

A G E N D A

**Wichita Public Library Board of Directors Meeting
Tuesday, June 21, 2022 – 12:00 p.m.
Library Board Room
Advanced Learning Library, Second Floor
711 W 2nd, Wichita KS 67203**

1. Call to Order/Introductions
 - a) Swearing in of new Board Members
 - b) Staff Presentation: Jaime Prothro, Family Engagement Strategies
2. Approval of the Agenda
3. Public Comment
4. Minutes of the May 17, 2022 Meeting
5. Unfinished Business
 - a) Nomination of Officers for 2022-23
6. New Business
 - a) May Finance Report and Bills

General Fund Bills	\$796,125.65
Grant Fund Bills	\$4337.01
Gift & Memorial Fund Bills	\$6952.00
<u>Total</u>	\$807,141.66

7. Special Committee Reports
8. Support Organization Reports
9. Director of Libraries Report
10. Announcements
11. Adjournment



Monthly Activity Report

May 2022

Service Highlights

The Library launched the digital photo archive using ContentDM on May 9 with four collections: Tell Your COVID Story – Images of a Pandemic, Tell Your COVID Story – Creative Works, Tell Your COVID Story – Impacts of a Pandemic, and Stereoscopic Images of the Second Boer War (1899-1902).

Eight new radon detectors were placed into circulation. Nearly one year into the program, the hold list for radon detectors is still hovering between 60-70 customers.

In the first month of circulation, the Finch Robots have checked out 44 times. All five of the anatomical models have checked out at least twice, with the brain model being the most popular.

Passport services at the Alford Branch have slowed down a bit since it began in March, but remains a popular service. Here is a breakdown of the first three months:

	March	April	May	Totals
Appointments Scheduled	61	46	35	142
Appointments Held	52	30	28	110
Number of Applications Processed	72	45	47	164
Processing fees collected for WPL	\$ 2,520.00	\$ 1,575.00	\$ 1,645.00	\$ 5,740.00
Postage paid by WPL	\$ 259.00	\$ 279.40	\$ 160.30	\$ 698.70

Customers will continue to get portable internet access from the Library via hotspots. The Library received a second year of funding from the Lattner Foundation to support the Library's hotspot circulating collection. Given the extreme popularity of the hotspot collection, the Foundation also provided an additional \$5,000. With the additional funds, the Library replaced eight hotspots that were not returned by customers and added an additional 15 new hotspots. Therefore, the Library will have 65 hotspots in circulation starting in June. The hotspots have been checked out 724 times since the collection was launched.

The Library hosted three author events in May. On May 5, Sarah Smarsh, author of *Heartland: a Memoir of Working Hard and Being Broke in the Richest Country on Earth* hosted the keynote address for the conclusion of the 2022 NEA Big Read. She gave a short talk and answered questions from some local high school Latina women, drawing connections between all their experiences. Later in the month, as part of the continuing relationship with Watermark Books, the Library hosted two more author events: Ash Davidson for the release of her book *Damnation Spring* in paperback and Candace Millard for the release of her newest narrative nonfiction book *River of the Gods*.

Other News

The first day of the Summer Reading Program (May 31) brought the Library its busiest day in more than two years. On this day, 1,446 customers borrowed 6,178 materials. More than 50% of these checkouts were materials in the children's collections.

The Library's Research Pavilion had out of state visitors from Arkansas, Colorado, Iowa, Michigan, Missouri, Montana, Nebraska, Oklahoma and Texas this month.

Evergreen staff members Sara McNeil and Christopher Urbina participated in Open Streets ICT-NoMar on May 1. They promoted Library services and programs to residents and gave out free books courtesy of the Friends of the Library. An estimated 12,000 people attended Open Streets.

Library service continues to rebound from the impacts of COVID-19. All impacted library services have been restored with modifications to ensure staff and public safety and to integrate best practices established during the pandemic. Continued growth in virtual circulation indicates that users are finding benefit from both library facilities as well as the convenience of electronic formats. At times, however, the cost of electronic material is 400% higher than print. The Library continues to look at spending patterns and opportunities to increase materials collections budgets to meet customer needs.

Education and Engagement Division Manager Julie Sherwood is retired on May 27 after 25 years of service with the City. Julie joined the Library as a Youth Services Coordinator and her role has adapted many times over the years as the library organization has changed to meet community needs. Her work to provide learning and programming support for all-ages has resulted in multiple grants and many opportunities that have delighted our community. She has overseen the Summer Reading Program, Big Read, Candid Conversations, Senior Wednesday and countless other ongoing programs that enrich the ways residents learn and connect with one another. Julie's skills at building strong programmatic partnerships and her care for customers will be missed in the organization and we wish her the best in her next chapter.

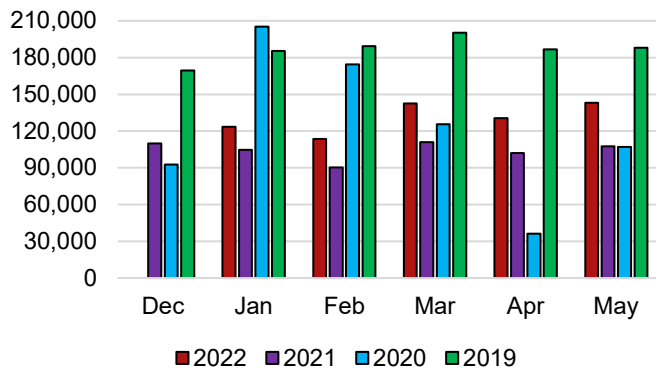
The Library's 3D printing classes remain popular, although the service itself is not being used much. Twenty-seven customers are now certified to use the Library's 3D printers, while 95 customers have completed the first class and 72 customers completing both classes. Staff are exploring ideas to get more customers who have taken the classes certified and those customers who are certified to use the 3D printing services.

Technology training staff continue to be busy as customers become more comfortable with in-person services. Staff completed 226 book a librarian appointments in May. 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 10 technology classes with 67 virtual and in-person students in attendance.

John Cleary helped several small business clients in the following areas: welding, property records, convenience and thrift stores, restaurants, satellite communications and mixed use business development.

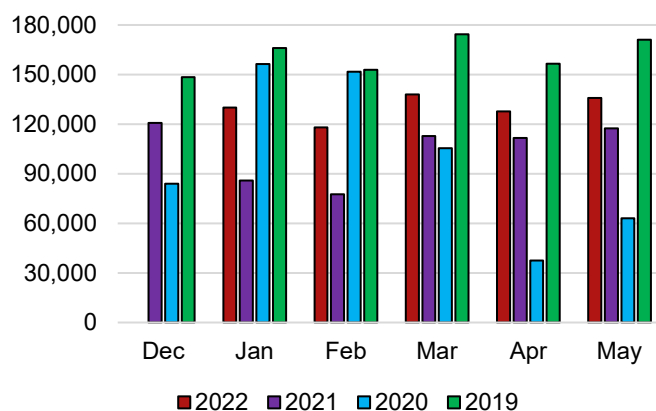
Service Dashboard

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



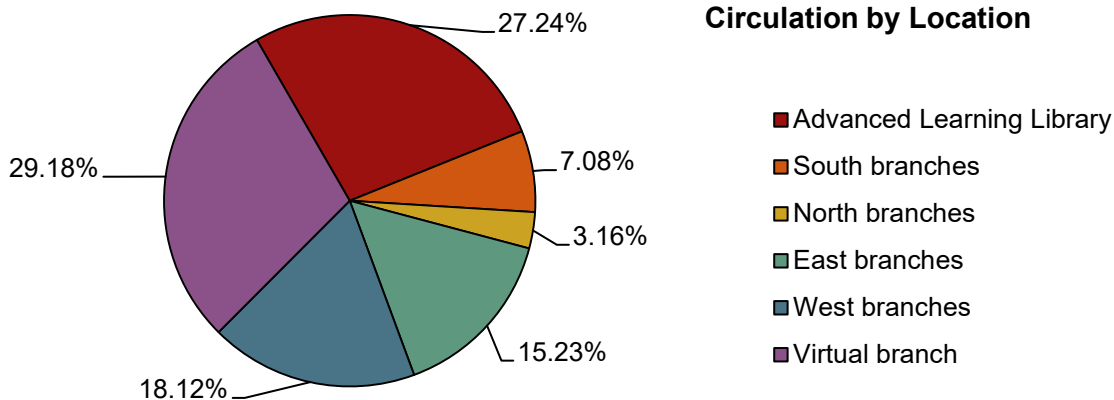
MAY			
	2022	2021	% change
Door Counts	53,921	29,501	82.78%
Catalog Log-ins	35,846	34,096	5.13%
Website Visits	53,237	44,037	20.89%
CONTENTdm Users	450	N/A	N/A
Total	143,454	107,634	33.28%

CHECKOUTS

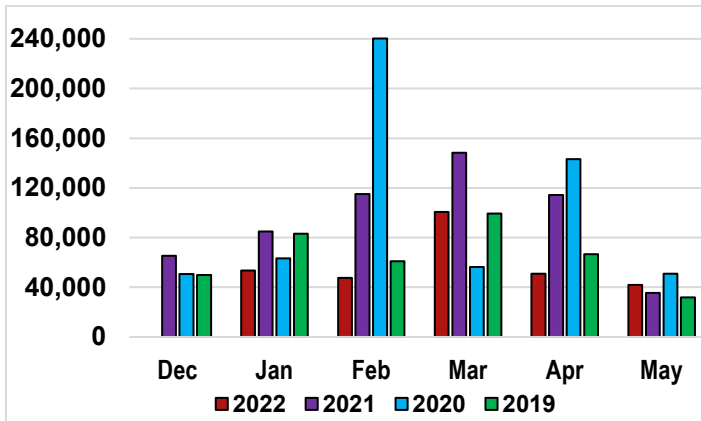


MAY			
	2022	2021	% change
Physical Circ	96,266	84,340	14.14%
Virtual Circ	39,672	33,077	19.94%
WPL	31,826	25,801	23.35%
State	7,846	7,276	7.83%
Total	135,938	117,417	15.77%

Circulation by Location



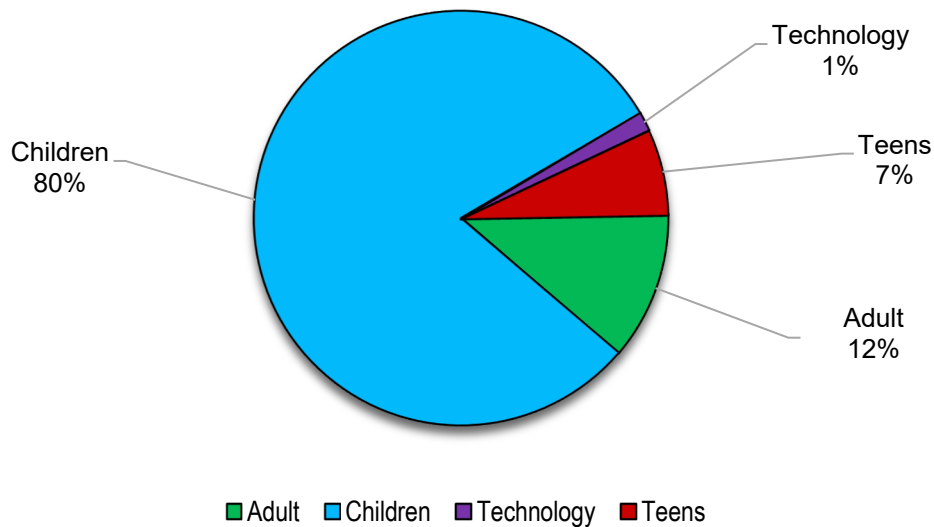
QUESTIONS ANSWERED (by staff in person/phone and through online services)



MAY			
	2022	2021	% change
Reference Questions	5,673	4,858	16.78%
Database Searches	33,845	28,187	20.07%
Technology Assistance	2,223	2,276	-2.33%
Book-A-Librarian Appointments	237	142	66.90%
Total	41,978	35,463	18.37%

The number of database searches in the AtoZdatabases platform was initially under-reported. The numbers have since been corrected.

PROGRAM ATTENDANCE

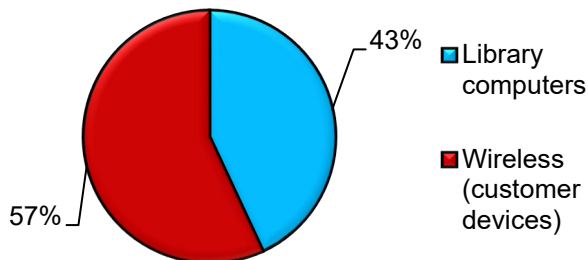


MAY ATTENDANCE

	2022	2021	% change
Adult events	517	187	176.47%
Children's events	3,599	71	4,969.01%
Technology training	67	42	59.52%
Teen events	298	915	-67.43%
TOTAL	4,481	1,215	268.81%

PUBLIC COMPUTING

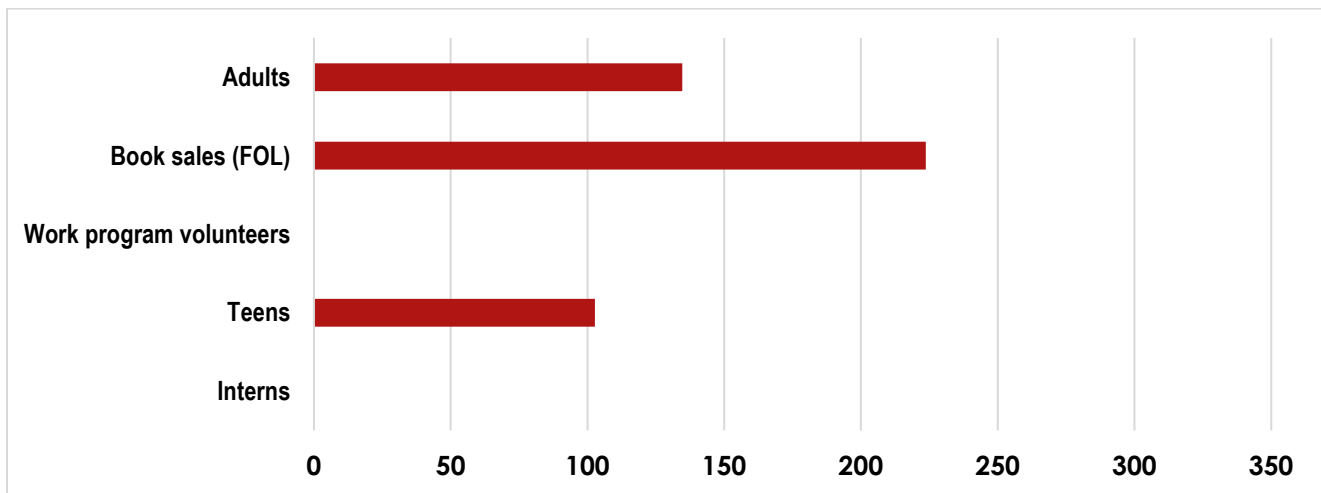
**Method of Computing Access
(by session)**



MAY

	2022	2021	% change
Workstation Sessions	5,164	3,519	46.75%
Wi-Fi Sessions	6,824	5,593	22.01%
Number of Users	1,096	507	116.17%
Hours of Access	8,021	5,365	49.51%

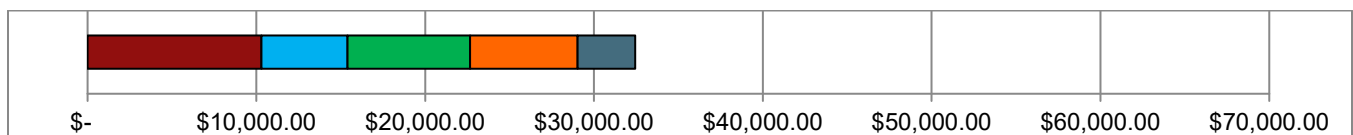
VOLUNTEERS (hours of service)



Number of volunteers YTD = 114 Hours of service YTD = 1,750

The number of Friends of the Library volunteer hours from April 2022 was initially under-reported. The number has since been corrected.

MATERIALS DONATIONS (value if purchased)



Year to date total = \$32,441.54 Items added to Library collections YTD = 1,816

Service Snapshot: Recent Raving Fans Stories

A woman came to the Westlink Branch looking for a book on hair styles for older women. Senior Library Assistant Eileen Ball checked the Library's catalog but did not find a suitable choice. She suggested looking online. The customer did not feel competent on a computer but decided to give it a shot. Eileen got her set up to look at images and told her to let her know if she found any. The customer was very excited and pleased to find a couple that were perfect. Eileen helped print them out so she could take them to her hairdresser.

Rockwell Youth Services Librarian Katrina York received a frantic Facebook message from a friend well after library hours: their child had to read several chapters of the book, *The Bridge to Terabithia*, before school the next morning but had left their book in the classroom. The parent had gone to the WPL catalog but could not find the ebook by searching the main catalog and was reaching out to see if Katrina had a copy they could borrow. Katrina did not have a physical copy, but she was able to locate an eBook version available through the Libby App as well as multiple electronic versions available for checkout through The Internet Archive. Katrina was able to talk her friend through how to locate items in Libby and check out so that their child was able to finish their homework without a late-night run to the store to buy another copy of the book.

The Blackbear Bosin display in the Research Pavilion received several compliments from customers. One customer told Ian Bailey that the display inspired her to look more into Blackbear Bosin. She was unaware he created the Keeper of the Plains, and commented, "The library taught me, a lifelong Wichitan, something new about our city!"

A learner from Jennifer's 1619 Project Learning Circle sent her the following email before one of the class meetings expressing her gratitude for offering this as a learning circle. They wrote: "I just want to express how thankful I am that you show courage and have taken the time to open up dialogue about 1619. It is truly wonderful to know the truth does not frighten, but enlighten, does break, but also builds up. The truth is life. Thank you for not being afraid to enlighten and let the truth speak for itself."

Cassie Fahey helped a customer who had just been to the senior center downtown and someone there had mentioned that boxing was good for people who have been diagnosed with Parkinson's disease, which had recently happened to this patron. The customer couldn't remember the name of the facility, so Cassie found it for her. Cassie also gave the customer additional information on the benefits of boxing for Parkinson's via parkinsonfoundation.org. The customer complimented Cassie's persistent research and said "I knew that I could count on someone from the library - you've given me hope."

A participant in the 1619 Project Learning Circle, who works at Exploration Place, when introducing herself, said "I just wanted to say, the library here has SO MANY CLASSES! And they're FREE! I had no idea! You can learn Microsoft Word, Excel, all kinds of stuff, this is such an amazing resource for the community! I tell all my friends about it!"

WICHITA PUBLIC LIBRARY

Minutes of a Meeting of the Library Board of Directors
May 17, 2022.

The hybrid meeting of the Library Board of Directors was held on Tuesday, May 17, 2022 at the Advanced Learning Library with the following present in person: Ms. Abi Boatman, Ms. Erinn Bock, Ms. Donna Douglas, Ms. Lauren Hirsh, Ms. Shannon Littlejohn, Ms. TaDonne Neal, Ms. Shelby Petersen, Mr. Chuck Schmidt, Dr. Maaskelah Thomas, and Mr. Jonathan Winkler. The following attended virtually: Mr. Randall Johnston.

Call to Order

TaDonne Neal called the meeting to order at 12:02 p.m., a quorum being present.

Staff Presentation

Education and Engagement Manager Julie Sherwood provided a preview of the Summer Reading Program. The theme for this year's program is Oceans of Possibilities. Customers can start registering on May 31 with the program ending on July 28. There are three levels of readers and prizes again this year. The 0-2-year-old group will enjoy early literacy bingo. The 3-11-year-old and 12-16-year-old groups will require readers to read 10 days in a row to receive prizes that will be appropriate for that age group. The Friends of the Library is hosting a Design a Bookmark competition with the winner having their bookmark distributed at the Used Bookstore. Programming will be held in person both inside and outside of library buildings. Programs will additionally be held at Naftzger Park and on the Riverside Stage.

Approval of the Agenda

Chuck Schmidt moved (Littlejohn) to approve the agenda as published. **Motion carried unanimously.**

Public Comment

None

Approval of Minutes

Minutes of the regular meeting held on April 19, 2022 were presented. Jonathan Winkler moved (Petersen) to approve the minutes as included in board packets. **Motion carried unanimously.**

Unfinished Business

Director Prothro informed the Board that the election of officers will be held in June due to two board members leaving and more being selected by multiple City Council members.

New Business

On behalf of the Finance Committee, Shelby Petersen moved to approve the March finance report and supplemental bills in the following amounts: General Fund bills of \$1,060,505.91; Grant Fund Bills of \$1,767.00; and Gift and Memorial Fund bills of \$2,636.02 for a total of \$1,064,908.93. **Motion carried unanimously.**

Jonathan Winkler moved (Bock) to affirm the Internet Access and Acceptable Use Policy as proposed by staff. **Motion carried unanimously.**

Director Prothro reviewed a series of policy updates recommended by staff. These included:

- CIR-001 Customer Registration
- CIR-002 Address Check
- CIR-005 Kansas Library E-Card
- CIR-006 Interlibrary Loan
- CIR-007 Circulation of Materials
- CIR-007.1 Circulation Parameters
- CIR-008 Circulation of Reference Materials
- CIR-010 Lost Items
- CIR-011 Damaged Items
- CIR-011.1 Lost and Damaged Items Fee Schedule
- CIR-012 Replacement of Lost or Damaged Items
- CIR-013 Fee Payment
- CIR-014 Refunds
- CUS-001 Customer Code of Conduct
- CUS-001.1 Unattended Children
- CUS-004 Lost and Found
- CUS-005 Customers' Consent to Participate in Photograph
- CUS-006 Filming and Photography Policy

On behalf of the Operations Committee, Chair Jonathan Winkler moved (Douglas) to adopt the policy changes as recommended by staff. **Motion carried unanimously.**

Finance Committee Report

Chair Erinn Bock reported the committee met and discussed the USD259 Student E-Card program. After lengthy discussion, the committee approved moving forward with the project.

Operations Committee Report

Chair Jonathan Winkler reported the committee met and discussed the policy changes being brought before the board. The committee also discussed the USD259 Student E-Card program and approve moving forward with it.

Planning & Facilities Committee Report

Chair Randall Johnston reported the committee met and discussed upcoming branch projects. After a meeting with Public Works, the projects at the Westlink branch have been approved and will be done during the 2022-2023 year with a \$4.2 million budget. The improvements at the Angelou, Alford, and Rockwell branches will be funded in the 2023-2024 budget, and each project is between \$200,000.00 and \$250,000.00.

Public Affairs Committee Report

Chair Shannon Littlejohn reported the committee met and discussed possible ways to promote the USD259 Student E-Card program.

Special Committee Reports

Friends of the Library – Amanda Shankle reported the Friends are in the middle of preparations for the Riverfest Used Book Sale being held June 4-5 in conjunction with Riverfest. Advocate numbers are dropping so the Friends are developing ways to increase membership.

Library Foundation – Kristi Oberg reported that Library Giving Day donations exceeded the goal of raising \$14,000.00. for a total raised of \$14,483.00. This will help fund Summer Reading Program activities as well as other early literacy programs.

Wichita Genealogical Society (WGS) – Julie Crawford reported that the May meeting held at the Advanced Learning Library had an attendance of 21 people. The Wichita Genealogical Society has an agreement with the Topeka Genealogical Society to allow tickets to each other's yearly conference at the price given to each location's genealogical group.

Director of Libraries Report

Director Prothro reported that the Library did not receive the United Way Impact funding but in partnership with Storytime Village the mini library project may still move forward.

Reference checks are currently being conducted for a concession contractor to utilize the space vacated by Reverie Roasters at the Advanced Learning Library.

During the recent supervisors retreat it was determined an element in the organizational structure was missing, a values statement. Staff will begin working on developing a values statement and will bring a recommendation back to the Board.

Budget preparations have begun for the 2023-2024 budget.

Announcements

None

Adjournment

The meeting was adjourned at 12:57 p.m.

The next regularly scheduled meeting will be June 21, 2022.

Respectfully submitted,

Jaime Prothro

DRAFT

REVENUE REPORT - MAY 2022

OBJECT	ACCOUNT DESCRIPTION	BUDGET	MONTHLY REVENUE TARGET	RECEIVED IN MONTH	RECEIVED YTD	% RECEIVED YTD
422110	Library Desk Receipts (Fines)	\$ 128,798.00	\$ 10,303.84	\$ 15,986.49	\$ 80,647.25	62.62%
422111	Library Desk Receipts (Faxes)	\$ -	\$ -	\$ 446.00	\$ 1,885.00	0.00%
422112	Library Desk Receipts (Passports)	\$ -	\$ -	\$ 1,680.00	\$ 6,860.00	0.00%
423030	Meeting Room Rentals	\$ 16,695.00	\$ 1,252.13	\$ 2,360.00	\$ 2,245.00	13.45%
424011	Copy Charges	\$ 7,524.00	\$ 677.16	\$ 1,006.15	\$ 5,082.45	67.55%
424101	Public Computing Charges	\$ 11,450.00	\$ 1,030.50	\$ 1,216.25	\$ 7,163.92	62.57%
646981	State Setoff Collections	\$ 76,000.00	\$ 7,600.00	\$ 16,214.50	\$ 105,166.81	138.38%
646990	Other Non-Operating Revenue	\$ -	\$ -	\$ -	\$ -	0.00%
646998	Cash Over/Short	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL		\$ 240,467.00	\$ 20,863.63	\$ 38,909.39	\$ 209,050.43	86.94%

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
MAY2022

OBJECT	ACCOUNT DESCRIPTION	REVISED APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
511000	Base Compensation	\$ 5,297,798.00	\$ 407,123.73	\$ -	\$ 2,229,884.52	\$ 3,067,913.48	42%
511950	Year-end Payroll Accrual	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
511999	Planned Savings	\$ (936,264.00)	\$ -	\$ -	\$ -	\$ (936,264.00)	0%
512000	Special Compensation	\$ 1,800.00	\$ 1,134.62	\$ -	\$ 8,460.00	\$ (6,660.00)	470%
512051	Mileage Reimbursement	\$ -	\$ 82.49	\$ -	\$ 268.31	\$ (268.31)	#DIV/0!
513020	Premium Overtime	\$ -	\$ 433.36	\$ -	\$ 2,230.69	\$ (2,230.69)	#DIV/0!
518200	Employer Wage Taxes & WC	\$ 465,253.00	\$ 34,225.91	\$ -	\$ 187,922.62	\$ 277,330.38	40%
518300	Employer Share EE Insurance	\$ 1,067,244.00	\$ 74,769.32	\$ -	\$ 419,168.74	\$ 648,075.26	39%
518400	Employer Share Pension/Retire	\$ 556,487.00	\$ 42,082.94	\$ -	\$ 230,639.73	\$ 325,847.27	41%
521011	Electricity	\$ 299,449.00	\$ 19,386.54	\$ -	\$ 85,437.38	\$ 214,011.62	29%
521021	Natural Gas	\$ 41,004.00	\$ 6,625.50	\$ -	\$ 38,863.59	\$ 2,140.41	95%
521030	Water Service	\$ 11,004.00	\$ 608.77	\$ -	\$ 7,368.87	\$ 3,635.13	67%
521050	Trash Service	\$ 5,404.00	\$ 437.00	\$ -	\$ 1,687.20	\$ 3,716.80	31%
521060	Local Telephone Service	\$ 16,000.00	\$ 427.00	\$ -	\$ 2,501.00	\$ 13,499.00	16%
522010	PBX Line Charges	\$ 11,172.00	\$ 959.50	\$ -	\$ 4,759.50	\$ 6,412.50	43%
522020	PBX Instrument Charges	\$ 18,915.00	\$ 1,598.75	\$ -	\$ 7,903.75	\$ 11,011.25	42%
522030	IT Moves & Changes	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	0%
522040	Long Distance & Teleconference	\$ 2,000.00	\$ 24.35	\$ -	\$ 136.60	\$ 1,863.40	7%
522070	Voicemail	\$ 3,912.00	\$ 333.00	\$ -	\$ 1,637.00	\$ 2,275.00	42%
522080	Automatic Call Distribution	\$ 786.00	\$ 65.50	\$ -	\$ 327.50	\$ 458.50	42%
522990	Other Communications Charges	\$ 1,275.00	\$ (950.00)	\$ -	\$ -	\$ 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	\$ -	\$ 189.00	\$ -	\$ 2,588.00	\$ (2,588.00)	#DIV/0!
525070	Background Checks	\$ -	\$ 32.00	\$ -	\$ 384.00	\$ (384.00)	#DIV/0!
525083	Textile Rental & Laundry Svcs	\$ 2,925.00	\$ 157.59	\$ -	\$ 569.28	\$ 2,355.72	19%
525990	Other Professional Services	\$ 22,970.00	\$ 2,739.90	\$ -	\$ 8,488.65	\$ 14,481.35	37%
526010	Motor Pool Scheduled Charges	\$ 3,720.00	\$ 310.00	\$ -	\$ 1,550.00	\$ 2,170.00	42%
526020	Building Repair & Maint	\$ 13,630.00	\$ 1,750.00	\$ -	\$ 1,750.00	\$ 11,880.00	13%
526042	Pest Control Services	\$ 13,000.00	\$ 582.28	\$ -	\$ 2,623.12	\$ 10,376.88	20%
526044	Bldg Security & Fire Services	\$ -	\$ 152.74	\$ -	\$ 2,097.57	\$ (2,097.57)	#DIV/0!
526070	Equipment Repair & Maint	\$ 5,421.00	\$ 1,315.00	\$ -	\$ 1,315.00	\$ 4,106.00	24%
526080	Grounds Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!

GENERAL FUND SUMMARY REPORT
MAY2022

OBJECT	ACCOUNT DESCRIPTION	REVISED APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
526092	Facility Rental	\$ 52,060.00	\$ 4,088.24	\$ -	\$ 24,529.44	\$ 27,530.56	47%
529010	Bank Charges	\$ 5,000.00	\$ 487.30	\$ -	\$ 2,709.11	\$ 2,290.89	54%
529020	Postage	\$ -	\$ 269.20		\$ 604.65	\$ (604.65)	#DIV/0!
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	\$ 950.00	\$ -	\$ 1,060.00	\$ 2,135.00	33%
529070	Printing & Copying	\$ 23,472.00	\$ 2,044.11	\$ -	\$ 12,626.89	\$ 10,845.11	54%
529110	Advertising	\$ -	\$ -	\$ -	\$ 41.05	\$ (41.05)	#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	\$ -	\$ 513,771.15	\$ 719,259.85	42%
529990	Other Contractuals	\$ 92,583.00	\$ 6,053.97	\$ -	\$ 23,993.74	\$ 68,589.26	26%
531010	Computing Supplies	\$ 900.00	\$ 1,354.83	\$ -	\$ 1,788.75	\$ (888.75)	199%
531020	Office Supplies	\$ 48,575.00	\$ 3,751.61	\$ -	\$ 12,660.10	\$ 35,914.90	26%
531030	Custodial Supplies	\$ 6,000.00	\$ 161.25	\$ -	\$ 852.43	\$ 5,147.57	14%
532020	Automotive Parts & Supplies	\$ -	\$ -	\$ -	\$ 47.76	\$ (47.76)	#DIV/0!
532990	Other Equip Parts & Supplies	\$ 450.00	\$ -	\$ -	\$ -	\$ 450.00	0%
539012	Gasoline	\$ 2,996.00	\$ 287.08	\$ -	\$ 1,425.81	\$ 1,570.19	48%
549010	Furniture & Fixtures <\$5k	\$ 9,990.00	\$ 1,395.00	\$ -	\$ 2,189.00	\$ 7,801.00	22%
549020	Data Processing Equip <\$5k	\$ 9,665.00	\$ 303.42	\$ -	\$ 848.38	\$ 8,816.62	9%
549030	Communication Equip < \$5K	\$ -	\$ -		\$ -	\$ -	#DIV/0!
549100	Laboratory Equip <\$5K	\$ -	\$ -		\$ -	\$ -	#DIV/0!
549110	Library Materials	\$ 727,530.00	\$ 75,628.62	\$ -	\$ 213,701.58	\$ 513,828.42	29%
	Expense Total	\$ 9,239,033.00	\$ 796,125.65	\$ -	\$ 4,065,438.93	\$ 5,173,594.07	44%

Grant Fund Summary Report MAY 2022

[illegible]

Wichita Public Library General Fund Bills

May 2022

Org: 10000080

10001 - Library - Personnel

1B - Base Compensation

511000 _Base Compensation

Payroll, PP5.13.22 \$204,400.49

Payroll, PP5.27.22 \$202,723.24

Total 511000 _Base Compensation \$407,123.73

Total 1B - Base Compensation \$407,123.73

1F - Special Compensation

512000 _Special Compensation

Payroll, ADJ5.13.22 \$350.00

Payroll, PP5.13.22 \$267.31

Payroll, PP5.27.22 \$517.31

Total 512000 _Special Compensation \$1,134.62

512051 Mileage Reimbursement

Payroll, 1064 \$20.25

Payroll, 1468 \$19.07

Payroll, 1955 \$43.17

Total 512051 Mileage Reimbursement \$82.49

Total 1F - Special Compensation \$1,217.11

1J - OT Compensation

513000 _Overtime Compensation

Payroll, PP5.13.22 \$296.18

Payroll, PP5.27.22 \$137.18

Total 513000 _Overtime Compensation \$433.36

Total 1J - OT Compensation \$433.36

1N - Employee Benefits

518200 Employer Wage Taxes & WC

Payroll, ADJ5.13.22 \$30.74

Payroll, PP5.13.22 \$17,156.16

Payroll, PP5.27.22 \$17,039.01

Total 518200 Employer Wage Taxes & WC \$34,225.91

518300 Employer Share EE Insurance

Payroll, PP5.13.22 \$37,525.91

Payroll, PP5.27.22 \$37,243.41

Total 518300 Employer Share EE Insurance \$74,769.32

518400 Employer Share Pension/Retire

Payroll, PP5.13.22 \$21,036.19

Payroll, PP5.27.22 \$21,046.75

Total 518400 Employer Share Pension/Retire \$42,082.94

Total 1N - Employee Benefits \$151,078.17

Total 10001 - Library - Personnel \$559,852.37

10002 - Library - Contractuals

2B - Utilities

Wichita Public Library General Fund Bills

May 2022

521011 Electricity - EDI

EVERGY KANSAS CENTRAL INC \$19,386.54

Total 521011 Electricity - EDI	\$19,386.54
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521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC \$377.58

ENCORE ENERGY SERVICES \$4,534.89

ONE GAS INC \$1,713.03

Total 521021 Natural Gas - EDI	\$6,625.50
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521030 Water Service

City of Wichita \$608.77

Total 521030 Water Service	\$608.77
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521050 Trash Service

BEST VALUE SERVICES LLC \$437.00

Total 521050 Trash Service	\$437.00
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Total 2B - Utilities	\$27,057.81
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2F - Technology Charges

521060 Local Telephone Service

City of Wichita \$427.00

Total 521060 Local Telephone Service	\$427.00
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522010 PBX Line Charges

City of Wichita \$959.50

Total 522010 PBX Line Charges	\$959.50
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522020 PBX Instrument Charges

City of Wichita \$1,598.75

Total 522020 PBX Instrument Charges	\$1,598.75
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522040 Long Distance & Teleconference

City of Wichita \$24.35

Total 522040 Long Distance & Teleconference	\$24.35
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522070 Voicemail

City of Wichita \$333.00

Total 522070 Voicemail	\$333.00
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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

City of Wichita (\$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	\$105,212.33
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2R - Professional Svcs

525013 Drug Screening

KELLY COMPLIANCE INC \$189.00

Total 525013 Drug Screening	\$189.00
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525070 Background Checks

TRUVIEW BSI LLC \$32.00

Wichita Public Library General Fund Bills

May 2022

Total 525070 Background Checks	\$32.00
525083 Textile Rental & Laundry Svcs	
CINTAS CORPORATION	\$25.94
P-CARD ONE-TIME PAY	\$131.65
Total 525083 Textile Rental & Laundry Svcs	\$157.59
525990 Other Professional Services	
SIGN LANGUAGE INTERPRETING SERVICES	\$84.00
UNIQUE MANAGEMENT SERVICES INC	\$2,655.90
Total 525990 Other Professional Services	\$2,739.90
Total 2R - Professional Svcs	\$3,118.49
2V - Bldg & Equip Charges	
526010 Motor Pool Scheduled Charges	
City of Wichita	\$310.00
Total 526010 Motor Pool Scheduled Charges	\$310.00
526020 Building Repair & Maint	
DECKER ELECTRIC INC	\$1,750.00
Total 526020 Building Repair & Maint	\$1,750.00
526042 Pest Control Services	
P-CARD ONE-TIME PAY	\$582.28
Total 526042 Pest Control Services	\$582.28
526044 Bldg Security & Fire Services	
SMART SECURITY INC	\$152.74
Total 526044 Bldg Security & Fire Services	\$152.74
526070 Equipment Repair & Maint	
CONFERENCE TECHNOLOGIES INC	\$1,315.00
Total 526070 Equipment Repair & Maint	\$1,315.00
526092 Rent-Real Property	
CO CO PROPERTIES LLC	\$4,088.24
Total 526092 Rent-Real Property	\$4,088.24
Total 2V - Bldg & Equip Charges	\$8,198.26
2Z - Other Contractuals	
529010 Bank Charges	
City of Wichita	\$487.30
Total 529010 Bank Charges	\$487.30
529020 Postage	
P-CARD ONE-TIME PAY	\$269.20
Total 529020 Postage	\$269.20
529061 Organizational Memberships	
City of Wichita	\$950.00
Total 529061 Organizational Memberships	\$950.00
529070 Printing & Copying	
City of Wichita	\$2,044.11
Total 529070 Printing & Copying	\$2,044.11
529990 Other Contractuals	
P-CARD ONE-TIME PAY	\$5,953.97
UNIQUE MANAGEMENT SERVICES INC	\$100.00
Total 529990 Other Contractuals	\$6,053.97

Wichita Public Library General Fund Bills

May 2022

Total 2Z - Other Contractuals	\$9,804.58
Total 10002 - Library - Contractuals	\$153,391.47

10003 - Library - Commodities

3B - Supplies

531010 Computing Supplies

SHI INTERNATIONAL CORP	\$1,354.83
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Total 531010 Computing Supplies	\$1,354.83
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531020 Office Supplies

City of Wichita	\$2,123.65
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P-CARD ONE-TIME PAY	\$1,515.30
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ULINE INC	\$112.66
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Total 531020 Office Supplies	\$3,751.61
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531030 Custodial Supplies

P-CARD ONE-TIME PAY	\$3.75
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ULINE INC	\$157.50
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Total 531030 Custodial Supplies	\$161.25
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Total 3B - Supplies	\$5,267.69
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3N - Fuel

539012 Gasoline

City of Wichita	\$287.08
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Total 539012 Gasoline	\$287.08
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Total 3N - Fuel	\$287.08
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4Z - Non-Capital Outlay

549010 Furniture & Fixtures <\$5k

P-CARD ONE-TIME PAY	\$1,395.00
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Total 549010 Furniture & Fixtures <\$5k	\$1,395.00
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549020 Data Processing Equip <\$5k

P-CARD ONE-TIME PAY	\$303.42
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Total 549020 Data Processing Equip <\$5k	\$303.42
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549110 Library Materials

P-CARD ONE-TIME PAY	\$75,628.62
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Total 549110 Library Materials	\$75,628.62
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Total 4Z - Non-Capital Outlay	\$77,327.04
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Total 10003 - Library - Commodities	\$82,881.81
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Grand Total**\$796,125.65**

Wichita Public Library Grant Bills

May 2022

Y2801 - Library State Grant-In-Aid 2022

2 - Contractuals

2Z - Other Contractuals

529061 Organizational Memberships

URBAN LIBRARIES COUNCIL \$2,500.00

Total 529061 Organizational Memberships \$2,500.00

Total 2Z - Other Contractuals \$2,500.00

Total 2 - Contractuals \$2,500.00

3 - Commodities

4Z - Non-Capital Outlay

549110 Library Materials

P-CARD ONE-TIME PAY \$1,837.01

Total 549110 Library Materials \$1,837.01

Total 4Z - Non-Capital Outlay \$1,837.01

Total 3 - Commodities \$1,837.01

Total Y2801 - Library State Grant-In-Aid 2022 \$4,337.01

Grand Total \$4,337.01

GIFT AND MEMORIAL FUND

RECEIPTS/REIMBURSEMENTS

Baird (interest)	\$61.76
TOTAL RECEIPTS	\$61.76

EXPENDITURES

4Imprint (Friends Marketing)*	\$1,123.86
Amazon (Wireless Mouse for Online Form Project)	\$197.08
Copy Express (Check Up and Check Out Coupons)	\$440.75
Displays2Go (Display Case for ALL Gateway)	\$1,148.78
Gaylord Archival (File Folders/Boxes)*	\$115.38
Home Depot (Evergreen Shelving)	\$408.46
Ingram Library Services (Memorials)*	\$439.35
Kroger (Foundation 21LGD)*	\$74.69
Midwest Tape (Memorials)*	\$262.40
QuikPrint (Friends Summer Reading)*	\$2,741.25
TOTAL EXPENDITURES	\$6,952.00

*Reimbursed expenses

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Finance Committee Agenda
Tuesday, June 21, 2022, 11:30am
Collaboration Room 206
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order
2. Approval of minutes from 5.17.22
3. Review of May Bills and Finance Reports
 - a. Revenue Report
 - b. Grant Fund Summary Report
 - c. Report of Expenditures

General Fund Bills	\$796,125.65
Grant Fund Bills	\$4337.01
Gift & Memorial Fund Bills	\$6952.00
<u>Total</u>	\$807,141.66

4. Other Items from Committee Members
5. Adjournment

Wichita Public Library Board of Directors
Finance committee Meeting
May 17, 2022

Present: Members Erinn Bock, Chuck Smith, and Support Services Manager Tammy Penland

Erinn Bock called the meeting to order at 11:43 a.m.

Chuck Smith (Bock) moved to recommend approval of April bills and finance reports. The motion carried.

Penland shared that the City Budget office will be presenting at the July meeting.

Members of the committee discussed the proposed Student e-card partnership with USD 259. They do not see any financial impact since this would be an e-card with no physical checks authorized. They are supportive of pursuing the partnership and look forward to seeing a more detailed draft.

The meeting was adjourned at 12:00 p.m.

Wichita Public Library Board of Directors
Operations Committee Minutes
May 17, 2022

Present: Board Members: Committee Chair Jonathan Winkler, committee members Donna Douglas and TaDonne Neal, staff members: Customer Service Manager Kristi Dowell, Collection Development Manager Sarah Kittrell

The meeting was called to order at 11:35 a.m. by Committee Chair Jonathan Winkler.

There were no previous minutes to approve due the absence of a quorum for the April meeting.

Chair Winkler stated that the committee had done a thorough review of recommended policy changes at the April meeting and asked if there were any comments or questions regarding the recommended Circulation of Materials or Customer Rights and Responsibilities policy changes. There were none. Chair Winkler asked staff if there had been any changes to the policies from last month. Ms. Dowell stated all policies had been approved as to form by the City of Wichita legal department and the Director of Libraries had put all policy recommendations in the Board packet with an agenda memo as requested.

Chair Winkler moved to the topic of terms for a student e-card partnership with USD 259. He asked if it would require the Library to enforce any access restrictions by USD 259. His concern was that providing expanded student access to the e-book collection would lead to potential attempts to censor the e-book collection.

TaDonne Neal joined at 11:39 making a quorum. Chair Winkler reviewed what had been discussed so far, Ms. Neal did not have any concerns regarding the recommended policy changes.

Ms. Kittrell explained the process for USD 259 to be able to subscribe to SORA which is software made for schools to help curate what their students can see of the Wichita Public Library's electronic holdings while accessing the digital collection from a USD 259 facility. It is free to public schools. The Library itself would not restrict access to digital holdings for the school or for cards issued with a school ID number.

Ms. Douglas asked how the Library's collection of Manga is shelved. Ms. Kittrell stated that the materials are separated physically by age level in children's, teens and adult content levels.

The committee wanted to ensure that by having a USD 259 student ID library card, it would not mean that a student would be forced to give up a WPL card. Ms. Dowell and Ms. Kittrell explained that currently minors are able to have both a regular card allowing for both the physical checkout of materials and access to digital materials and databases as well as having a Minor E-Card so that a minor could still access digital materials and databases even if they or their responsible adult have an account that is not in good standing. A USD 259 card would replace an existing Minor E-Card but not a regular library card therefore the student would still have the same access.

Ms. Neal asked what would happen if a student left the school they were attending. Ms. Kittrell stated other schools also obtain WPL Minor E-Cards for students who don't have one. Ms. Dowell stated that a student could always change from a USD 259 school ID card back to a Minor E-Card as well.

With no new business the meeting was adjourned at 11:59 a.m.

**Wichita Public Library Board of Directors
Planning and Facilities Committee Minutes
May 17, 2022**

Present: Board Members: Committee chair Randall Johnston, Committee member Lauren Hirsh, staff members: Director of Libraries Jaime Prothro

The meeting was called to order at 11:31 a.m. by Committee chair Randall Johnston.

Lauren Hirsh moved (Johnston) to approve the 4/19/22 meeting minutes

Director Prothro provided an update on Capital Improvement Project funding processes, which includes the budget for Westlink's expansion, as well as interior remodels at Alford, Angelou, and Rockwell. Temporary space is being identified for Westlink as early as January 2023 in order to provide modified public services from an alternate location during the construction.

The committee discussed priorities for development of the RFP, which will include gathering community feedback regarding family engagement spaces as well as the requirements for selecting a design firm who will lead the Library through space use concepts as well as furnishing and operational needs. The committee discussed foundational elements from the Branch Master Plan, which highlighted the need to maintain unique neighborhood characteristics and to enhance placemaking space at each location. The committee determined that placemaking was a significant quality of life priority for these projects. Director Prothro will obtain some background from Public Works and will provide the committee with a draft RFP for design in the upcoming months.

Director Prothro provided an update regarding the Evergreen Storywalk, which will be installed on June 18, and that service enhancements at Walters will include utilizing the meeting room for customers to have access to private space and technology for online job interviews.

With no new business Lauren Hirsh (Johnston) moved to adjourn at 11:56 a.m.

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Public Affairs Committee Agenda
Tuesday, June 21, 2022, 11:30am
Collaboration Room 204
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order and welcome to Dr. Thomas
2. Approve meeting minutes from 5/17/22
3. Billboard utilization
4. Reconnecting with community members – goal setting and strategy feedback
5. Review of upcoming media coverage
6. Other Items from Committee Members
7. Adjournment

Wichita Public Library Board of Directors
Public Affairs Committee Minutes
May 17, 2022

Present: Board Members: Committee chair Shannon Littlejohn, Committee members Abbie Boatman and Shelby Peterson; staff member: Sean Jones

The meeting was called to order at 11:32 a.m.

Sean Jones provided an update of media coverage with priority promotions for Summer Reading.

The Committee learned more about a partnership pilot with USD259 to issue student e-cards at enrollment. The committee discussed strategic and tactical priorities for promoting the use of the public library cards. Concepts included:

Teachers:

- Send information to English, Literature and Journalism teachers
- Promotional materials on school digital monitors
- Pitch story to KWCH (Lily Wu) for in-depth coverage
- Partner with school summer reading lists (can we get more copies of books for students, e-books / audiobooks)

Students:

- Career and curriculum fairs
- Promote benefits an e-card gives them
- E-cards save time and gas
- 24-hour access to library services
- Renewal notice for high school seniors (upgrade to an adult card)

Parents:

- Send home flyers; have flyers available in school offices
- Write out communications for opt-in/out
- Write information about e-cards
- School newsletters
- Water bill inserts

Miscellaneous:

- Billboards lock-in (it's a political year)
- Wind Surge game promotions
- Press release
- Media briefing (joint with 259 – host at ALL)
- Videos with teens
- Work with 259 communication team to brainstorm messaging and promotion

With no additional items from the committee, the meeting adjourned at 11:56 a.m.

Media Report: May 2022

Television:

- May 5, 2022: KSN, Summer Reading Program,
<https://www.ksn.com/entertainment/wichita-public-libraries-announce-summer-reading-program/>
- May 12, 2022: KAKE Kids Corner, Summer Reading Program,
<https://www.kake.com/clip/15316748/kids-corner-wichita-public-library-may-12-2022?fbclid=IwAR0FL54-lfOK4lqqXCr2vdq-bhIK4qWUZW2qKEzAfPYnUv7DTaLvuixfUHQ>
- May 13, 2022: KWCH, Summer Reading Program,
https://www.kwch.com/video/2022/05/13/newstalk-oceans-possibilities-wichita-public-library/?fbclid=IwAR1ZtmhIQksCW-2HFdWVh5FW4vzO_xc7mTmawE8MoHsRtmFyWLDkPrrEFSO
- May 31, 2022: KAKE, Summer Reading Program,
<https://www.kake.com/story/46599268/wichita-public-library-summer-reading-program-combating-summer-slide>
- May 31, 2022: KWCH, Summer Reading Program,
<https://www.kwch.com/2022/05/31/wichita-library-touts-oceans-possibilities-summer-reading-program/>
- May 31, 2022: KSN, Summer Reading Program,
<https://www.ksn.com/news/local/summer-reading-program-kicks-off/>
- May 6, 13, 20, 27: KCTU, Library updates

Print:

- May 30, 2022: The Wichita Eagle, Summer Reading Program,
<https://www.kansas.com/news/local/education/article261760487.html>

There were 21 people at the May meeting.

The June meeting is on the second Saturday, not the usual third. It is June 11, and it is about researching Mexican ancestors. The July meeting is July 16. It is about using maps in genealogy.

Julie Crawford

WGS