00

Total 549010 Furniture & Fixtures <\$5k	\$794.00
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549110 Library Materials

P-CARD ONE-TIME PAY \$21,108.81

Total 549110 Library Materials	\$21,108.81
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Total 4Z - Non-Capital Outlay	\$21,902.81
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Total 10003 - Library - Commodities	\$23,772.26
-------------------------------------	-------------

Grand Total

\$604,829.28

Wichita Public Library Grant Bills

February 2022

Y1801 - South Central Kansas Library Sys 21

2 - Contractuals

2N - Employee Development

524020 Employee Travel & Training

P-CARD ONE-TIME PAY (\$564.00)

Total 524020 Employee Travel & Training (\$564.00)

Total 2N - Employee Development (\$564.00)

2Z - Other Contractuals

529141 Software License & Maint Fees

CDW GOVERNMENT INC \$2,235.36

Total 529141 Software License & Maint Fees \$2,235.36

Total 2Z - Other Contractuals \$2,235.36

Total 2 - Contractuals \$1,671.36

Total Y1801 - South Central Kansas Library Sys 21 \$1,671.36

Grand Total \$1,671.36

GIFT AND MEMORIAL FUND

RECEIPTS/REIMBURSEMENTS

Baird (interest)	\$10.62
Memorials	\$590.00
Wichita Public Library Foundation (Hobby Lobby Reimbursement)	\$24.46
TOTAL RECEIPTS	\$625.08

EXPENDITURES

BookPage (Annual Subscription)	\$3,780.00
Ingram Library Services (Memorials)*	\$78.20
Kroger (Flower Fund)*	\$31.15
Shorts International (2022 Oscar Shorts)	\$500.00
Wichita Public Library Foundation/Amazon (Power Strips/Keurig for Evergreen)	\$277.60
Wichita Public Library Foundaton/Amazon (Avery Binder/Plastic Dividers)	\$31.51
Wichita Public Library Foundation/Brodart (Shelves for Evergreen)	\$584.04
Wichita Public Library Foundation/Demco (UltraPlay Capri Table)	\$2,833.64
Wichita Public Library Foundation/Kingsley (Cart for Evergreen)	\$999.00
Wichita Public Library Foundation/Volgistics (Volunteer Software)	\$480.00
TOTAL EXPENDITURES	\$9,595.14

*Reimbursed expenses



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Jaime Prothro, Director of Libraries
SUBJECT: Proposed FY22 State Aid Spending Plan
DATE: March 7, 2022

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

Background: The 2022 State Grants-in-Aid payment has been received in the amount of \$112,180.60.

Analysis: A project budget must be established and approved by the Library Board of Directors before the payment may be deposited.

Financial Considerations: The 2022 grant award reflects an increase of \$1,338.75 from the previous year. This grant is administered by the City of Wichita on behalf of the Library. In 2022, there is a 1.3% administrative charge for this service (was 4.1% in 2021).

As in previous years, a portion of the grant will cover public internet charges. In addition, the grant will support Library staff In-Service Day training, library materials, and some branch furniture and fixtures identified with upcoming branch remodels.

A copy of the proposed grant budget is attached.

Legal Considerations: The 2022 State Grants-in-Aid does not have an associated contract. All funds must be expended during the calendar year. There are no other restrictions for the use of these grant funds.

Recommendations or Actions: It is recommended that the Library Board approve the proposed budget as provided by staff.

Attachments: None.

**CITY OF WICHITA
FEDERAL, STATE AND FOUNDATION GRANT BUDGET FORM**

Form No. 21-012 (2010)

E-print, scan or save as pdf and drag following documentation to Laserfiche/Performance/Grants/Your Department.

New Grant: Budget form, notice of award and grant agreement.

Budget revision: Revised budget form.

Name grant award file OCA# - Grant # Program Title (Rev # as appropriate)

Send voting email to Department Director and Budget Analyst. Set results to go to assigned Controller accountant.

Org Code Title: _____	Formal Grant Title: <u>State Aid 2022</u>
Grant period: From : <u>3/1/2022</u> To : <u>12/31/2022</u>	Grantor Agency: _____
Department #: _____	CFDA Number: <u>98.000</u>
Org Code #: _____	HUD activity number#: _____
Grant #: _____	Federal/State Project #: _____
Grant Detail#: _____	Library Board Approval date: _____

Set Expenditure Controls at (bold or box one)	Object level 1	or	Expenditure Total	Expenditure Total will be utilized if no selection made.
--	----------------	----	--------------------------	--

Source of funding:	Object	Original Budget	Revisions Increase	Decrease	Revised Budget	Revision # ____
State contributions	415045	122,180.60			122,180.60	
REVENUE TOTAL		122,180.60	0.00	0.00	122,180.60	
Expenditures:						
Internet	521070	12,500.00			12,500.00	
Other Professional Services	525990	10,000.00			10,000.00	
Membership Dues	529061	8,500.00			8,500.00	
Supplies	531020	4,500.00			4,500.00	
Furniture & Fixtures <5k	549010	12,000.00			12,000.00	
Data Processing Equip< \$5k	549020	36,000.00			36,000.00	
Library Materials < \$5000 each	549110	37,092.25			37,092.25	
City Administrative Charge (1.3%)	551010	1,588.35			1,588.35	
EXPENDITURE TOTAL		122,180.60	0.00	0.00	122,180.60	

**Department Director or Designee approval is required. Electronic approval acceptable.
Electronic approval from Budget Officer or Designee is required.**

Media Report: February 2021

Television:

- February 7, 2022: KWCH / NEA Big Read
- February 10, 2022: KAKE Kids Corner / Big Read Companion Titles
- February 12, 2022: KAKE / NEA Big Read
- February 14, 2022: KAKE / Evergreen Opening
<https://www.kake.com/story/45870338/evergreen-community-center-and-library-reopens-soft-opening-held-monday?fbclid=IwAR37cEb3-Ylf1mlcw1Rq93VgHacoQwjf6yU1pH2A73YKGHGP3lyRjsFFbbo>
- February 14, 2022: KWCH / Evergreen Opening
<https://www.kwch.com/2022/02/14/new-evergreen-community-center-library-opens-public/>
- February 15, 2022: KWCH / Eliminating Late Fees
<https://www.kwch.com/2022/02/15/wichita-public-library-propose-elimination-fines/>

Radio:

- February 5, 2022: KFDI / NEA Big Read
<https://www.kfdi.com/2022/02/05/the-big-read-returns-to-wichita-feb-12th/>

Print:

- February 8, 2022: Wichita Business Journal / Evergreen Opening
<https://www.bizjournals.com/wichita/news/2022/02/08/renovated-libraryopen-evergreen.html>
- February 8, 2022: Wichita By EB / Evergreen Opening
<https://www.wichitabyeb.com/2022/02/evergreen-community-center-and-library-opening-february-14.html>
- February 14, 2022: Wichita Eagle / Eliminating Late Fees

About the Friends

The Friends of the Wichita Public Library is a volunteer nonprofit organization made up of people who recognize the vital role libraries play in our community. Since 1967, the group has provided support, service, and advocacy to the Wichita Public Library.



The **Friends Used Book Store** is located inside the Advanced Learning Library. Stop by to become an advocate, purchase a Friends tote bag, and help support the work of the Wichita Public Library.

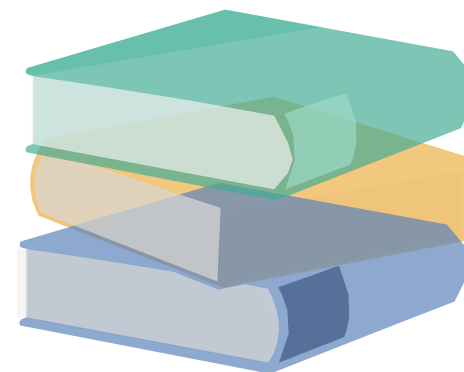
Connect with the Friends

(316) 261-8500
711 W. 2nd St. N.
Wichita, Kansas
67203

✉ friends@wichitalibrary.org

📘 @FriendsoftheWPL

www.wichitalibraryfriends.org



LOVE YOUR LIBRARY?

BECOME A FRIENDS ADVOCATE!

As a Friends Advocate, you...

- **Advocate for literacy** by supporting access to Wichita Public Library resources in our community and to libraries across the state.
- **Champion literacy** by bringing opportunities for yourself and others in Wichita to participate in both fun and informative programs like The Big Read and the Summer Reading Program.
- **Supply resources** that allow volunteers to operate the Friends Used Bookstore and to organize book sales and donations to local organizations.
- **Celebrate** every Friends volunteer across the Wichita Public Library by supporting meaningful volunteer recognition.

ADVOCACY BY THE NUMBERS

1,000+ Friends Advocates

1,000+ free book coupons donated for the Summer Reading Program

5,000+ hours logged by volunteers

\$45,000+ donated to the Wichita Public Library to support:

- #READICT Adult Reading Program
- 1,000 Books before Kindergarten
- The Big Read

Have questions about the **Friends of the Wichita Public Library?**

Send us a message at:

friends@wichitalibrary.org



Advocacy Levels

BASIC - \$10

- Includes a \$3.00 Gift Certificate to the Friends Used Bookstore
- Early entrance to Friends Book Sales

GOLD - \$25

Receives all above benefits PLUS

- A free book of your choosing from the Friends Bookstore during your birthday month
- Grace period of three calendar days on the return of Wichita Public Library materials

PLATINUM - \$100

Receives all above benefits PLUS

- A Nameplate on a Library item of your choosing

Join online at
www.wichitalibraryfriends.org

BECOME A FRIENDS ADVOCATE TODAY

Pay by Card online at
www.wichitalibraryfriends.org

- ☐ Basic - \$10
- ☐ Gold - \$25
- ☐ Platinum - \$100
- ☐ Donation - Amount: \$

Name:

Address:

Address Line 2:

City, State:

Zip:

Phone:

Email:

Library Card Number:

If your employer offers matching contributions, please include completed paperwork.

- Cash, Cards and Checks accepted in
- Bookstore Cards accepted on our website

Please make checks payable to:
Friends of the Wichita Public Library
711 West 2nd St. N
Wichita, Kansas 67203