

# A G E N D A

**Wichita Public Library Board of Directors Meeting  
Tuesday, April 19, 2022 – 12:00 p.m.  
Conference Room B & C  
Advanced Learning Library, First Floor  
711 W 2<sup>nd</sup>, Wichita KS 67203**

1. Call to Order/Introductions
  - a) Staff Presentation: Sarah Kittrell, COVID-19 Stories
2. Approval of the Agenda
3. Public Comment
4. Minutes of the March 15, 2022 Meeting
5. Unfinished Business
6. New Business
  - a) March Finance Report and Bills

General Fund Bills	\$782,632.18
Grant Fund Bills	\$398.00
Gift & Memorial Fund Bills	\$49,666.99
<b><u>Total</u></b>	<b>\$832,697.17</b>

- b) South Central Kansas Library System Grant FY22
7. Special Committee Reports
8. Support Organization Reports
9. Director of Libraries Report
10. Announcements
11. Adjournment



# Monthly Activity Report

## March 2022

### Service Highlights

The Alford Branch launched its Passport Processing Service on March 1. Staff was not sure what to expect as several other area libraries already provide this service, but Alford staff learned to adjust to an increased volume of phone calls and in-person visits from community members needing this service. The Library is paid a \$35 execution fee for each passport application processed. In the first month, the service has earned more than \$2,000 in execution fees.

The Library has seen an increase in submissions for the "[Tell Your COVID Story](#)" project. Recent submissions include poetry, an online journal documenting the first two months of the pandemic, and an episode of a local podcast discussing the pandemic.

Kansas Poet Laureate Huascar Medina presented two NEA Big Read: Wichita programs. On Saturday, March 12, he led a poetry writing workshop focusing on imagery and symbolism in transforming everyday objects into poetic expression. On Sunday, March 13, he delivered the keynote address. He read from his book *Un Mango Grows in Kansas* and talked about the literature of place and the search for identity that are found in this year's Big Read book *The House on Mango Street*.

Early Learning backpacks were launched on March 7. The backpacks are a convenient way for families to check out books, developmental activities, and reading support to encourage the love of reading among our youngest residents. Backpack topics include curated material to teach about shapes, health, colors, sounds, emotions, and more. From the first day of launch, the 35 kits were checked out and a large hold request list is forming.

Staff completed work on a proposal to provide Apple computers and associated training to Library customers. The proposal would install three Apple computers at the Advanced Learning Library and create an Apple computer mobile lab for training at branches and other facilities. Customers have consistently requested Apple computers, particularly after the opening of the Advanced Learning Library. Apple computers are generally better suited for graphics, video and audio editing, and website development. Staff is working with IT to get a quote for the equipment and create a timeline for deployment.

The Library's 3D printing service continues to gain in popularity. Eighteen 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. As of March, 62 customers have taken the first certification class and 52 students have taken both classes.

## **Other News**

A new session of GED classes started on March 21 at the Evergreen Community Center and Library, sponsored by NexStep Alliance. Library staff gave students a tour of the Library. Staff issued library cards after the tour, and several of the students are now staying at the library after class to use public computers and to study.

The Collection Development team pulled a report showing the top circulating titles/materials by collection, from January 1-March 23, 2022:

- Alford Branch: T9 Franklin mobile hotspot (32 checkouts, from the Library of Things collection)
- Angelou Branch: Chromebook + wireless hotspot (45 checkouts, from the Library of Things collection)
- Evergreen Branch: *The Last Thing He Told Me* (10 checkouts, from the fiction collection)
- Rockwell Branch: *People Magazine* (79 checkouts, from the magazine collection)
- Walters Branch: T9 Franklin mobile hotspot (41 checkouts, from the Library of Things collection)
- Westlink Branch: *People Magazine* (61 checkouts, from the magazine collection)
- Advanced Learning Library: Chromebook + wireless hotspot (513 checkouts, from the Library of Things collection)

The Education Director at PBS Kansas reached out to Youth Services Manager Erin Howerton for help creating a STEAM library at their new office. To complement some of their in-house activities, PBS Kansas wants to loan books to inspire youth ages 2-10. Erin will give them a tour of the Advanced Learning Library's youth space and will work with her to build a list of suggested titles.

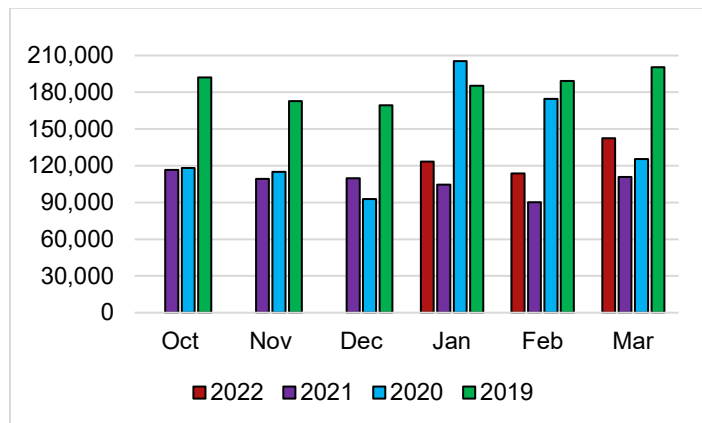
Technology training staff continue to be busy as customers become more comfortable with in-person services. Staff completed 235 book a librarian appointments in March. Customers were given assistance or unemployment filing, resume posting and printing, passport applications, printing court documents, phone assistance, tax forms, and online security issues. The section also taught 12 technology classes on Zoom with 146 virtual students in attendance.

For the first time ever, Wichita Public Library had more than 6,000 unique e-materials users: a total of 6,049 customers borrowed materials in March. This is a 17% increase over March 2021. An additional 9,791 customers also borrowed physical materials, the highest number of unique users borrowing materials from the library system during a single month since February 2020.

## Service Dashboard

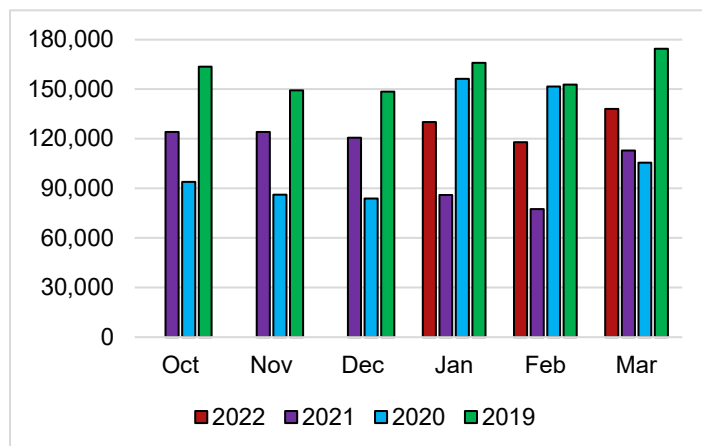
From November 25, 2020-March 7, 2021, all locations were limited to curbside and drive-up services. Some services remain reduced from pre-COVID levels.

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



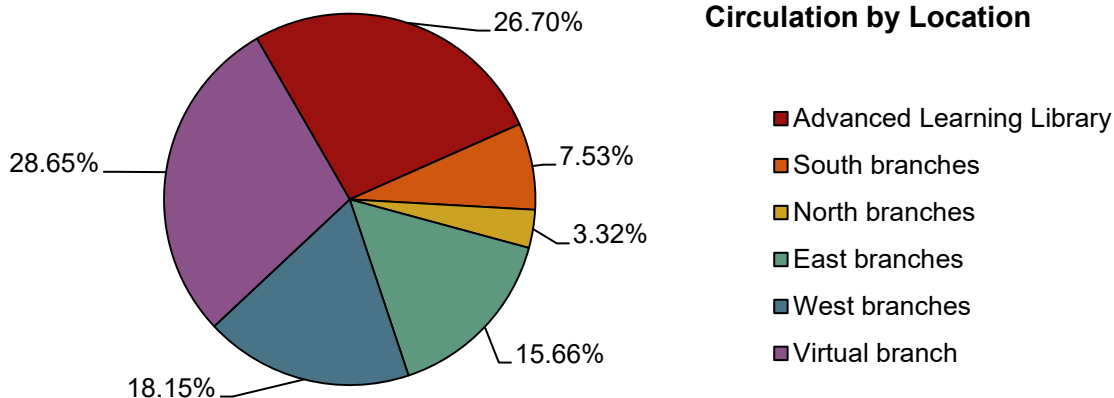
MARCH			
	2022	2021	% change
Door Counts	55,255	26,420	109.14%
Catalog Log-ins	35,984	38,382	-6.25%
Website Visits	51,306	46,168	11.13%
Total	142,545	110,970	28.45%

### CHECKOUTS

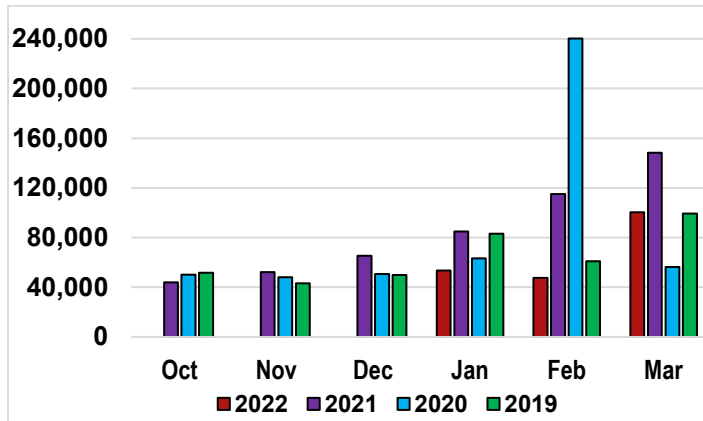


MARCH			
	2022	2021	% change
Physical Circ	98,514	78,725	25.14%
Virtual Circ	39,550	34,152	15.81%
WPL	32,198	27,051	19.03%
State	7,352	7,101	3.53%
Total	138,064	112,877	22.31%

### Circulation by Location

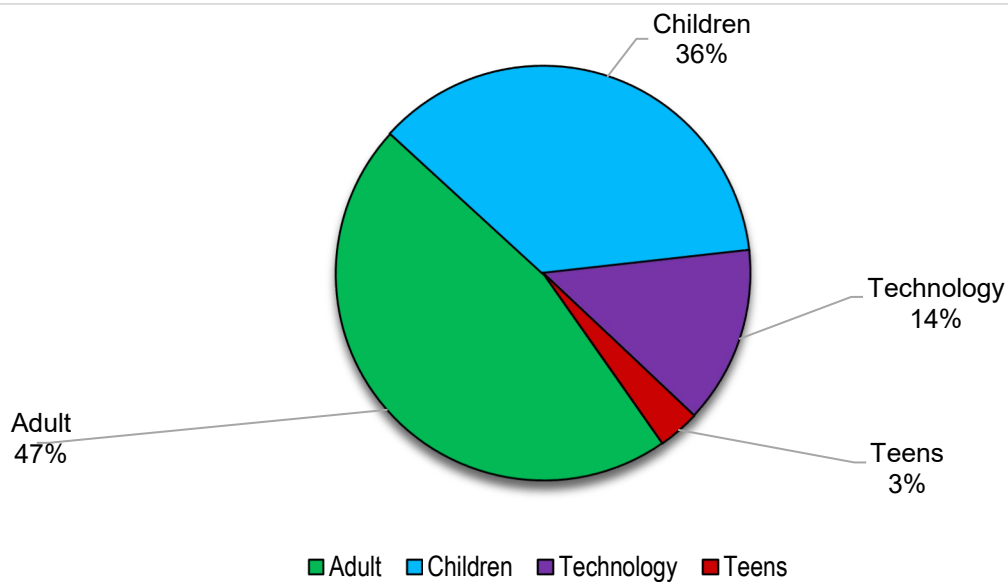


## QUESTIONS ANSWERED (by staff in person/phone and through online services)



MARCH			
	2022	2021	% change
Reference Questions	5,815	4,663	24.71%
Database Searches	91,646	141,584	-35.27%
Technology Assistance	2,693	1,922	40.11%
Book-A-Librarian Appointments	235	97	142.27%
Total	100,389	148,266	-32.29%

## PROGRAM ATTENDANCE

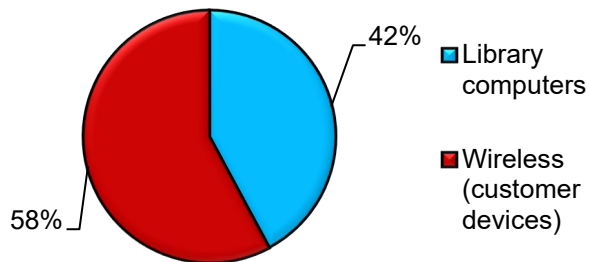


## MARCH ATTENDANCE

	2022	2021	% change
Adult events	516	231	123.38%
Children's events	404	47	759.57%
Technology training	153	113	35.40%
Teen events	36	7	414.29%
TOTAL	1,109	398	178.64%

## PUBLIC COMPUTING

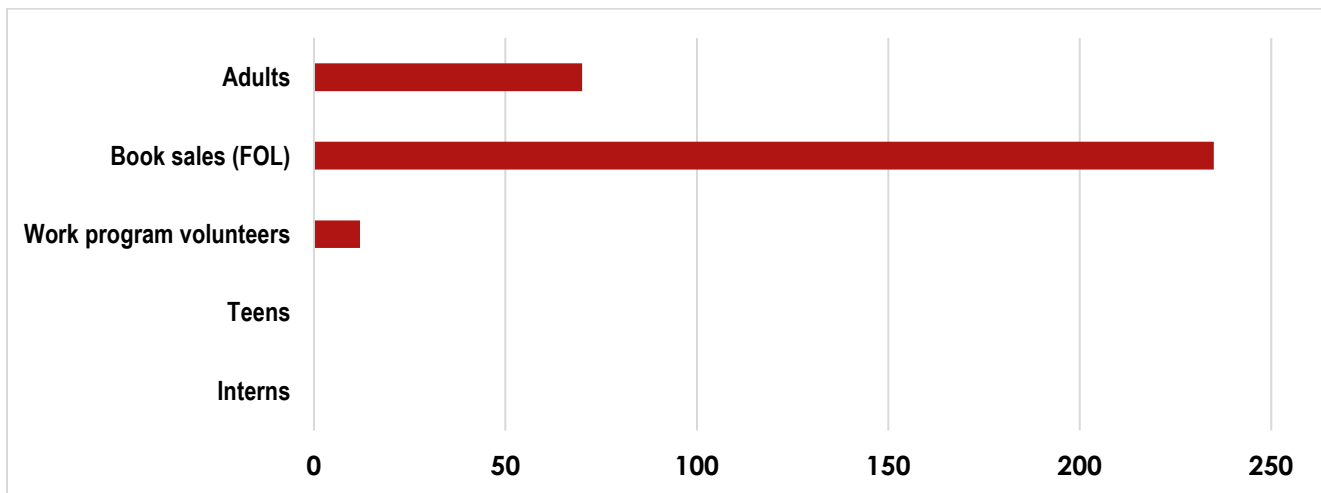
**Method of Computing Access  
(by session)**



### MARCH

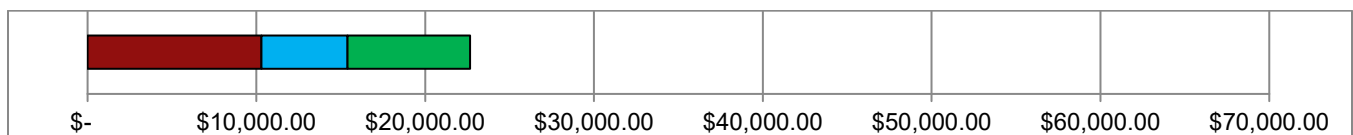
	2022	2021	% change
Workstation Sessions	5,344	2,573	107.70%
Wi-Fi Sessions	7,325	4,576	60.07%
Number of Users	1,149	355	223.66%
Hours of Access	9,063	4,923	84.10%

## VOLUNTEERS (hours of service)



**Number of volunteers YTD = 24    Hours of service YTD = 846**

## MATERIALS DONATIONS (value if purchased)



**Year to date total = \$22,649.93    Items added to Library collections YTD = 1,260**

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

A customer came into the Rockwell Branch Library seeking books for a project for an arts appreciation class. Library Clerk Laufey Sluyter engaged them in a lively discussion about the scope of the assignment, and while checking out their held items also took the time to write down keywords to help further develop the patron's research. Youth Services Librarian Katrina York showed the customer to the art sections in all age ranges of materials, finding books that gave them both definitions of terms and image examples. The customer left with a large stack of books and was very excited to work on their project.

Angelou Branch staff member Pamela Clarkson assisted a customer who had left her marriage of more than 40 years find resources for learning personal finance management (something she had never done before), technology training, counseling and social activities. The customer had first come in just about financial literacy information, but was thrilled to discover all the resources the library and the city provide.

Sara Moesel helped a teacher find a stack of books written by Kansas authors or about Kansas after they came looking for a title held in our non-circulating Kansas Authors Collection. The teacher was very grateful for the help and impressed with the quick and thorough research we were able to do on a busy morning!

Charles Hankins received a very nice thank you note via Donte Martin, City Manager's Office. A customer was pleased with the service received, and wrote the following, *"Thank you to the staff at the advanced Learning Library for being so great! I was looking for The 1619 Project book. The online records showed there was one copy in the stacks. However, it mysteriously wasn't there. There was a distinguished silver-haired man, so friendly, working on the 2nd floor. He went above and beyond to help locate the book for me. He checked the stacks multiple times. Then checked the online records again. As I began to say, 'It's ok, I'll just wait for another copy,' he insisted on going to extra lengths to find it. He called down to a different area and checked there. A no go. He went down by the front desk to go check another shelf. A no go. He made more calls. Still a no go. Just as he felt he truly had come to a dead end he began placing a hold on the book for me. Suddenly, his phone rang and someone had found it stuck on a shelf in the midst of the holiday shuffle. He had it taken to the front desk for me to checkout in my way out. We both had a good laugh about it as he became Sherlock Holmes and tracked it down for me. It really brought a smile to my day."*

Cassie Fahey helped a patron with books on spirituality. By actively listening, Cassie determined she was really after more theology books (such as Merton) instead of mindfulness, and she called her back with some titles. The customer was very complimentary and said *"I have a habit of complaining about customer service and efficiency, but not here! You and the library staff have proved this!"*

## **WICHITA PUBLIC LIBRARY**

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

The hybrid meeting of the Library Board of Directors was held on Tuesday, March 15, 2022 at the Advanced Learning Library with the following present in person: Ms. Abi Boatman, Ms. Shannon Littlejohn, Mr. Kevin McWhorter, Ms. Shelby Petersen, and Mr. Jonathan Winkler. The following attended virtually: Ms. Donna Douglas, Ms. Jennifer Goheen, Ms. Lauren Hirsh, Mr. Randall Johnston, and Ms. TaDonne Neal.

### **Call to Order**

President Kevin McWhorter called the meeting to order at 12:01 p.m., a quorum being present.

### **Staff Presentation**

City Management Fellow Carter Craig provided information on the Embracing Equity Through Branch Libraries project. The project focused on the challenges of increasing utilization of library services among minority community members, utilizing branch libraries located in areas with high concentrations of minorities and out of date data. The project used demographic reports and engagement and outreach opportunities.

The demographic report focused on the Alford, Angelou, and Walters branches. The Alford branch serves a large population including a large population of Hispanic/Latin individuals, and is a large regional destination library. The Angelou branch is a smaller facility and located in a majority-minority neighborhood that historically has a large African-American population. The Walters branch is a new, medium-sized facility located in a majority-minority neighborhood with a significant presence of East Asian cultural establishments.

The Project utilized outreach and engagement to get a better picture of the communities served by the Library. Using key informants, posters, and paper surveys, the themes from this engagement included determining barriers and desired services, as well as how the Library can be a community hub, and how people want to be informed about Library services.

The results came in three recommendations. Recommendation Group 1 Community Connections includes creating an in-person relaunch strategy, coordination with area schools, and targeting volunteer opportunities for youth. Recommendation Group 2 Communication includes placing print advertising in minority spaces, utilizing digital micro-networks, ensuring correct translation, and connecting Library services in other City of Wichita notices. Recommendation Group 3 Calibrating Services includes reassessing hours, ensuring minority representation among staff, ensuring equitable internet access and coordinate with Neighborhood Resource Centers, private rooms for interviews, and significant renovations to the Maya Angelou branch.

### **Approval of the Agenda**

Kevin McWhorter asked to move the Announcements portion of the agenda to the third spot



and move everything down to accommodate an announcement. Kevin McWhorter moved (Petersen) to approve the agenda as amended. **Motion carried unanimously.**

### **Announcements**

Kristi Oberg announced that Cambry Gossett is leaving the Foundation. Traci Ball will be her replacement.

### **Public Comment**

None

### **Approval of Minutes**

Minutes of the regular meeting held on February 15, 2022 were presented. Shelby Petersen requested the word “retroactive” be placed in the motion to approve a prior payment for Kanopy. The amended sentence should read “included for a retroactive \$21,000 payment in December 2021.” Shelby Petersen moved (Littlejohn) to approve the minutes as amended. **Motion carried unanimously.**

### **Unfinished Business**

Director Prothro presented the revised Wichita Public Library Statement on the Freedom to Read. The summary statement was reviewed and is being presented by the Public Affairs committee for Board approval to be issued as advocacy and awareness of Library policy PHI-005 in September 2022 or as determined by the Board.

On behalf of the Public Affairs Committee, Shelby Petersen moved to accept the Wichita Public Library Statement on the Freedom to Read as presented. **Motion carried unanimously.**

### **New Business**

On behalf of the Finance Committee, Kevin McWhorter moved (Petersen) to approve the February finance report and supplemental bills in the following amounts: General Fund bills of \$604,829.28; Grant Fund Bills of \$1,671.36; and Gift and Memorial Fund bills of \$9,595.14 for a total of \$616,095.78. **Motion carried unanimously.**

Kevin McWhorter asked for individuals to serve on the 2022 Library Board Nominating Committee. Jonathan Winkler, Shannon Littlejohn, and TaDonne Neal were selected.

Kevin McWhorter moved (Petersen) to appoint Jonathan Winkler, Shannon Littlejohn, and TaDonne Neal as the 2022 Library Board Nominating Committee. **Motion carried unanimously.**

Jonathan Winkler moved (Douglas) to approve proposed FY22 State Aid Spending Plan as proposed by staff. **Motion carried unanimously.**

### **Finance Committee Report**

No report.

### **Operations Committee Report**

No report.

### **Planning & Facilities Committee Report**

No report.

### **Public Affairs Committee Report**

No report.

### **Special Committee Reports**

*Friends of the Library* – Amanda Shankle informed Board members that the Friends have created an Advocate Brochure that was included in packets to introduce the revised member benefits. An in-person book sale is being held at the Advanced Learning Library on April 2. Friends members are currently working on a method to recognize volunteers this year.

*Library Foundation* – Kristi Oberg shared the brochure for Library Giving Day on April 6. Library Giving Day focuses on closing the gaps in children's literacy and will be promoted on social media, at Wichita Thunder games, and through an interview on KAKE News April 3. Traci Ball has joined the Foundation.

*Wichita Genealogical Society (WGS)* – Julie Crawford reported that the April monthly meeting will still be held virtually. Work is being done to schedule the rest of the year's meetings in-person at the Library. WGS will be making a contribution to the Library of \$8,000.00 to support digitization of local history records.

### **Director of Libraries Report**

Director Prothro reported that on April 5 there will be a proclamation by City Council celebrating National Library Week April 3-9.

The Evergreen branch will host a grand opening and ribbon cutting on Saturday, April 9.

The Library will be conducting a supervisory retreat on April 8 to explore leadership within the Library system and to establish clarity around the type of workplace culture staff aim for in service.

Staff are preparing to begin accepting meeting room reservations in April. This will be the last major step in pandemic service recovery.

Director Prothro will be joining a City team that includes Police, Fire, Housing Services,

Public Works, and the Library to explore and coordinate solutions to homelessness issues and where the City has opportunities to improve circumstances.

One of the Library's short story dispensers has been relocated from the Hunter Health Clinic to Eisenhower airport.

Director Prothro gave a presentation to the Association of American University Women on March 13 that focused on the state of the Library. Attendees were especially interested in ways they can advocate for Library.

Public Works, Director Prothro, and Councilmember Bryan Frye will be meeting with the Building Committee at Ascension Lutheran on April 19 to discuss progress in plans for the Westlink expansion.

Library staff met with USD 259 staff to discuss two opportunities to support learners. The first opportunity is through the ASQ launch in branch locations later in the year. The other opportunity is an idea to issue student e-cards at scale. Administration staff are discussing logistics internally and hope to hear about positive pathways to make this a reality soon.

### **Adjournment**

The meeting was adjourned at 1:13 p.m.

The next regularly scheduled meeting will be April 19, 2022.

Respectfully submitted,

Jaime Prothro

## REVENUE REPORT - MARCH 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	\$ 21,130.98	\$ 49,226.21	38.22%
422111	Library Desk Receipts (Faxes)	\$ -	\$ -	\$ 780.00	\$ 780.00	0.00%
422112	Library Desk Receipts (Passports)	\$ -	\$ -	\$ 2,870.00	\$ 2,870.00	0.00%
423030	Meeting Room Rentals	\$ 16,695.00	\$ 1,085.18	\$ -	\$ (540.00)	-3.23%
424011	Copy Charges	\$ 7,524.00	\$ 601.92	\$ 1,747.20	\$ 2,904.05	38.60%
424101	Public Computing Charges	\$ 11,450.00	\$ 916.00	\$ 2,013.10	\$ 4,221.05	36.87%
646981	State Setoff Collections	\$ 76,000.00	\$ 6,080.00	\$ 48,268.72	\$ 64,470.54	84.83%
646990	Other Non-Operating Revenue	\$ -	\$ -	\$ -	\$ -	0.00%
646998	Cash Over/Short	\$ -	\$ -	\$ -	\$ -	0.00%
<b>TOTAL</b>		<b>\$ 240,467.00</b>	<b>\$ 17,698.96</b>	<b>\$ 76,810.00</b>	<b>\$ 123,931.85</b>	<b>51.54%</b>

*March 2022 began reporting fax and passport revenue. Fax had been included in Library Receipts (Fines). Passport is a brand new service.*

GENERAL FUND SUMMARY REPORT  
MARCH 2022

OBJECT	ACCOUNT DESCRIPTION	REVISED APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
511000	Base Compensation	\$ 5,297,798.00	\$ 411,622.60	\$ -	\$ 1,209,549.53	\$ 4,088,248.47	23%
511950	Year-end Payroll Accrual	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
511999	Planned Savings	\$ (936,264.00)	\$ -	\$ -	\$ -	\$ (936,264.00)	0%
512000	Special Compensation	\$ 1,800.00	\$ 5,360.95	\$ -	\$ 6,173.45	\$ (4,373.45)	343%
512051	Mileage Reimbursement	\$ -	\$ 31.36	\$ -	\$ 185.82	\$ (185.82)	#DIV/0!
513020	Premium Overtime	\$ -	\$ 756.28	\$ -	\$ 1,797.33	\$ (1,797.33)	#DIV/0!
518200	Employer Wage Taxes & WC	\$ 465,253.00	\$ 35,072.28	\$ -	\$ 102,198.92	\$ 363,054.08	22%
518300	Employer Share EE Insurance	\$ 1,067,244.00	\$ 77,194.83	\$ -	\$ 231,828.41	\$ 835,415.59	22%
518400	Employer Share Pension/Retire	\$ 556,487.00	\$ 42,531.26	\$ -	\$ 125,611.73	\$ 430,875.27	23%
521011	Electricity	\$ 299,449.00	\$ 16,587.22	\$ -	\$ 47,972.86	\$ 251,476.14	16%
521021	Natural Gas	\$ 41,004.00	\$ 4,586.11	\$ -	\$ 21,862.57	\$ 19,141.43	53%
521030	Water Service	\$ 11,004.00	\$ 1,673.94	\$ -	\$ 5,255.32	\$ 5,748.68	48%
521050	Trash Service	\$ 5,404.00	\$ 424.20	\$ -	\$ 813.20	\$ 4,590.80	15%
521060	Local Telephone Service	\$ 16,000.00	\$ 427.00	\$ -	\$ 1,647.00	\$ 14,353.00	10%
522010	PBX Line Charges	\$ 11,172.00	\$ 950.00	\$ -	\$ 2,850.00	\$ 8,322.00	26%
522020	PBX Instrument Charges	\$ 18,915.00	\$ 1,576.25	\$ -	\$ 4,728.75	\$ 14,186.25	25%
522030	IT Moves & Changes	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	0%
522040	Long Distance & Teleconference	\$ 2,000.00	\$ 22.20	\$ -	\$ 79.00	\$ 1,921.00	4%
522070	Voicemail	\$ 3,912.00	\$ 326.00	\$ -	\$ 978.00	\$ 2,934.00	25%
522080	Automatic Call Distribution	\$ 786.00	\$ 65.50	\$ -	\$ 196.50	\$ 589.50	25%
522990	Other Communications Charges	\$ 1,275.00	\$ 950.00	\$ -	\$ 950.00	\$ 325.00	75%
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	\$ -	\$ 442.00	\$ -	\$ 1,611.00	\$ (1,611.00)	#DIV/0!
525070	Background Checks	\$ -	\$ 32.00	\$ -	\$ 192.00	\$ (192.00)	#DIV/0!
525083	Textile Rental & Laundry Svcs	\$ 2,925.00	\$ 199.29	\$ -	\$ 281.57	\$ 2,643.43	10%
525990	Other Professional Services	\$ 22,970.00	\$ 2,143.90	\$ -	\$ 4,226.40	\$ 18,743.60	18%
526010	Motor Pool Scheduled Charges	\$ 3,720.00	\$ 310.00	\$ -	\$ 930.00	\$ 2,790.00	25%
526020	Building Repair & Maint	\$ 13,630.00	\$ -	\$ -	\$ -	\$ 13,630.00	0%
526042	Pest Control Services	\$ 13,000.00	\$ 680.28	\$ -	\$ 1,106.56	\$ 11,893.44	9%
526044	Bldg Security & Fire Services	\$ -	\$ 1,524.83	\$ -	\$ 1,944.83	\$ (1,944.83)	#DIV/0!
526070	Equipment Repair & Maint	\$ 5,421.00	\$ -	\$ -	\$ -	\$ 5,421.00	0%
526080	Grounds Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!

GENERAL FUND SUMMARY REPORT  
MARCH 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	\$ -	\$ 16,352.96	\$ 35,707.04	31%
529010	Bank Charges	\$ 5,000.00	\$ 464.80	\$ -	\$ 1,553.75	\$ 3,446.25	31%
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	\$ 3,085.00	3%
529070	Printing & Copying	\$ 23,472.00	\$ 6,092.25	\$ -	\$ 9,304.65	\$ 14,167.35	40%
529110	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
529141	Software License & Maint Fees	\$ -	\$ -	\$ -	\$ 2,026.47	\$ (2,026.47)	#DIV/0!
529150	Data Center Charges	\$ 1,233,031.00	\$ 102,754.23	\$ -	\$ 308,262.69	\$ 924,768.31	25%
529990	Other Contractuals	\$ 92,583.00	\$ 6,103.32	\$ -	\$ 12,242.39	\$ 80,340.61	13%
531010	Computing Supplies	\$ 900.00	\$ -	\$ -	\$ -	\$ 900.00	0%
531020	Office Supplies	\$ 48,575.00	\$ 3,680.25	\$ -	\$ 5,141.98	\$ 43,433.02	11%
531030	Custodial Supplies	\$ 6,000.00	\$ 457.46	\$ -	\$ 595.25	\$ 5,404.75	10%
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	\$ 324.98	\$ -	\$ 859.92	\$ 2,136.08	29%
549010	Furniture & Fixtures <\$5k	\$ 9,990.00	\$ -	\$ -	\$ 794.00	\$ 9,196.00	8%
549020	Data Processing Equip <\$5k	\$ 9,665.00	\$ 544.96	\$ -	\$ 544.96	\$ 9,120.04	6%
549030	Communication Equip < \$5K	\$ -	\$ -		\$ -	\$ -	#DIV/0!
549100	Laboratory Equip <\$5K	\$ -	\$ -		\$ -	\$ -	#DIV/0!
549110	Library Materials	\$ 727,530.00	\$ 48,543.17	\$ -	\$ 76,035.66	\$ 651,494.34	10%
	Expense Total	\$ 9,239,033.00	\$ 782,632.18	\$ -	\$ 2,208,807.37	\$ 7,030,225.63	24%

**Grant Fund Summary Report**  
**MARCH 2022**

Grant	Beginning Balance 3/01/2022	Revenue Received	Admin Charges	Contractuals	Materials	Supplies & Petty Cash	Equipment	Total Expenditures	Encumbrances	Remaining Balance 3/31/2022
<b>SCKLS 2021</b>	\$ 226,786.56	\$ -	\$ -	\$ 398.00	\$ -	\$ -	\$ -	\$ 398.00	\$ -	\$ 226,388.56
<b>Totals</b>	<b>\$ 226,786.56</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 398.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 398.00</b>	<b>\$ -</b>	<b>\$ 226,388.56</b>

# Wichita Public Library General Fund Bills

March 2022

Org: 10000080

## 10001 - Library - Personnel

### 1B - Base Compensation

#### 511000 \_Base Compensation

Payroll, PP03.04.22	\$203,410.54
Payroll, PP3.18.22	\$202,695.46
Payroll, RTR3.18.22	\$5,516.60

Total 511000 _Base Compensation	\$411,622.60
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Total 1B - Base Compensation	\$411,622.60
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### 1F - Special Compensation

#### 512000 \_Special Compensation

Payroll, ADJ3.18.22	\$1,265.41
Payroll, PP03.04.22	\$250.00
Payroll, PP3.18.22	\$267.31
Payroll, RTR3.18.22	\$3,578.23

Total 512000 _Special Compensation	\$5,360.95
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#### 512051 Mileage Reimbursement

Payroll, 9024	\$14.39
Payroll, 9673	\$16.97

Total 512051 Mileage Reimbursement	\$31.36
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Total 1F - Special Compensation	\$5,392.31
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### 1J - OT Compensation

#### 513000 \_Overtime Compensation

Payroll, PP03.04.22	\$668.62
Payroll, PP3.18.22	\$87.66

Total 513000 _Overtime Compensation	\$756.28
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Total 1J - OT Compensation	\$756.28
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### 1N - Employee Benefits

#### 518200 Employer Wage Taxes & WC

Payroll, ADJ3.18.22	\$111.14
Payroll, PP03.04.22	\$17,137.29
Payroll, PP3.18.22	\$17,025.16
Payroll, RTR3.18.22	\$798.69

Total 518200 Employer Wage Taxes & WC	\$35,072.28
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#### 518300 Employer Share EE Insurance

Payroll, PP03.04.22	\$38,597.37
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# Wichita Public Library General Fund Bills

March 2022

Payroll, PP3.18.22	\$38,597.46
Total 518300 Employer Share EE Insurance	\$77,194.83
518400 Employer Share Pension/Retire	
Payroll, PP03.04.22	\$20,931.82
Payroll, PP3.18.22	\$20,914.90
Payroll, RTR3.18.22	\$684.54
Total 518400 Employer Share Pension/Retire	\$42,531.26
Total 1N - Employee Benefits	\$154,798.37
Total 10001 - Library - Personnel	\$572,569.56

## 10002 - Library - Contractuals

### 2B - Utilities

521011 Electricity - EDI	
EVERGY KANSAS CENTRAL INC	\$16,587.22
Total 521011 Electricity - EDI	\$16,587.22
521021 Natural Gas - EDI	
BLACK HILLS UTILITY HOLDING INC	\$1,820.58
ONE GAS INC	\$2,765.53
Total 521021 Natural Gas - EDI	\$4,586.11
521030 Water Service	
City of Wichita	\$1,673.94
Total 521030 Water Service	\$1,673.94
521050 Trash Service	
BEST VALUE SERVICES LLC	\$424.20
Total 521050 Trash Service	\$424.20
Total 2B - Utilities	\$23,271.47

### 2F - Technology Charges

521060 Local Telephone Service	
City of Wichita	\$427.00
Total 521060 Local Telephone Service	\$427.00
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

# Wichita Public Library General Fund Bills

March 2022

## 522040 Long Distance & Teleconference

City of Wichita \$22.20

Total 522040 Long Distance & Teleconference	\$22.20
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## 522070 Voicemail

City of Wichita \$326.00

Total 522070 Voicemail	\$326.00
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## 522080 Automatic Call Distribution

City of Wichita \$65.50

Total 522080 Automatic Call Distribution	\$65.50
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## 522990 Other Communications Charges

NORTHEAST KANSAS LIBRARY SYSTEM \$950.00

Total 522990 Other Communications Charges	\$950.00
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## 529150 Data Center Charges

City of Wichita \$102,754.23

Total 529150 Data Center Charges	\$102,754.23
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Total 2F - Technology Charges	\$107,071.18
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## 2R - Professional Svcs

### 525013 Drug Screening

KELLY COMPLIANCE INC \$442.00

Total 525013 Drug Screening	\$442.00
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### 525070 Background Checks

TRUVIEW BSI LLC \$32.00

Total 525070 Background Checks	\$32.00
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### 525083 Textile Rental & Laundry Svcs

CINTAS CORPORATION \$42.03

P-CARD ONE-TIME PAY \$157.26

Total 525083 Textile Rental & Laundry Svcs	\$199.29
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### 525990 Other Professional Services

LIQUID ENVIRONMENTAL SOLUTIONS \$530.00  
LLC

SIGN LANGUAGE INTERPRETING \$84.00  
SERVICES

UNIQUE MANAGEMENT SERVICES INC \$1,529.90

Total 525990 Other Professional Services	\$2,143.90
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Total 2R - Professional Svcs	\$2,817.19
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# Wichita Public Library General Fund Bills

March 2022

## 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 \$680.28

Total 526042 Pest Control Services	\$680.28
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### 526044 Bldg Security & Fire Services

P-CARD ONE-TIME PAY \$1,524.83

Total 526044 Bldg Security & Fire Services	\$1,524.83
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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	\$10,691.59
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## 2Z - Other Contractuals

### 529010 Bank Charges

City of Wichita \$464.80

Total 529010 Bank Charges	\$464.80
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### 529070 Printing & Copying

City of Wichita \$992.19

HOUCHEN BINDERY LTD \$933.00

P-CARD ONE-TIME PAY \$4,167.06

Total 529070 Printing & Copying	\$6,092.25
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### 529990 Other Contractuals

P-CARD ONE-TIME PAY \$6,003.32

UNIQUE MANAGEMENT SERVICES INC \$100.00

Total 529990 Other Contractuals	\$6,103.32
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Total 2Z - Other Contractuals	\$12,660.37
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Total 10002 - Library - Contractuals	\$156,511.80
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## 10003 - Library - Commodities

### 3B - Supplies

#### 531020 Office Supplies

City of Wichita \$2,442.24

P-CARD ONE-TIME PAY \$1,238.01

Total 531020 Office Supplies	\$3,680.25
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# Wichita Public Library General Fund Bills

March 2022

## 531030 Custodial Supplies

P-CARD ONE-TIME PAY \$457.46

Total 531030 Custodial Supplies	\$457.46
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Total 3B - Supplies	\$4,137.71
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## 3N - Fuel

### 539012 Gasoline

City of Wichita \$324.98

Total 539012 Gasoline	\$324.98
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Total 3N - Fuel	\$324.98
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## 4Z - Non-Capital Outlay

### 549020 Data Processing Equip <\$5k

City of Wichita \$544.96

Total 549020 Data Processing Equip <\$5k	\$544.96
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### 549110 Library Materials

P-CARD ONE-TIME PAY \$48,543.17

Total 549110 Library Materials	\$48,543.17
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Total 4Z - Non-Capital Outlay	\$49,088.13
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Total 10003 - Library - Commodities	\$53,550.82
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**Grand Total**

**\$782,632.18**

Wichita Public Library Grant Bills

March 2022

Y1801 - South Central Kansas Library Sys 21	
2 - Contractuals	
2N - Employee Development	
524020 Employee Travel & Training	
P-CARD ONE-TIME PAY	\$398.00
Total 524020 Employee Travel & Training	\$398.00
Total 2N - Employee Development	\$398.00
2Z - Other Contractuals	
529141 Software License & Maint Fees	
CDW GOVERNMENT INC	\$0.00
Total 529141 Software License & Maint Fees	\$0.00
Total 2Z - Other Contractuals	\$0.00
Total 2 - Contractuals	\$398.00
Total Y1801 - South Central Kansas Library Sys 21	
\$398.00	
Grand Total	\$398.00

## GIFT AND MEMORIAL FUND

**RECEIPTS/REIMBURSEMENTS**

Baird (interest)	\$112.57
Friends Monthly Donation (January/1/2 of February)	\$1,416.00
Memorials	\$75.00
Wichita Genealogical Society (Digitization Contribution)	\$8,000.00
Wichita Public Library Foundation (Kroger Reimbursement)	\$15.00

<b>TOTAL RECEIPTS</b>	<b>\$9,618.57</b>
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**EXPENDITURES**

Cengage Learning (Gale Engage/Gale Analytics)	\$23,438.87
Copy Express (Summer Reading Program Labels)	\$347.12
Erin Howerton (National Library Week)	\$30.00
Ingram Library Services (Materials)	\$3,267.15
Ingram Library Services (Memorials)*	\$157.66
Kroger (Foundation)*	\$34.26
Kroger (Summer Reading Prizes)	\$1,000.00
Lee Reed Engraving (Staff Service Awards)	\$34.88
Midwest Tape (Materials)	\$687.71
Pure State Services (Radon Detectors/Cases)	\$604.96
Scholastic (Summer Reading)	\$3,757.60
Wichita Public Library Foundation/Film Ideas, Inc (Materials)	\$1,512.18
Wichita Public Library Foundaton/Uline (Trash Cans)	\$144.16
Wichita Public Library Foundation/CyberSource (Door Counter-Evergreen)	\$499.00
Wichita Public Library Foundation/Amazon (Soft Bricks - Evergreen)	\$42.95
Wichita Public Library Foundation/Lakeshore Learning (Magnets/Blocks-Evergreen)	\$160.97
Wichita Public Library Foundation/Amazon (Materials)	\$129.90
Wichita Public Library Foundation/FirstBook (Summer Reading)	\$3,760.84
Wichita Public Library Foundation/Demco (Book Carts -Evergreen)	\$3,010.21
Wichita Public Library Foundation/SchoolLife (Summer Reading)	\$310.99
Wichita Public Library Foundation/StickerMule (Summer Reading)	\$978.79
Wichita Public Library Foundation/ShortEdition (Short Story Dispensers Renewal)	\$463.00
Wichita Public Library Foundation/Oriental Trading (Summer Reading)	\$363.66
Wichita Public Library Foundation/Schammerhorn, Inc (Quickbooks)	\$3,452.00
Wichita Public Library Foundation/Scholastic (Summer Reading)	\$527.66
Wichita Public Library Foundation/All About Books (Summer Reading)	\$950.47

<b>TOTAL EXPENDITURES</b>	<b>\$49,666.99</b>
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\*Reimbursed expenses



## INTEROFFICE MEMORANDUM

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**TO:** Library Board of Directors  
**FROM:** Jaime Prothro, Director of Libraries  
**SUBJECT:** South Central Kansas Library System Grant FY22  
**DATE:** April 8, 2022

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

**Background:** The South Central Kansas Library System (SCKLS) is one of seven regional systems of cooperating libraries throughout Kansas. The purpose of regional systems is to ensure Kansas residents have access to library services. The regional systems accomplish this through continuing education services, consulting, interlibrary loan lending and grant programs that are intended to offset costs to extend library service to those living outside of the local taxing district. Grants-in-aid funding to local libraries is distributed annually through a formula based on the taxing district population, the proportion of cardholders outside of the taxing district, and the number of interlibrary loan transactions completed during the previous year. Additional funds are available through grant applications to support training, technology, e-books, and programming. The Wichita Public Library receives support through these grant programs.

**Analysis:** The South Central Kansas Library System Executive Committee has directed the implementation of service contracts for the grants-in-aid program, which prohibits the use of grant funds for costs associated with services or programs for which the library charges fees.

**Financial Considerations:** The 2022 service contract provides a grants-in-aid award of \$207,945. This is a decrease of \$30,527 from the previous year due to a decrease in out-of-district borrowers and interlibrary loan lending. A first payment of \$130,182 will be made upon submission of the signed service contract, and a second payment of \$77,763 will be provided prior to September 30, 2022.

The proposed budget includes \$12,500 costs for public internet connections in branch libraries, \$10,000 for staff development, \$138,833 for library materials, \$20,000 for contractals related to cataloging and promoting materials collections, \$14,639 for supplies, \$6,473 for maintenance repairs, and \$20,000 for furniture and fixtures.

**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 and authorize staff to submit the contract to the City Council for review and proposal.

**Attachments:** Contract and Proposed Budget

**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.

OCA Title: _____	Formal Grant Title: <u>South Central Kansas Library System 2021</u>
Grant period: From : <u>5/1/2022</u> To : <u>12/31/2023</u>	Grantor Agency: _____
Department #: _____	CFDA Number: <u>98.000</u>
OCA #: _____	HUD activity number#: _____
Grant #: _____	Federal/State Project #: _____
Grant Detail#: _____	CC Approval date: _____

<b>Set Expenditure Controls at (bold or box one)</b>	Object level 1 or	<b>Expenditure Total</b>	Expenditure Total will be utilized if no selection made.
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Source of funding:	Object	Original Budget	Revisions		Revised Budget	Revision # ____
			<u>Increase</u>	<u>Decrease</u>		
State contributions	415045	207,945.00			207,945.00	
<b>REVENUE TOTAL</b>		<b>207,945.00</b>	<b>0.00</b>	<b>0.00</b>	<b>207,945.00</b>	
<b>Expenditures:</b>						
Internet Service	521070	8,000.00			8,000.00	
Employee Travel & Training	524020	10,000.00			10,000.00	
Equipment Repair & Maint	526070	6,473.00			6,473.00	
Other Contractuals	529990	20,000.00			20,000.00	
Supplies	531020	14,639.00			14,639.00	
Furniture & Fixtures <\$5000	549010	10,000.00			10,000.00	
Library Materials	549110	138,833.00			138,833.00	
<b>EXPENDITURE TOTAL</b>		<b>207,945.00</b>	<b>0.00</b>	<b>0.00</b>	<b>207,945.00</b>	

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



**South Central Kansas Library System  
2022 Grants-in-aid Service Contract**

This contract is between the **South Central Kansas Library System**, referred to as SCKLS, and the **Wichita Public Library** a participating member in the SCKLS regional system of cooperating libraries and in accordance with Kansas Statutes Annotated 75-2547 through 75-2552.

The purpose of this contract is for SCKLS in cooperation with participating member libraries to provide adequate library services to all citizens of the south central region which includes the following counties-- Barber, Butler, Cowley, Harper, Harvey, Kingman, McPherson, Reno, Rice, Sedgwick, Stafford and Sumner--and to extend library service to persons not having library service through a local and legally-established library.

In accordance with Kansas Administration Regulation 54-1-18, the participating member library agrees to the provision for free service and to permit any citizen of the territory comprising SCKLS to borrow materials or receive services without charge and subject to reasonable library rules during the period from January 1, 2022 to December 31, 2022.

In exchange for the participating member library providing free service and permitting any citizen of the territory comprising SCKLS to borrow materials or receive services without charge and subject to reasonable library rules, SCKLS agrees to provide the participating member library:

- (1) One grant-in-aid payment in the estimated amount of \$130,182 upon receipt of this signed service contract and prior to July 1, 2022; and
- (2) A second grant-in-aid payment in the estimated amount of \$77,763 prior to September 30, 2022.

Additional conditions of this grants-in-aid contract shall include the following:

- (a) The annual grants-in-aid eligibility form shall be completed by the participating member library and received by SCKLS no later than March 14, 2022.
- (b) Grants-in-aid funds must be used by the participating member library for library purposes only, with no administrative fees allowed, and funds shall be expended, encumbered or transferred within one-year of December 31, 2022.
- (c) Grants-in-aid funds shall not be used to pay for costs associated with services or programs for which the member library charges.
- (d) If sufficient annual tax funds are not received by SCKLS, this contract shall be void and any estimated grants-in-aid payment obligation terminated.

By signing this contract, the representative of the **Wichita Public Library** represents that such person is duly authorized to execute this contract on behalf of the participating member library and the participating member library agrees to the above provisions.

Participating Member Library

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

South Central Kansas Library System



Paul Hawkins, Director

April 1, 2022

**WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS**  
**Finance Committee Agenda**  
**Tuesday, April 19, 2022, 11:30am**  
Collaboration Room 115  
Advanced Learning Library, 711 W 2<sup>nd</sup> St, Wichita, KS 67203

1. Call to Order
2. Review of March Bills and Finance Reports

- Revenue Report
- Grant Fund Summary Report
- Report of Expenditures

General Fund Bills	\$782,632.18
Grant Fund Bills	\$398.00
Gift & Memorial Fund Bills	\$49,666.99
<b><u>Total</u></b>	<b>\$832,697.17</b>

3. SCKLS Budget 2022
4. Upcoming City Budget Hearing
5. Other Items from Committee Members
6. Adjournment

**WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS**  
**Operations Committee Agenda**  
**Tuesday, April 19, 2022, 11:30am**  
Conference Room C  
Advanced Learning Library, 711 W 2<sup>nd</sup> St, Wichita, KS 67203

1. Call to Order
2. Proposed Changes to Circulation of Materials Section
3. Proposed Changes to Customer Rights and Responsibilities Section
4. Other Items from Committee Members
5. Adjournment

**WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS**  
**Planning & Facilities Committee Agenda**  
**Tuesday, April 19, 2022, 11:30am**  
Collaboration Room 116  
Advanced Learning Library, 711 W 2<sup>nd</sup> St, Wichita, KS 67203

1. Call to Order
2. Review of current Westlink, Rockwell, and Angelou Schematics
3. Capital Improvement Plan Updates
4. Board involvement with next steps
5. Other Items from Committee Members
6. Adjournment

**WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS**

**Public Affairs Committee Agenda**

**Tuesday, April 19, 2022, 11:30am**

Board Room

Advanced Learning Library, 711 W 2<sup>nd</sup> St, Wichita, KS 67203

1. Call to Order
2. Evergreen Grand Opening Update
3. Earned and Planned Media
4. Upcoming Summer Reading Plans

## **Media Report: March 2022**

### **Television:**

- March 7, 2022: KWCH, Spring Break / Teen Volunteers
- March 10, 2022: KAKE Kids Corner, Spring Break,  
<https://www.kake.com/clip/15302556/kids-corner-march-10-2022>
- March 15, 2022: KWCH, Academy Award Shorts Film Festival
- March 31, 2022: KSN, Wichitalks, <https://www.ksn.com/news/dont-miss-this/wichita-public-library-partners-with-wichitalks-for-big-read-program/>

### **Radio:**

- March 11, 2022: KMUW, Eliminating Late Fees, <https://www.kmuw.org/2022-03-10/freedom-from-fines-wichita-library-hopes-ditching-late-fees-will-lure-people-back-to-the-stacks>
- March 16, 2022: KMUW, Academy Award Shorts Film Festival,  
<https://www.kmuw.org/podcast/next-up/2022-03-16/all-things-oscars-and-wichita-chamber-music-festival>
- March 22, 2022: St. John News, Eliminating Late Fees,  
<https://www.sjnewsonline.com/2022/03/22/libraries-across-the-state-are-dropping-late-fees/>

### **Print:**

- March 9, 2022: Wichita By EB, Evergreen Community Center and Library,  
<https://www.wichitabyeb.com/2022/03/family-fun-series-evergreen-community-center-library.html>
- March 13, 2022: The Wichita Eagle, Library Services Editorial,  
<https://www.kansas.com/opinion/guest-commentary/article259288264.html>
- March 17, 2022: The Wichita Eagle, Academy Award Shorts Film Festival,  
<https://www.kansas.com/entertainment/movies-news-reviews/movie-maniac/article259494074.html>
- March 26, 2022: The Derby Informer, Spring Gardening Series,  
[http://www.derbyinformer.com/news/area\\_news/spring-gardening-classes-kick-off-in-partnership-with-the-wichita-public-library/article\\_533acbe2-acc4-11ec-8ff2-33523126f958.html](http://www.derbyinformer.com/news/area_news/spring-gardening-classes-kick-off-in-partnership-with-the-wichita-public-library/article_533acbe2-acc4-11ec-8ff2-33523126f958.html)

From: Julie Crawford, WGS

To: WPL Board

Date: Apr 11, 2022

Our April meeting will be a presentation entitled "Trash or Treasure" taught by WGS board member Margaret Kline. She will talk about assessing the quality of a genealogical document.

This meeting will be held April 16 in person at the ALL without a Zoom option.

The WGS is being proactive in recruiting members to volunteer. There are many projects planned for the coming months.

The ALL continues to add donated and purchased items to its historical and genealogical collection.

/jac