

A G E N D A

Wichita Public Library Board of Directors Meeting
Tuesday, July 19, 2022 – 12:00 p.m.
Board Room
Advanced Learning Library, Second Floor
711 W 2nd, Wichita KS 67203

1. Call to Order/Introductions
 - a) Staff Presentation: Elizabeth Goltry, City Finance Manager
2. Approval of the Agenda
3. Public Comment
4. Minutes of the June 21, 2022 Meeting
5. Unfinished Business
6. New Business
7. Special Committee Reports
 - a) Finance Committee

1) June Report and Bills

General Fund Bills	\$782,086.13
Grant Fund Bills	\$30,298.58
Gift & Memorial Fund Bills	\$22,142.03
<u>Total</u>	\$834,526.74

- 2) Approval of Bills Exceeding \$10,000-AtoZ Database
 - 3) Semi-Annual Report of Gifts and Memorials Account
 - 4) Semi-Annual Report of Staff Travel
 - b) Operations Committee
 - c) Planning and Facilities Committee
 - d) Public Affairs Committee
8. Support Organization Reports
9. Director of Libraries Report
10. Announcements
11. Adjournment



Monthly Activity Report

June 2022

Service Highlights

Customers can reserve the Walters Branch meeting room (free) to participate in virtual job interviews. Customers may bring their own devices or may borrow a laptop from the Library. This new service came about from a community engagement project with a management fellow.

On Saturday, June 18, Library staff and community volunteers installed the first permanent StoryWalk at Evergreen Park. The 20-panel story walk featured a picture book in English and Spanish and discussion questions about the book. The project aims to combine literacy and exercise. A ribbon cutting took place Wednesday, June 22 at 10:15 a.m.

During the first two weeks of June, the Library saw a 10% increase in circulation and a 17% increase in unique customers borrowing materials. Currently, more than 62,000 materials are checked out and in customers' homes.

In partnership with the League of Women Voters, the Library hosted a book discussion as part of the Diversity, Equity, and Inclusion Book Club. The discussion centered on *Gender: Your Guide: A Gender-Friendly Primer on What to Know, What to Say, and What to Do in the New Gender Culture* by Lee Airon. It was facilitated by Dr. Jennifer Pearson, sociology professor at Wichita State University. All of the 15 in attendance were parents, grandparents, and/or friends of LGBT people who wanted a better understanding of gender identity so they could communicate with their loved ones better. Many who came had not even read the book, they just wanted to be part of the discussion. Many asked for more programs under the DEI umbrella.

The Library's internet bundles will be available to customers for another year. Internet bundles consist of an internet hotspot and Chromebook to provide everything customers need to access the internet. The Library was approved for \$111,825.50 in federal funding through the FCC's Emergency Connectivity Fund (ECF) program. The ECF funding supports internet service for 250 hotspots and 50 Chromebooks to replace those lost or damaged units. The internet bundles will be available to customers through June 30, 2023. After that, the Library will remove the hotspots and circulate the Chromebooks. In the first year of service, internet bundles circulated 1,209 times.

With 4,641 checkouts and renewals, June 2022 was the busiest month that the Walters (Linwood) location has seen since 2018. Circulation numbers are up 13% over June 2021 and 6% over June 2019, the last "normal" year. Spikes in circulation can be tied to children's programs at the Walters location, as families obviously lingered to borrow materials. A high enough percentage of children's materials have been checked out at the Walters location that staff were able to empty select bottom shelves in the picture book and easy reader sections.

As part of the Tell Your COVID Story project, Michelle Enke conducted oral history interviews with State Treasurer Lynn Rogers, librarian Jenny Durham, Sedgwick County epidemiologist Kaylee Hervey. Additional interviews are scheduled with Chief Wespi, Fire Chief Elizabeth Snow, and Sedgwick County Health Department Director Adrienne Byrne.

Other News

Youth Services Manager Erin Howerton is featured in a new book called *The Weeding Handbook: A Shelf by Shelf Guide*. This book talks about weeding library collections to make room for new materials. Erin discusses youth collections in this book.

The Evergreen Branch welcomed summer ESL students from North High. The students who visited are recent Afghani refugees and Mexican immigrants. During their visits, staff welcomed them and answered questions about getting library cards. Staff gave out guest passes so students could use public computers, and several students signed up for a library card and borrowed books.

Savannah Ball (Rockwell Branch Manager) spoke at Emporia State University School of Library and Information Management's Leadership and Information Organization course this week. She discussed her leadership journey at Wichita Public Library and strategies she uses to successfully manage staff.

Wichita Public Library recently worked with the Urban Libraries Council to figure the business value of Library services. Here's a recap:

- \$14,784,972.76 in value to entrepreneurs and businesses over the past year
- \$27,650 worth of business-related courses and professional development trainings
- \$186,395 worth of funding to Foundation Directory Online
- \$258,788 in value to wi-fi internet sessions and wi-fi hotspots and connected devices
- \$4,760,681 in value to software access, including Adobe Creative Cloud, Microsoft Office Suite and Final Cut Pro Access

The Boys and Girls Club of South Central Kansas held a day program at Maize South Intermediate School and asked the Westlink Branch Library to create an event focused on literacy and closing the gap of summer learning loss. Youth Services Librarian Eva Peacock led two programs sharing how students can participate in the Summer Reading Program. She also read several books and led them through creative and educational projects.

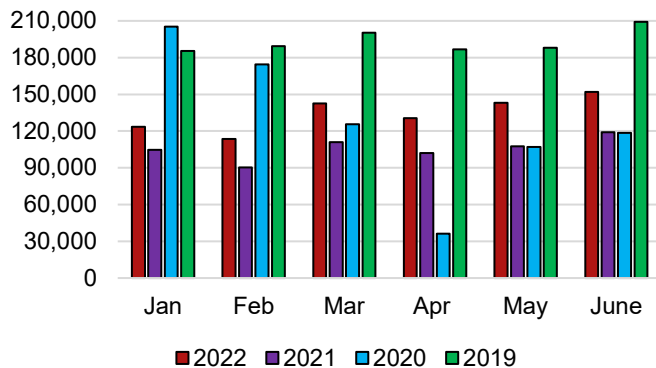
Technology training staff continue to be busy as customers become more comfortable with in-person services. Staff completed 214 book a librarian appointments in June. Customers were given assistance or unemployment filing, resume posting and printing, passport applications, printing court documents, phone assistance, tax forms, and online security issues. The section also taught 12 technology classes with 44 in-person students in attendance.

Both Alford and Walters Branches have taken on a teen volunteer as part of Wichita's *The Way To Work* youth employment program. Both young ladies, Jayla at Walters and Aleah at Alford, have been trained on typical volunteer duties such as shelving and pulling holds. Library staff have visited with the site coordinator for each placement over the month to double check timesheets and how the teens are settling into their work environments. It has been a pleasure to have them on board.

Sarah Kittrell met with representatives from the New York Times and LinkedIn Learning to discuss pricing for digital subscriptions. The New York Times pricing was reasonable enough and the product of enough immediate use that the Library is planning to add it with existing funds, rather than waiting to hear about whether the material's budget increase makes it into the 2023 City budget.

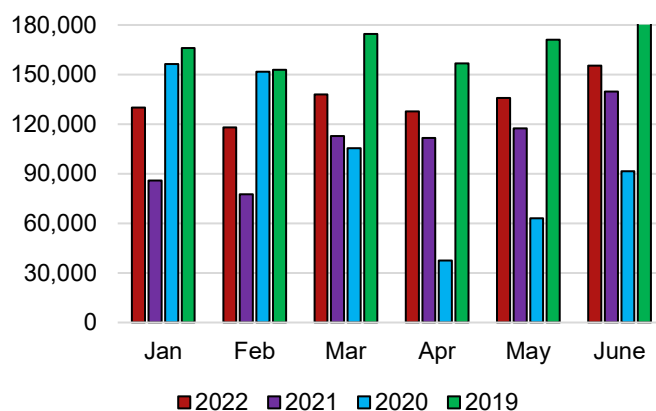
Service Dashboard

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



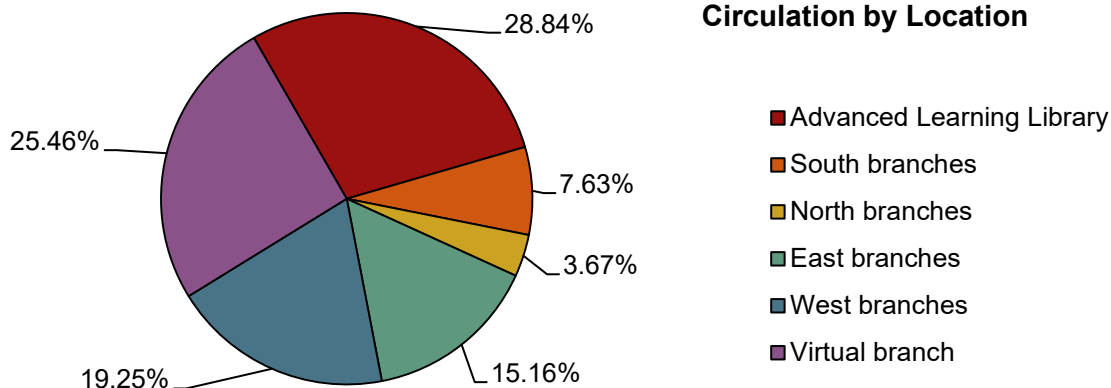
JUNE			
	2022	2021	% change
Door Counts	61,494	39,900	54.12%
Catalog Log-ins	36,899	34,854	5.87%
Website Visits	53,725	44,289	21.31%
CONTENTdm Users	465	N/A	N/A
Total	152,583	119,043	28.17%

CHECKOUTS

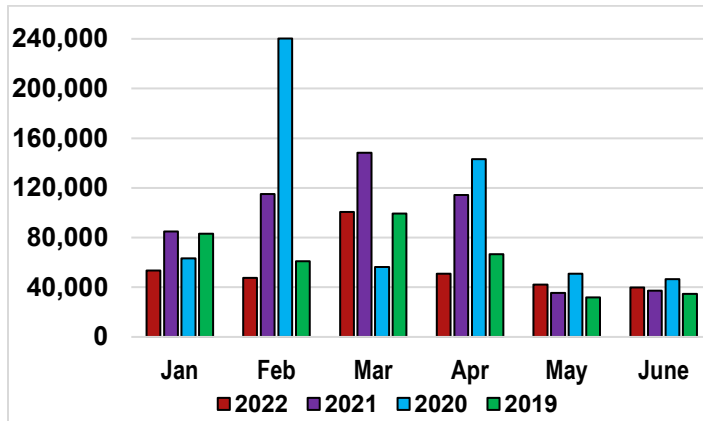


JUNE			
	2022	2021	% change
Physical Circ	115,780	106,744	8.47%
Virtual Circ	39,537	32,971	19.91%
WPL	31,774	25,859	22.87%
State	7,763	7,112	9.15%
Total	155,317	139,715	11.17%

Circulation by Location



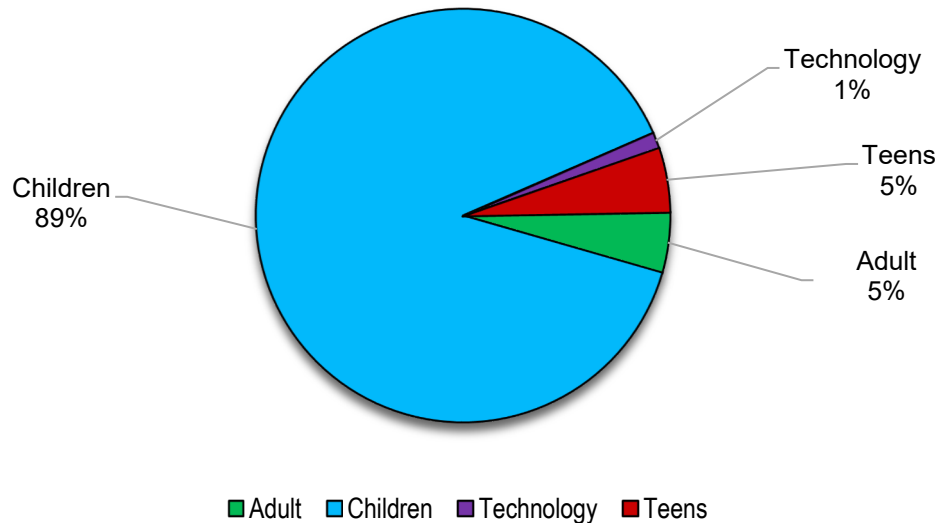
QUESTIONS ANSWERED (by staff in person/phone and through online services)



JUNE			
	2022	2021	% change
Reference Questions	6,596	6,493	1.59%
Database Searches	30,227	28,122	7.49%
Technology Assistance	2,786	2,327	19.72%
Book-A-Librarian Appointments	215	190	13.16%
Total	39,824	37,132	7.25%

Usage data for the OCLC WorldCat platform in May 2022 was initially under-reported. It has been corrected.

PROGRAM ATTENDANCE

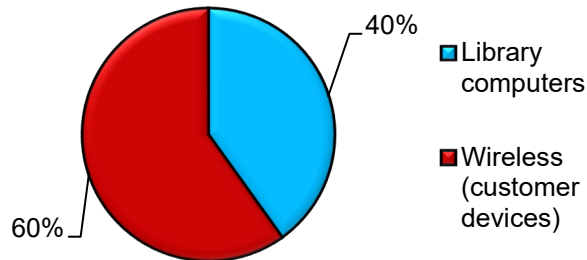


JUNE ATTENDANCE

	2022	2021	% change
Adult events	162	240	-32.50%
Children's events	3,042	1,266	140.28%
Technology training	44	57	-22.81%
Teen events	170	41	314.63%
TOTAL	3,418	1,604	113.09%

PUBLIC COMPUTING

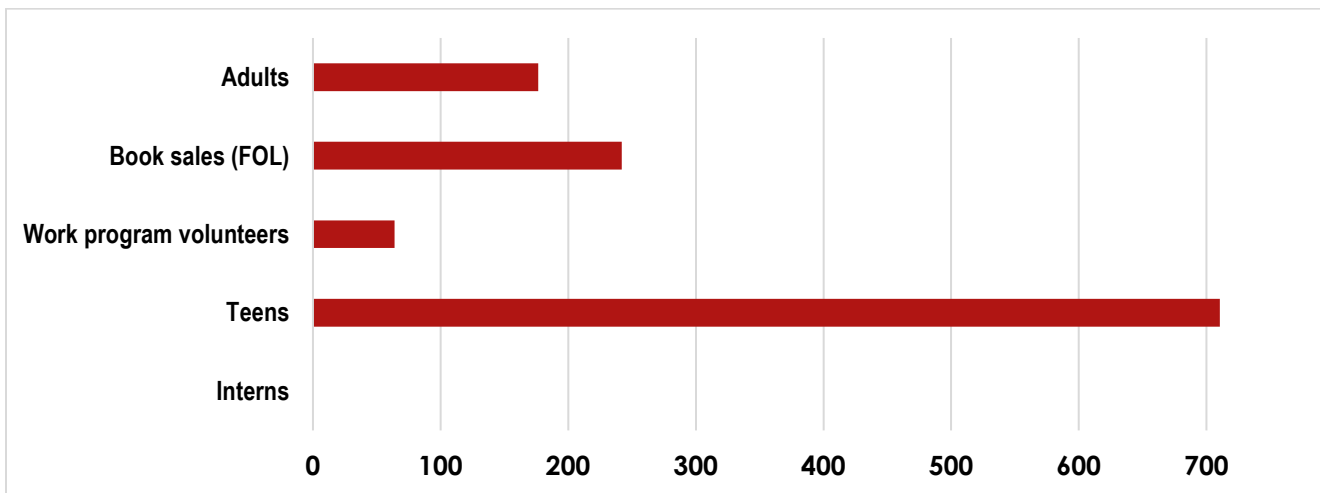
**Method of Computing Access
(by session)**



JUNE

	2022	2021	% change
Workstation Sessions	5,676	3,749	51.40%
Wi-Fi Sessions	8,470	5,849	44.81%
Number of Users	1,207	635	90.08%
Hours of Access	8,631	5,956	44.91%

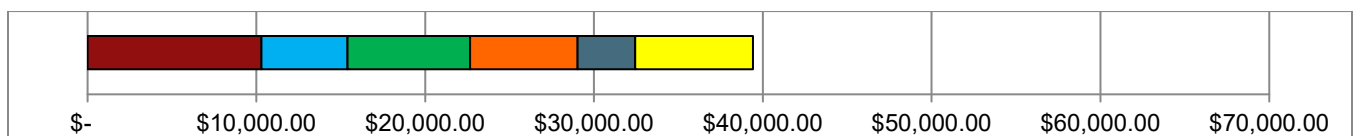
VOLUNTEERS (hours of service)



Number of volunteers YTD = 133 Hours of service YTD = 2,981

Total volunteer hours have been amended to include some hours from previous months that were not reported initially.

MATERIALS DONATIONS (value if purchased)



Year to date total = \$39,420.08 Items added to Library collections YTD = 2,268

Service Snapshot: Recent Raving Fans Stories

Angelou Branch Library Assistant Pamela Clarkson helped a customer sign her grandson up for the Summer Reading Program. While talking about options to encourage him to read, besides the graphic novels he had already selected, Pamela showed her the audiobook options available for grade school ages. Between Playaway Book Packs, Wonder Books, Playaway audios and e-book/e-audio books, Pamela was able to give the customer several options for practicing reading that would still be engaging for him.

Trina Franklin, a Library Assistant at the Advanced Learning Library, was registering customers Michelle and Charity for library cards. During the registration process, Trina informed them of all the materials and equipment available for loan with their library cards. At the end of the exchange, the women expressed that Trina was delightful and that they would be regulars at the library. The pair also told Trina that the Advanced Learning Library is incredible and progressive for having a piano available for customers to play.

Michelle Enke worked with a researcher for Air Classics magazine. He was interested in research copies of four photographs of Stearman airplanes for a possible magazine article. He had flown in for a day's worth of research here and at the Aviation Museum. While here, he was informed of the photograph collections at Wichita State and the Wichita-Sedgwick Historical Museum and was grateful for all the assistance.

Jennifer Durham helped a patron who was looking for books on the foster care system because he was wanting to open up a foster care home and wanted to learn more about the process of what would be needed/required to do this. Unfortunately, the library did not have any books that covered that aspect of foster care. Jennifer recommended looking at online resources since it would have the most updated information and provided a link to the Kansas Department of Children and Families website which had a section on Foster Care Licensing, which included the different types of care homes and what the process was for opening each kind of home. The patron thanked Jennifer for taking that extra step to help him get started.

Recently in the Children's Pavilion, librarian Jeni Lehecka helped a family find some Pinkalicious Easy Reader books. It was the family's first experience coming into the Advanced Learning Library and they were thrilled with the variety of books we had available. While conversing with the family, Jeni was able to talk with them about upcoming storytimes for their children as well as get the whole family signed up for summer reading. The family left the library space thrilled to come back for storytimes and summer reading prizes.

A patron called the library from the hospital after heart surgery. She was very worried and felt guilty about her library fees. Cassie Fahey told the woman to please take care of herself first, and assured her that the library will work with her any way we can. Cassie also called the Circulation team to give them a heads up about the reason the woman's account had fines. Before hanging up, the patron said "I love the compassion in your voice--I may have heart damage but you make me feel that the library is my other heart!"

Kelly Fabrizius assisted a customer one afternoon with locating a book that we did not have in our collection. Kelly found that it was available at the Wichita State University Ablah Library. She wrote down the information for the customer and told him which floor to find it on at the WSU library. He came back the next day and told her he was able to locate it quickly and thanked her for helping him track it down so he did not have to pay for the item.

WICHITA PUBLIC LIBRARY

Minutes of a Meeting of the Library Board of Directors
June 21, 2022.

The hybrid meeting of the Library Board of Directors was held on Tuesday, June 21, 2022 at the Advanced Learning Library with the following present in person: Ms. Abi Boatman, Ms. Donna Douglas, Ms. Lauren Hirsh, Mr. Randall Johnston, Mr. Kevin McWhorter, Ms. Shelby Petersen, Mr. Chuck Schmidt, Dr. Maaskelah Thomas, and Mr. Jonathan Winkler. The following attended virtually: Dr. Justin Henry and Ms. TaDonne Neal.

Call to Order

Kevin McWhorter called the meeting to order at 12:03 p.m., a quorum being present.

Introductions

Jamie Buster, Deputy City Clerk, swore in board members.

Staff Presentation

Director Prothro presented information on how the Library plans to reimagine early literacy services through family engagement strategies. This effort will help determine how the Library can strengthen its support for new parents, what access to the library will look like for those with the fewest means, and how the Library's assets can help fill gaps in the city to engage families. To assist in identifying robust goals, the Library has partnered with the Wichita Literacy Coalition. This organization aims to serve communities by strengthening the commitment of early childhood providers to understand and use statewide standards. It also seeks to close the achievement gap in Wichita by focusing support on families' and the community's greatest needs, and by using data and analysis to drive efforts, measure success, and communicate impact.

Currently, the Library's early literacy portfolio includes multiple story times, the Summer Reading and 1000 Books Before Kindergarten programs, Turn a Page, Engage a Mind, Check Up Check Out, Kansas Reads to Preschoolers, Storywalk, staff, volunteers, and collections.

Gaps have been identified in both the Wichita Literacy Coalition and the Library. For the latter, these include a staffing model that requires in-building operational support and provides little capacity for out-of-building efforts, training and professional development that has been limited, an inability for staff to determine who the Library is not serving, and unmet demand from parents for reading supports.

Further research and planning is needed to devise balanced provision for and make progress with early literacy services. This will entail shifting existing efforts as staff is onboarded, using demographic analysis to shape metrics, approaches, and priorities, remaining flexible in timelines to move as funding pathways open, laying groundwork for large-scale projects that require bandwidth, and determining programming capacity (itself dependent on volunteerism).

Dr. Henry left.

Approval of the Agenda

Shelby Petersen moved (Thomas) to approve the agenda as published. **Motion carried unanimously.**

Public Comment

None

Approval of Minutes

Minutes of the regular meeting held on May 17, 2022 were presented. Donna Douglas moved (Schmidt) to approve the minutes as included in board packets. **Motion carried unanimously.**

Unfinished Business

Kevin McWhorter read the report of the Nominating Committee, which has recommended the following slate for the 2022-2023 year: President Kevin McWhorter; First Vice-President Lauren Hirsh; Second Vice-President Erinn Bock; Secretary Jonathan Winkler; Treasurer TaDonne Neal; Assistant Secretary-Treasurer Jaime Prothro. There were no additional nominations. Lauren Hirsh moved (Petersen) to approve the slate of officers. **Motion carried unanimously.**

New Business

On behalf of the Finance Committee, Chuck Schmidt moved (Boatman) to approve the May finance report and supplemental bills in the following amounts: General Fund bills of \$796,125.65; Grant Fund Bills of \$4337.01; and Gift and Memorial Fund bills of \$6952.00 for a total of \$807,141.66. **Motion carried unanimously.**

Finance Committee Report

No report.

Operations Committee Report

No report.

Planning & Facilities Committee Report

No report.

Public Affairs Committee Report

Chair Abi Boatman reported that the committee discussed signage for the Summer Reading

Program. Director Prothro reported that the committee also discussed strategies for communication that can be used to increase the percentage of the community with a Library card.

Special Committee Reports

Friends of the Library – No report.

Library Foundation – Kristi Oberg reported that work is being done with the Wind Surge baseball team to cross-promote activities. Some promotional ideas include a live podcast in the AV Studio and a children's event with the baseball players. The Foundation's annual audit is almost complete. Plans are being made to host another Lunch at the Library donor event. A grant has been received from the United Way, which will go towards early literacy activities.

Wichita Genealogical Society (WGS) – Julie Crawford reported that the July meeting will feature a presentation on utilizing maps in genealogy. Preparation is being made for the annual conference in October.

Director of Libraries Report

Director Prothro reported that the Evergreen Storywalk® was successfully installed and the ribbon cutting is being held June 22, 2022 at 10:15 am.

The Urban Libraries Council has a Business Value Calculator that quantifies the value of the services a library provides to its community. In 2021, the Library's services were valued at \$14,784,972.26. The calculator takes into account resources invested to support training and education, research services, physical space, and technology and equipment.

A survey has been sent out to staff that will assist with work being done to determine the Library's values. Staff members have been registered to complete on-line training by Ryan Dowd that addresses working with the homeless population in libraries.

Work is still being done with the City on the budget and staff from the City's Finance Department will be available to answer board members' questions at the July meeting.

Announcements

None

Adjournment

The meeting was adjourned at 1:15 p.m.

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

Respectfully submitted,

Jaime Prothro

DRAFT

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Finance Committee Agenda
Tuesday, July 19, 2022, 11:30am
Collaboration Room 204
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order
2. Approval of Minutes from June 21, 2022
3. Review of June Bills and Finance Reports
 - Revenue Report
 - Grant Fund Summary Report
 - Report of Expenditures

General Fund Bills	\$782,086.13
Grant Fund Bills	\$30,298.58
Gift & Memorial Fund Bills	\$22,142.03
Total	\$832,526.74

4. Bills Exceeding \$10,000
 - AtoZ Databases. The current licensing agreement for this product was signed in 2020. AtoZ allows for a three-year price lock agreement, which the Library accepted at that time. 2022 is the third and final year in the current agreement, at the current rate of \$16,174.

The cost per use for the last 12 months was \$0.30 (+\$0.06), making it one of the most affordable products in the Library's digital subscription portfolio.

5. Semi-Annual Report of Gifts and Memorials Account

As directed by the Board, staff prepares and distributes a semi-annual report of staff travel approved by the Director of Libraries. The report for January – June 2022 is included in packets.
6. Semi-Annual Report of Staff Travel

As directed by the Board, staff prepares and distributes a semi-annual report of receipts and expenditures from the Wichita Public Library Foundation checking account overseen by the Director of Libraries. The report for January – June 2022 is included in packets.
7. Other items from Committee Members
8. Adjournment

Wichita Public Library Board of Directors
Finance committee Meeting
June 21, 2022

Present: Members Kevin McWhorter, Chuck Schmidt, and Support Services Manager Tammy Penland

Kevin McWhorter called the meeting to order at 11:36 a.m.

Kevin McWhorter (Schmidt) moved to approve the minutes from 5.17.22 with the correction of changing Smith to Schmidt. The motion carried.

Chuck Schmidt (McWhorter) moved to recommend approval of May bills and finance reports. The motion carried.

The meeting was adjourned at 11:47 a.m.

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

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

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

Chuck Schmidt (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.

REVENUE REPORT - JUNE 2022

OBJECT	ACCOUNT DESCRIPTION	BUDGET	MONTHLY REVENUE TARGET	RECEIVED IN MONTH	RECEIVED YTD	% RECEIVED YTD
422110	Library Desk Receipts (Fines)	\$ 128,798.00	\$ 12,879.80	\$ 16,197.40	\$ 96,844.65	75.19%
422111	Library Desk Receipts (Faxes)	\$ -	\$ -	\$ 431.00	\$ 2,316.00	0.00%
422112	Library Desk Receipts (Passports)	\$ -	\$ -	\$ 945.00	\$ 7,805.00	0.00%
423030	Meeting Room Rentals	\$ 16,695.00	\$ 1,335.60	\$ 795.00	\$ 3,040.00	18.21%
424011	Copy Charges	\$ 7,524.00	\$ 601.92	\$ 505.15	\$ 5,587.60	74.26%
424101	Public Computing Charges	\$ 11,450.00	\$ 916.00	\$ 1,186.31	\$ 8,350.23	72.93%
646981	State Setoff Collections	\$ 76,000.00	\$ 7,600.00	\$ 6,454.56	\$ 111,621.37	146.87%
646990	Other Non-Operating Revenue	\$ -	\$ -	\$ -	\$ -	0.00%
646998	Cash Over/Short	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL		\$ 240,467.00	\$ 23,333.32	\$ 26,514.42	\$ 235,564.85	97.96%

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
JUNE 2022

OBJECT	ACCOUNT DESCRIPTION	REVISED APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
511000	Base Compensation	\$ 5,297,798.00	\$ 409,431.24	\$ -	\$ 2,639,315.76	\$ 2,658,482.24	50%
511950	Year-end Payroll Accrual	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
511999	Planned Savings	\$ (936,264.00)	\$ -	\$ -	\$ -	\$ (936,264.00)	0%
512000	Special Compensation	\$ 1,800.00	\$ 759.62	\$ -	\$ 9,219.62	\$ (7,419.62)	512%
512051	Mileage Reimbursement	\$ -	\$ 20.47	\$ -	\$ 288.78	\$ (288.78)	#DIV/0!
513020	Premium Overtime	\$ -	\$ 435.16	\$ -	\$ 2,665.85	\$ (2,665.85)	#DIV/0!
518200	Employer Wage Taxes & WC	\$ 465,253.00	\$ 34,286.25	\$ -	\$ 222,208.87	\$ 243,044.13	48%
518300	Employer Share EE Insurance	\$ 1,067,244.00	\$ 74,486.90	\$ -	\$ 493,655.64	\$ 573,588.36	46%
518400	Employer Share Pension/Retire	\$ 556,487.00	\$ 40,984.24	\$ -	\$ 271,623.97	\$ 284,863.03	49%
521011	Electricity	\$ 299,449.00	\$ 23,382.89	\$ -	\$ 108,820.27	\$ 190,628.73	36%
521021	Natural Gas	\$ 41,004.00	\$ 5,472.64	\$ -	\$ 44,336.23	\$ (3,332.23)	108%
521030	Water Service	\$ 11,004.00	\$ 1,490.55	\$ -	\$ 8,859.42	\$ 2,144.58	81%
521050	Trash Service	\$ 5,404.00	\$ 437.00	\$ -	\$ 2,124.20	\$ 3,279.80	39%
521060	Local Telephone Service	\$ 16,000.00	\$ 427.00	\$ -	\$ 2,928.00	\$ 13,072.00	18%
522010	PBX Line Charges	\$ 11,172.00	\$ 1,003.85	\$ -	\$ 5,763.35	\$ 5,408.65	52%
522020	PBX Instrument Charges	\$ 18,915.00	\$ 1,634.50	\$ -	\$ 9,538.25	\$ 9,376.75	50%
522030	IT Moves & Changes	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	0%
522040	Long Distance & Teleconference	\$ 2,000.00	\$ 34.05	\$ -	\$ 170.65	\$ 1,829.35	9%
522070	Voicemail	\$ 3,912.00	\$ 333.00	\$ -	\$ 1,970.00	\$ 1,942.00	50%
522080	Automatic Call Distribution	\$ 786.00	\$ 65.50	\$ -	\$ 393.00	\$ 393.00	50%
522990	Other Communications Charges	\$ 1,275.00	\$ -	\$ -	\$ -	\$ 1,275.00	0%
523010	Building & Contents Insurance	\$ 88,971.00	\$ -	\$ -	\$ -	\$ 88,971.00	0%
523020	Vehicle Liability Premiums	\$ 870.00	\$ -	\$ -	\$ -	\$ 870.00	0%
524010	Recruitment & Hiring	\$ 3,140.00	\$ 65.00	\$ -	\$ 65.00	\$ 3,075.00	2%
524020	Employee Travel & Training	\$ 1,600.00	\$ -	\$ -	\$ -	\$ 1,600.00	0%
525013	Drug Screening	\$ -	\$ 378.00	\$ -	\$ 2,966.00	\$ (2,966.00)	#DIV/0!
525070	Background Checks	\$ -	\$ 64.00	\$ -	\$ 448.00	\$ (448.00)	#DIV/0!
525083	Textile Rental & Laundry Svcs	\$ 2,925.00	\$ 131.26	\$ -	\$ 700.54	\$ 2,224.46	24%
525990	Other Professional Services	\$ 22,970.00	\$ 9,371.05	\$ -	\$ 17,859.70	\$ 5,110.30	78%
526010	Motor Pool Scheduled Charges	\$ 3,720.00	\$ 310.00	\$ -	\$ 1,860.00	\$ 1,860.00	50%
526020	Building Repair & Maint	\$ 13,630.00	\$ -	\$ -	\$ 1,750.00	\$ 11,880.00	13%
526042	Pest Control Services	\$ 13,000.00	\$ 680.28	\$ -	\$ 3,303.40	\$ 9,696.60	25%
526044	Bldg Security & Fire Services	\$ -	\$ -	\$ -	\$ 2,097.57	\$ (2,097.57)	#DIV/0!
526070	Equipment Repair & Maint	\$ 5,421.00	\$ 2,347.20	\$ -	\$ 3,662.20	\$ 1,758.80	68%

GENERAL FUND SUMMARY REPORT
JUNE 2022

OBJECT	ACCOUNT DESCRIPTION	REVISED APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
526080	Grounds Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
526092	Facility Rental	\$ 52,060.00	\$ -	\$ -	\$ 24,529.44	\$ 27,530.56	47%
529010	Bank Charges	\$ 5,000.00	\$ 510.62	\$ -	\$ 3,219.73	\$ 1,780.27	64%
529020	Postage	\$ -	\$ 238.35		\$ 843.00	\$ (843.00)	#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	\$ 9,900.00	\$ -	\$ 10,960.00	\$ (7,765.00)	343%
529070	Printing & Copying	\$ 23,472.00	\$ 1,236.46	\$ -	\$ 13,863.35	\$ 9,608.65	59%
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	\$ -	\$ 616,525.38	\$ 616,505.62	50%
529990	Other Contractuals	\$ 92,583.00	\$ 731.18	\$ -	\$ 24,724.92	\$ 67,858.08	27%
531010	Computing Supplies	\$ 900.00	\$ -	\$ -	\$ 1,788.75	\$ (888.75)	199%
531020	Office Supplies	\$ 48,575.00	\$ 2,829.30	\$ -	\$ 15,489.40	\$ 33,085.60	32%
531030	Custodial Supplies	\$ 6,000.00	\$ 206.83	\$ -	\$ 1,059.26	\$ 4,940.74	18%
532020	Automotive Parts & Supplies	\$ -	\$ 11.94	\$ -	\$ 59.70	\$ (59.70)	#DIV/0!
532990	Other Equip Parts & Supplies	\$ 450.00	\$ -	\$ -	\$ -	\$ 450.00	0%
539012	Gasoline	\$ 2,996.00	\$ 355.72	\$ -	\$ 1,781.53	\$ 1,214.47	59%
549010	Furniture & Fixtures <\$5k	\$ 9,990.00	\$ -	\$ -	\$ 2,189.00	\$ 7,801.00	22%
549020	Data Processing Equip <\$5k	\$ 9,665.00	\$ (46.51)	\$ -	\$ 801.87	\$ 8,863.13	8%
549030	Communication Equip < \$5K	\$ -	\$ -		\$ -	\$ -	#DIV/0!
549100	Laboratory Equip <\$5K	\$ -	\$ -		\$ -	\$ -	#DIV/0!
549110	Library Materials	\$ 727,530.00	\$ 55,326.36	\$ -	\$ 269,027.94	\$ 458,502.06	37%
	Expense Total	\$ 9,239,033.00	\$ 782,086.13	\$ -	\$ 4,847,525.06	\$ 4,391,507.94	52%

Grant Fund Summary Report

JUNE 2022

[illegible]

Wichita Public Library General Fund Bills

June 2022

Org: 10000080

10001 - Library - Personnel

1B - Base Compensation

511000 _Base Compensation

Payroll, PP6.10.22 \$209,933.08

Payroll, PP6.24.22 \$199,498.16

Total 511000 _Base Compensation	\$409,431.24
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Total 1B - Base Compensation	\$409,431.24
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1F - Special Compensation

512000 _Special Compensation

Payroll, PP6.10.22 \$304.81

Payroll, PP6.24.22 \$454.81

Total 512000 _Special Compensation	\$759.62
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512051 Mileage Reimbursement

Payroll, 2738 \$20.47

Total 512051 Mileage Reimbursement	\$20.47
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Total 1F - Special Compensation	\$780.09
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1J - OT Compensation

513000 _Overtime Compensation

Payroll, PP6.10.22 \$61.05

Payroll, PP6.24.22 \$374.11

Total 513000 _Overtime Compensation	\$435.16
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Total 1J - OT Compensation	\$435.16
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1N - Employee Benefits

518200 Employer Wage Taxes & WC

Payroll, PP6.10.22 \$17,526.48

Payroll, PP6.24.22 \$16,759.77

Total 518200 Employer Wage Taxes & WC	\$34,286.25
---------------------------------------	-------------

518300 Employer Share EE Insurance

Payroll, PP6.10.22 \$37,243.41

Payroll, PP6.24.22 \$37,243.49

Total 518300 Employer Share EE Insurance	\$74,486.90
--	-------------

518400 Employer Share Pension/Retire

Payroll, PP6.10.22 \$20,479.90

Wichita Public Library General Fund Bills

June 2022

Payroll, PP6.24.22	\$20,504.34
Total 518400 Employer Share Pension/Retire	\$40,984.24
Total 1N - Employee Benefits	\$149,757.39
Total 10001 - Library - Personnel	\$560,403.88

10002 - Library - Contractuals

2B - Utilities

521011 Electricity - EDI

EVERGY KANSAS CENTRAL INC \$23,382.89

Total 521011 Electricity - EDI \$23,382.89

521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC \$156.40

ENCORE ENERGY SERVICES \$4,029.10

ONE GAS INC \$1,287.14

Total 521021 Natural Gas - EDI \$5,472.64

521030 Water Service

City of Wichita \$1,490.55

Total 521030 Water Service \$1,490.55

521050 Trash Service

BEST VALUE SERVICES LLC \$437.00

Total 521050 Trash Service \$437.00

Total 2B - Utilities \$30,783.08

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 \$1,003.85

Total 522010 PBX Line Charges \$1,003.85

522020 PBX Instrument Charges

City of Wichita \$1,634.50

Total 522020 PBX Instrument Charges \$1,634.50

Wichita Public Library General Fund Bills

June 2022

522040 Long Distance & Teleconference

City of Wichita \$34.05

Total 522040 Long Distance & Teleconference	\$34.05
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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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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	\$106,252.13
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2N - Employee Development

524010 Recruitment & Hiring

P-CARD ONE-TIME PAY \$65.00

Total 524010 Recruitment & Hiring	\$65.00
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Total 2N - Employee Development	\$65.00
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2R - Professional Svcs

525013 Drug Screening

KELLY COMPLIANCE INC \$378.00

Total 525013 Drug Screening	\$378.00
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525070 Background Checks

TRUVIEW BSI LLC \$64.00

Total 525070 Background Checks	\$64.00
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525083 Textile Rental & Laundry Svcs

CINTAS CORPORATION \$25.94

P-CARD ONE-TIME PAY \$105.32

Total 525083 Textile Rental & Laundry Svcs	\$131.26
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525990 Other Professional Services

SIGN LANGUAGE INTERPRETING SERVICES \$84.00

SPANGENBERG PHILLIPS TICE LLC \$7,444.80

UNIQUE MANAGEMENT SERVICES INC \$1,842.25

Total 525990 Other Professional Services	\$9,371.05
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Total 2R - Professional Svcs	\$9,944.31
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Wichita Public Library General Fund Bills

June 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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526070 Equipment Repair & Maint

P-CARD ONE-TIME PAY \$2,347.20

Total 526070 Equipment Repair & Maint	\$2,347.20
---------------------------------------	------------

Total 2V - Bldg & Equip Charges	\$3,337.48
---------------------------------	------------

2Z - Other Contractuals

529010 Bank Charges

City of Wichita \$510.62

Total 529010 Bank Charges	\$510.62
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529020 Postage

P-CARD ONE-TIME PAY \$238.35

Total 529020 Postage	\$238.35
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529061 Organizational Memberships

KANSAS CITY METROPOLITAN LIBRARY \$9,900.00

Total 529061 Organizational Memberships	\$9,900.00
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529070 Printing & Copying

City of Wichita \$1,236.46

Total 529070 Printing & Copying	\$1,236.46
---------------------------------	------------

529990 Other Contractuals

P-CARD ONE-TIME PAY \$731.18

Total 529990 Other Contractuals	\$731.18
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Total 2Z - Other Contractuals	\$12,616.61
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Total 10002 - Library - Contractuals	\$162,998.61
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10003 - Library - Commodities

3B - Supplies

531020 Office Supplies

City of Wichita \$1,541.98

P-CARD ONE-TIME PAY \$1,287.32

Total 531020 Office Supplies	\$2,829.30
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Wichita Public Library General Fund Bills

June 2022

531030 Custodial Supplies

P-CARD ONE-TIME PAY \$206.83

Total 531030 Custodial Supplies	\$206.83
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Total 3B - Supplies	\$3,036.13
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3F - Components & Parts

532020 Automotive Parts & Supplies

City of Wichita \$11.94

Total 532020 Automotive Parts & Supplies	\$11.94
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Total 3F - Components & Parts	\$11.94
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3N - Fuel

539012 Gasoline

City of Wichita \$355.72

Total 539012 Gasoline	\$355.72
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Total 3N - Fuel	\$355.72
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4Z - Non-Capital Outlay

549020 Data Processing Equip <\$5k

P-CARD ONE-TIME PAY (\$46.51)

Total 549020 Data Processing Equip <\$5k	(\$46.51)
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549110 Library Materials

(\$1,569.96)

KANOPY INC \$26,042.00

P-CARD ONE-TIME PAY \$30,854.32

Total 549110 Library Materials	\$55,326.36
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Total 4Z - Non-Capital Outlay	\$55,279.85
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Total 10003 - Library - Commodities	\$58,683.64
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Grand Total

\$782,086.13

Y2801 - Library State Grant-In-Aid 2022

2 - Contractuals

2Z - Other Contractuals

529061 Organizational Memberships

URBAN LIBRARIES COUNCIL	\$6,000.00
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Total 529061 Organizational Memberships	\$6,000.00
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529141 Software License & Maint Fees

APPLE INC	\$1,599.52
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ENVISIONWARE INC	\$145.80
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FARONICS TECHNOLOGIES USA INC	\$521.70
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Total 529141 Software License & Maint Fees	\$2,267.02
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Total 2Z - Other Contractuals	\$8,267.02
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Total 2 - Contractuals	\$8,267.02
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3 - Commodities

3B - Supplies

531020 Office Supplies

P-CARD ONE-TIME PAY	\$1,777.38
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Total 531020 Office Supplies	\$1,777.38
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Total 3B - Supplies	\$1,777.38
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4Z - Non-Capital Outlay

549110 Library Materials

P-CARD ONE-TIME PAY	\$20,254.18
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Total 549110 Library Materials	\$20,254.18
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Total 4Z - Non-Capital Outlay	\$20,254.18
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Total 3 - Commodities	\$22,031.56
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Total Y2801 - Library State Grant-In-Aid 2022	\$30,298.58
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Grand Total	\$30,298.58
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GIFT AND MEMORIAL FUND

RECEIPTS/REIMBURSEMENTS

Baird (interest)	\$100.83
Friends Monthly Donation (April/May 2022)	\$1,483.00
Friends of the Library (Web Domain Reimbursement)	\$86.46
Friends of the Library (Summer Reading)	\$2,741.25
Levand Grant	\$80,000.00
Memorials	\$265.38
Premier Foods (Vending - Westlink)	\$25.33
Staff Flower Fund	\$140.00
Wichita Public Library Foundation (Kroger Reimbursement)	\$94.71
TOTAL RECEIPTS	\$84,936.96

EXPENDITURES

Amazon (Wireless Mouse)	\$33.66
Amazon (Memory Card for 3D Printer)	\$33.17
Amazon (Staff Retirement)	\$75.95
Brodart (Memorials)*	\$78.38
Bibliotheca (Selfcheck for Evergreen)	\$11,544.73
Michelle Enke (Covid Oral History Software)	\$99.99
Ingram Library Services (Memorials)*	\$135.93
Kroger (Foundation 21LGD)*	\$20.02
Midwest Tape (Memorials)*	\$221.91
Tammy Penland (Staff Water - Boil Advisory)	\$23.64
Jaime Prothro (Staff Retirement)	\$62.35
Short Edition (Short Story Dispensers)	\$9,720.00
Tillies (Staff Flower Fund)*	\$42.95
Mark Torres (Staff Water - Boil Advisory)	\$49.35
TOTAL EXPENDITURES	\$22,142.03

*Reimbursed expenses



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Sarah Kittrell
SUBJECT: AtoZ Invoice – Approval of invoices over \$10,000
DATE: May 26, 2022

Background: The Library Board of Directors must take special action to approve materials purchases when the cost of a single invoice exceeds \$10,000.

Analysis: The AtoZ database is an important resource for current and prospective business owners. The database contains listings for more than 15 million businesses, including contact information for companies and executives, industry profiles, and competitor information. It also provides a searchable telephone directory for individuals – a service that is becoming more valuable as the Library is no longer able to acquire telephone books from outside of the Wichita metro area. There are a limited number of similar products available, and Library staff will complete a product comparison in 2023 to make sure that the AtoZ database is still the best resource for our needs.

Financial Considerations: The current licensing agreement for this product was signed in 2020. AtoZ allows for a three-year price lock agreement, which the Library accepted at that time. 2022 is the third and final year in the current agreement, at the current rate of \$16,174.

The cost per use for the last 12 months was \$0.30 (+\$0.06), making it one of the most affordable products in the Library's digital subscription portfolio.

Legal Considerations: The subscription agreement was reviewed by the Law Department in 2020 and was approved as to form.

Recommendations/Actions: It is recommended that the Board approve the invoice from AtoZ in the amount of \$16,174.00 for the 2021 renewal of the AtoZ database.

Attachments: AtoZdatabases Subscription Agreement

AtoZdatabases Subscription Agreement

Offer Valid Until: _____

Institution Name: Wichita Public Library

Main Contact: Cynthia Berner Title: Director

Email: Cberner@wichita.gov

Phone: 316-261-8500 Fax: _____

Address: 711 W. 2nd

City: Wichita State: KS ZIP: 67203

Select Your Option Below	Term	Savings	Investment	Payment Terms
Option 1 (Best Value)	3 Yrs	20%	\$44,112	One-Upfront Payment
X Option 2	3 Yrs	12%	\$16,174 /Yr	Invoiced Annually
Option 3	2 Yrs	5%	\$17,461 /Yr	Invoiced Annually
Option 4	1 Yr		\$18,360 /Yr	Invoiced Annually

Billing Start Date: 6/30/2020 Payable in 30 Days

Subscription Start Date: 6/30/2020

Subscription End Date: Equals Billing Start Date plus Option Term selected above

Subscription includes:

- ✓ 30 million US Businesses & Executives Database
- ✓ 7 million Jobs Database
- ✓ 2 million US New Businesses
- ✓ 12 million Healthcare Professionals
- ✓ 240 million Residents
- ✓ 200,000 New Movers added weekly
- ✓ 50,000 New Homeowners added weekly
- ✓ Spanish Interface
- ✓ 1,000 downloads within the library and remotely
- ✓ Send Emails for Free up to 1,000 per month
- ✓ Executive email addresses
- ✓ iPhone & iPad App
- ✓ Triple Verified Business Database
- ✓ On-Demand Usage Reporting
- ✓ Free Training and Support including AtoZU
- ✓ Future Enhancements

Special Terms:

Accepted by: *Sarah A. Kittrell* Date: 8/3/2020

Name: Sarah A Kittrell Title: Collection Development Division Manager

AtoZdatabases Executive: April Diaz/Jordan LaBorde Phone: 877.428.0101

By signing this Subscription Agreement, you pledge that you will not share any of our product details including pricing, with any third parties. You also agree to use reasonable measures to restrict access to your library's service area, and to work with AtoZdatabases to block malicious users or hackers if necessary. This agreement will commence on the Subscription Start date shown above and shall continue for three years. Wichita Public Library shall have the option to terminate the agreement after the first year if the Library has a reduction in budget. The parties agree that the Exhibit A, City of Wichita Mandatory Contractual Provisions Attachment, attached hereto shall be incorporated and made a part of this Agreement.



FREE:
- Just Search
- Making Lists & Sales Leads
- People Look Up
- Business Profiles

Toll Free: 877.428.0101
Fax: 402.704-7047
Email: sales@atozdatabases.com

11211 John Galt Blvd
PO Box 27757
Omaha, NE 68137-0757

EXHIBIT A

CITY OF WICHITA MANDATORY CONTRACTUAL PROVISIONS ATTACHMENT

1. **Terms Herein Controlling Provisions:** The terms of this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the Agreement.
2. **Choice of Law:** This Agreement shall be interpreted under and governed by the laws of the State of Kansas. Any dispute or cause of action that arises in connection with this Agreement will be brought before a court of competent jurisdiction in Sedgwick County, Kansas.
3. **Termination Due To Lack of Funding Appropriation:** If, in the judgment of the City's Director of Finance, sufficient funds are not appropriated to continue the function performed in this Agreement and for the payment of the charges hereunder, City may terminate this Agreement at the end of its current fiscal year. City agrees to give written notice of termination to Contractor at least thirty (30) days prior to the end of its current fiscal year, and shall give such notice for a greater period prior to the end of such fiscal year as may be provided for in the Agreement, except that such notice shall not be required prior to ninety (90) days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided to City under the Agreement. City will pay to Contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any related equipment. Upon the effective termination of the Agreement by City, title to any such equipment shall revert to Contractor. The termination of the Agreement pursuant to this paragraph shall not cause any penalty to be charged to the City or the Contractor.
4. **Disclaimer of Liability:** City shall not hold harmless or indemnify any Contractor beyond that liability incurred under the Kansas Tort Claims Act (K.S.A. 75-6101 *et seq.*).
5. **Acceptance of Agreement:** This Agreement shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
6. **Arbitration, Damages, Jury Trial and Warranties:** The City does not ever accept binding arbitration or the payment of damages or penalties upon the occurrence of a contingency, and expressly denies such acceptance for this Agreement. The City never consents to a jury trial to resolve any disputes that may arise hereunder, and expressly denies such consent for this Agreement. Contractor waives its right to a jury trial to resolve any disputes that may arise hereunder. No provision of any document within the Agreement between the Parties will be given effect which attempts to exclude, modify, disclaim or otherwise attempt to limit implied warranties of merchantability and fitness for a particular purpose.
7. **Representative's Authority to Contract:** By signing this Agreement, the representative of the Contractor thereby represents that such person is duly authorized by the Contractor to execute this Agreement on behalf of the Contractor and that the Contractor agrees to be bound by the provisions thereof.
8. **Federal, State and Local Taxes:** Unless otherwise specified, the proposal price shall include all applicable federal, state and local taxes. Contractor shall pay all taxes lawfully imposed on it with respect to any product or service delivered in accordance with this Agreement. City is exempt from state sales or use taxes and federal excise taxes for direct purchases. These taxes shall not be included in the Agreement. Upon request, City shall provide to the Contractor a certificate of tax exemption.
9. **Insurance:** City shall not be required to purchase any insurance against any liability loss or damage to which this Agreement relates, nor shall this Agreement require the City to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 *et seq.*), Contractor shall bear the risk of any loss or damage to any personal property to which Contractor holds title.
10. **Conflict of Interest:** Contractor shall not knowingly employ, during the period of this Agreement or any extensions to it, any professional personnel who are also in the employ of the City and providing services involving this Agreement or services similar in nature to the scope of this Agreement to the City. Furthermore, Contractor shall not knowingly employ, during the period of this Agreement or any extensions

to it, any City employee who has participated in the making of this Agreement until at least two years after his/her termination of employment with the City.

11. **Confidentiality.** Contractor may have access to private or confidential data maintained by City to the extent necessary to carry out its responsibilities under this Agreement. Contractor must comply with all the requirements of the Kansas Open Records Act (K.S.A. 42-215 *et seq.*) in providing services and/or goods under this Agreement. Contractor shall accept full responsibility for providing adequate supervision and training to its agents and employees to ensure compliance with the Act. No private or confidential data collected, maintained or used in the course of performance of this Agreement shall be disseminated by either party except as authorized by statute, either during the period of the Agreement or thereafter. Contractor must agree to return any or all data furnished by the City promptly at the request of City in whatever form it is maintained by Contractor. Upon the termination or expiration of this Agreement, Contractor shall not use any of such data or any material derived from the data for any purpose and, where so instructed by City, shall destroy or render such data or material unreadable. The parties accept that City must comply with the Kansas Open Records Act, and will produce upon written request all documents pertaining to this Agreement other than those covered by express exceptions to disclosure listed in the Act.
12. **Cash Basis and Budget Laws.** The right of the City to enter into this Agreement is subject to the provisions of the Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935), and all other laws of the State of Kansas. This Agreement shall be construed and interpreted so as to ensure that the City shall at all times stay in conformity with such laws, and as a condition of this Agreement the City reserves the right to unilaterally sever, modify, or terminate this Agreement at any time if, in the opinion of its legal counsel, the Agreement may be deemed to violate the terms of such laws.
13. **Anti-Discrimination Clause.** Contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 *et seq.*) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111 *et seq.*) and the applicable provisions of the Americans with Disabilities Act (42 U.S.C. 12101 *et seq.*) (ADA) and to not discriminate against any person because of race, religion, color, sex, disability, national origin, ancestry, or age in the admission or access to, or treatment or employment in, its programs and activities; (b) to include in all solicitations or advertisements for employees the phrase "equal opportunity employer;" (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the Contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the Agreement may be cancelled, terminated or suspended, in whole or in part by City, without penalty thereto; and (f) if it is determined that the Contractor has violated applicable provisions of the ADA, such violation shall constitute a breach of the Agreement and the Agreement may be cancelled, terminated or suspended, in whole or in part by City, without penalty thereto.

Parties to this Agreement understand that the provisions of this paragraph 13 (with the exception of those provisions relating to the ADA) are not applicable to a contractor who employs fewer than four employees during the term of this Agreement or whose contracts with the City cumulatively total \$5,000 or less during the City's fiscal year.

14. **Suspension/Debarment.** Contractor acknowledges that as part of the Code of Federal Regulations (2 C.F.R. Part 180) a person or entity that is debarred or suspended in the System for Award Management (SAM) shall be excluded from federal financial and nonfinancial assistance and benefits under federal programs and activities. All non-federal entities, including the City of Wichita, must determine whether the Contractor has been excluded from the system and any federal funding received or to be received by the City in relation to this Agreement prohibits the City from contracting with any Contractor that has been so listed. In the event the Contractor is debarred or suspended under the SAM, the Contractor shall notify the City in writing of such determination within five (5) business days as set forth in the Notice provision of this Agreement. City shall have the right, in its sole discretion, to declare the Agreement terminated for breach upon receipt of the written notice. Contractor shall be responsible for determining whether any sub-contractor performing any work for Contractor pursuant to this Agreement has been debarred or suspended under the SAM and to notify City within the same five (5) business days, with the City reserving the same right to terminate for breach as set forth herein.
15. **Compliance with Law.** Contractor shall comply with all applicable local, state and federal laws and regulations in carrying out this Agreement, regardless of whether said local, state and federal laws are specifically referenced in the Agreement to which this attached is incorporated.



FREE:
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• Business Profiles

Toll Free: 877.428.0101
Fax: 402.704-7047
Email: sales@atozdatabases.com

11211 John Galt Blvd
PO Box 27757
Omaha, NE 68137-0757

Gift and Memorials Account
Report of Activity (January - June 2022)

<u>Item</u>	<u>Disbursements</u>	<u>Receipts</u>	<u>Beginning/ Ending Balance</u>
GENERAL LEDGER STARTING BALANCE			<u>\$392,480.26</u>
January 1, 2022			
110 - Levand			<u>\$45,081.25</u>
Receipts:			
Friends of the Library (Web Domain Reimbursement)		\$86.46	
Levand		\$80,000.00	
Expenditures:			
All About Books (Summer Reading)	(950.47)		
Amazon (Books & DVDS)	(129.90)		
Bibliotheca (Eve Self Check)	(11,544.73)		
BookPage (Annual Renewal)	(3,780.00)		
Cengage Learning (Gale Analytics)	(10,588.95)		
Copy Express (Summer Reading Crack & Peel Labels)	(347.12)		
Copy Express (Check Up/Check Out Coupons)	(440.75)		
Demco (UltraPlay Square Table)	(2,833.64)		
Film Ideas (Books & DVDs)	(1,512.18)		
Findaway World (Radar Pack)	(319.98)		
FirstBook (Books & DVDs)	(43.19)		
FirstBook (Summer Reading)	(3,717.65)		
Gaylord Archival (Microfilm Boxes)	(1,964.65)		
Ingram Library Services (Books & DVDs)	(3,267.15)		
Kroger (Summer Reading)	(1,000.00)		
Midwest Tape (Books & DVDs)	(687.71)		
Oriental Trading Post (Summer Reading)	(363.66)		
Peer2Peer University (Annual Membership)	(3,000.00)		
Pure State Services (Radon Detectors)	(604.96)		
QuikBooks (Solar Shade)	(3,452.00)		
Scholastic (Summer Reading)	(4,285.26)		
SchoolLife (Collaborative Summer Program)	(310.99)		
ShortEdition (Short Story Dispensers)	(10,183.00)		
StickerMule (Summer Reading)	(978.79)		
Volgistics (Volunteer App)	(480.00)		
Ending Balance:			<u>\$58,380.98</u>

Gift and Memorials Account
Report of Activity (January - June 2022)

120 - Derby	\$0.00
Receipts:	
Derby Public Library	\$500.00
Expenditures:	
Shorts International (Oscar Shorts)	(500.00)
	\$0.00
140 - E-Books	\$0.10
Ending Balance:	\$0.10
150 - Technology Fund	\$49,444.59
Expenditures:	
Absolute (Absolute Home & Office Basic)	(257.94)
Amazon (Wireless Mouse)	(230.74)
Cengage Learning (Gale Engage)	(7,858.87)
Terminal)	(1,338.00)
Everyone.net (Business Mail)	(142.98)
T-Mobile (Hotspots)	(1,272.78)
Ending Balance:	\$38,343.28
150.1 3D Printing	\$1,664.65
Expenditures:	
Amazon (Card Readers)	(33.17)
	\$1,631.48
160 - SCKLS Facilities Improvement Fund	\$205,721.28
Receipts:	
Transferred from 340 (CD Redeemed)	\$68,090.74
Expenditures:	
Amazon (Chromebook Chargers)	(119.92)
Amazon (Power Strips for EVE)	(187.61)
Amazon (Keurig for EVE)	(89.99)
Amazon (Soft Blocks for EVE)	(42.95)
Brodart (Acrylic Shelves for EVE)	(584.04)
Demco (Book Carts for EVE)	(3,010.21)
G&S Acoustics (ATM Wall Panel)	(612.00)
Home Depot (Shelving for EVE)	(408.46)
Kingsley (Cart for Eve)	(999.00)
Numbers/Letters for EVE)	(160.97)
U of M Minitex (Door Counter for EVE)	(499.00)
Uline (Trash Cans for EVE)	(144.16)
Ending Balance:	\$266,953.71
210 - Staff Association Fund	\$5,757.33

Gift and Memorials Account
Report of Activity (January - June 2022)

Receipts:

Friends Monthly Donations	\$5,331.00
Premier Food Service	\$515.58
Patron Donation to Rockwell	\$200.00
Staff Honorariums	\$50.00

Expenditures:

Amazon (Retirement Gift)	(75.95)
Lee Reed Engraving (Service Awards)	(479.45)
Mokas (Supervisor Retreat)	(186.39)
National Library Week Staff Appreciation	(415.00)
Staff Retirement	(62.35)
Volunteer Gifts	(43.92)
Water for Staff (Boil Advisory)	(72.99)

Ending Balance:	\$10,517.86
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220 - Employee Training	\$4,751.99
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Ending Balance:	\$4,751.99
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240 - Staff Flower Fund	\$131.55
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Receipts:

Staff Donations	\$165.00
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Expenditures:

Kroger (Plant - Family Death/Balloons - Employee Illness)	(69.83)
Tillies (Plant - Family Death/Balloons - Employee Illness)	(42.95)

Ending Balance:	\$183.77
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320 - WGS	\$2.08
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Receipts:

WGS (Digitization Contribution)	\$8,000.00
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Ending Balance:	\$8,002.08
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330 - Friends of the Library	\$9,019.98
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Ending Balance:	\$9,019.98
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330.1 Big Read (Friends)	\$1,597.82
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Ending Balance:	\$1,597.82
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330.2 - SR Wed (Friends)	\$1,056.81
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Ending Balance:	\$1,056.81
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330.3 - 1000Books (Friends)	\$300.00
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Ending Balance:	\$300.00
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Gift and Memorials Account
Report of Activity (January - June 2022)

340 - Miscellaneous Fund	\$61,440.66
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Receipts:

Baird (Interest)	\$314.03
Friends of the Library (Marketing Reimb)	\$1,000.00
Friends of the Library (Summer Reading)	\$2,741.25
Wichita Public Library Foundation (Reimb for Kroger/Hobby Lobby)	\$251.38

Expenditures:

4Imprint (Marketing-FOL Reimb \$1000)	(1,123.86)
Amazon (Avery Plastic Dividers)	(31.51)
Cengage Learning (Gale Analytics)	(4,991.05)
Copy Express (To be Reimb by FOL)	(22.04)
Displays2Go (Display case for ALL Gateway)	(1,148.78)
Michelle Enke (Software for Oral History Interviews)	(99.99)
Kroger (To be reimb by WPLF)	(94.71)
QuikPrint (To be reimb by FOL)	(2,741.25)

Ending Balance:	\$55,494.13
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355- FOL Holds	\$4,042.00
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Receipts:

Friends of the Library - Membership Proceeds	\$2,260.00
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Ending Balance:	\$6,302.00
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Memorials (500; 502-535)	\$2,468.17
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Receipts:

Miscellaneous Donors	\$8,155.00
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Expenditures:

Brodart	(78.38)
Ingram	(1,149.71)
Midwest Tape	(484.31)

Ending Balance:	\$8,910.77
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Balances:	<u>January 1, 2022</u>	<u>June 30, 2022</u>
Levand (110)	\$45,081.25	\$58,380.98
Derby (120)	\$0.00	\$0.00
E-Books (140)	\$0.10	\$0.10
Technology Fund (150)	\$49,444.59	\$38,343.28
3D Printing (151.1)	\$1,664.65	\$1,631.48
SCKLS Facilities Improvement Fund (160)	\$205,721.28	\$266,953.71
Staff Association Fund (210)	\$5,757.33	\$10,517.86
Employee Training (220)	\$4,751.99	\$4,751.99

Gift and Memorials Account
Report of Activity (January - June 2022)

Staff Flower Fund (240)	\$131.55	\$183.77
WGS (320)	\$2.08	\$8,002.08
Friends of the Library (330)	\$9,019.98	\$9,019.98
Big Read (Friends) (330.1)	\$1,597.82	\$1,597.82
SR Wed (Friends) (330.2)	\$1,056.81	\$1,056.81
1000Books (Friends) (330.3)	\$300.00	\$300.00
Miscellaneous (340)	\$61,440.66	\$55,494.13
FOL Holds (355)	\$4,042.00	\$6,302.00
Memorials (500; 502-506)	\$2,468.17	\$8,910.77

<u>MONEY MARKET LEDGER BALANCE</u>	\$392,480.26	\$471,446.76
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<u>CERTIFICATES OF DEPOSIT</u>	<u>Invested Amount</u>	<u>Coupon Rate</u>	<u>Market Value</u> <u>(6/30/2022)</u>
BMW Bank of North Amer Salt Lake City UT Matures 9/19/22 (150)	\$100,000.00	0.20%	\$99,691.70
Synchorony Bank Draper UT Matures 11/3/22 (340- \$100/150-\$50/160-\$50)	\$200,000.00	0.20%	\$200,000.00
<u>SECURITIES MARKET VALUE</u>	<u>300,000.00</u>		<u>\$299,691.70</u>
<u>TOTAL ACCOUNT BALANCE</u>			<u>\$771,138.46</u>

SEMI-ANNUAL REPORT OF STAFF TRAVEL
January – June 2022

Name	Job Title	Date(s)	Place	Purpose	Cost	Funding Source
Cynthia Bailey	Library Manager	3/28-31	Virtual	Computers in Libraries Conference 2021	398.00	SCKLS
Megan Coffin	Library Assistant	3/23-25	Virtual	PLA 2022 Virtual Conference	328.00	SCKLS
Carla Heideman	Selector	3/23-25	Virtual	PLA 2022 Virtual Conference	328.00	SCKLS
Jaime Prothro	Director of Libraries	3/21-5/6	Virtual	Resources for Young Families	150.00	SCKLS
Jeff Tate	Library Manager	4/5-8	Virtual	2022 Innovative User Group Conference	75.00	SCKLS

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Planning and Facilities Committee Agenda
July 17, 2022, 11:30am
Collaboration Room 203
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order
2. CIP update: Westlink project; Alford, Angelou and Rockwell projects
3. Items from the Committee
4. Adjournment

Wichita Public Library Board of Directors
Public Affairs Committee Minutes
June 21, 2022

Present: Abi Boatman, Shelby Petersen, and Dr. Maaskelah Thomas

Call to order 11:34 p.m.

Welcome to Dr. Thomas (appointed by CM Johnson)

Minutes from 5/17/22 approved.

Check to see if we can work with other billboard companies to place future billboards. It's recommended we use billboards on the opposite side of K-15 for better views.

Discussed different ways to connect residents with library cards:

- Student e-cards
- Look at zip codes that are underserved
- Improve signage at branch locations, including ANG and ALF
- Free swimming pool instruction at McAdams (get flyers to Park and Recreation)
- Summer lunch programs (USD 259)
- Work more with schools at the end of the year
- Football organizations
- Card posters at Neighborhood Resource Centers and city buses

Upcoming media coverage: StoryWalk®, Local Author Day, 259 e-cards, Wind Surge

Meeting adjourned at noon

Media Report: June 2022

Television:

- June 13, 2022: KWCH, Walters Virtual Interview Service
- June 9, 2022: KAKE, Kids Corner – Outdoor Concerts,
<https://www.kake.com/clip/15322627/kids-corner-wichita-public-library-june-9-2022>
- June 21, 2022: KSN, StoryWalk, <https://www.ksn.com/news/local/evergreen-park-installs-first-ever-story-walk/>
- June 3, 10, 17, 24, 2022: KCTU, Library Updates

Print:

- June 1, 2022: The Wichita Eagle, Park Passes,
<https://www.kansas.com/news/local/article261983190.html>
- June 22, 2022: The Wichita Eagle, StoryWalk,
<https://www.kansas.com/news/local/article262770153.html>

There were 17 people at the June meeting.

The next meeting is July 16th. Genealogist and well-known lecturer Katherine R Willson will speak about using various kinds of historical and contemporary maps for genealogical research.

Julie Crawford

WGS