

A G E N D A

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

1. Call to Order/Introductions
 - a) Staff Presentation: 2022 Staff In-Service Day, Pamela Clarkson (Angelou) and Jennifer Durham (Adult Programming)
2. Approval of the Agenda
3. Public Comment
4. Minutes of the October 18, 2022 Meeting
5. Unfinished Business
6. New Business
 - a) Proposed 2023 Holiday Schedule
7. Finance Committee Report
 - a) October Finance Report and Bills

General Fund Bills	\$917,842.19
Grant Fund Bills	\$31,997.27
Gift & Memorial Fund Bills	\$427,230.68
<u>Total</u>	\$1,377,070.14

- b) Approval of Invoices Exceeding \$10,000: LinkedIn Learning
 - c) Close out of SCKLS21
8. Operations Committee Report
9. Planning & Facilities Committee Report
 - a) Public Art Recommendation
10. Public Affairs Committee Report
11. Support Organization Reports
12. Director of Libraries Report
13. Announcements
14. Adjournment



Monthly Activity Report

October 2022

Service Highlights

Tech Day at the Library was Saturday, October 8, 10:30 a.m.-5 p.m. at the Advanced Learning Library. This hands-on opportunity gave residents the opportunity to experience different technology services the Library offers, including 3D printing, virtual reality headsets, the AV Studio, Finch Robots and more.

A reporter from the Wichita Eagle published a video and story about the Evergreen Community Center and Library's weekly bilingual story time. Youth Services Librarian Sara McNeil and a parent were interviewed. You can view the story [here](#).

The Library hosted the Fort Hays State Mobile Planetarium October 24-26. In the first two days, 203 people watched the show. Led by volunteers from the Kansas Astronomical Observers, attendees sit in an inflatable planetarium dome to watch the show "Looking at the Night Sky." The show focuses on the constellations and planets that can be seen during the current season in Kansas. The show has attracted a wide range of ages, from 5 months to senior citizens. The KAO also provided a 'make your own constellation' craft that has been extremely popular with the younger attendees.

Katrina York, Sara McNeil and Lexi Ternes attended Candy Crawl at Clapp Park on October 28. This event is organized by Park and Recreation and gives children an opportunity to safely trick-or-treat with City departments and other vendors. The group handed out candy, bookmarks and temporary tattoos. Attendance numbers haven't come in yet, but it's estimated more than 1,200 children attended.

Education and Engagement Manager Savannah Ball and members of the Create Young Readers Team helped interested families sign up for library cards at the McKinney-Vento Resource Fair this week. A variety of community resources were available to families at the event, which served families that are unhoused or in transition. Youth Services Librarians highlighted the resources the library has to offer, and that they will no longer be charged late fees if material is not returned on time.

Sarah Kittrell and Michelle Enke, with assistance from Zoe Burgess, Racine Zackula and Julie Pacino, completed the requirements for the IMLS ARPA grant the Library received in October 2021. For the Tell Your COVID Story project, the Library received more than 80 survey submissions, more than 100 photographs, and recorded 47 oral history interviews.

Evergreen had its best month of circulation since reopening in February, with 4,153 checkouts and renewals. The highest circulating collection was picture books, followed by movies, nonfiction and fiction.

Other News

Youth Services librarians attended the ALSC Institute in Kansas City. The institute supplied many learning opportunities to hear from experts, authors and industry professionals about newest practices serving youth. Highlights included learning about play and experiential programming, diversity in collections and services, equity issues and more. This training opportunity supports the library's goals for engaging families both inside of the library and out in the community.

Longtime Library employee John Cleary was promoted to branch manager at the Rockwell Branch. He has worked for Wichita Public Library for 28 years, most recently serving as a librarian at the Advanced Learning Library. In that position, John was the lead librarian in small business support, test proctoring and was the Foundation Collection supervisor.

Deb Simpson retired after 47 years of service with Wichita Public Library. She spent the last several years of her career as a technology trainer. Her knowledge of upcoming technology was unsurpassed and her customer service skills were excellent.

On October 7, the Library posted an oral history that JJ Hayes, host of the JJ Hayes Morning Show, completed as part of the Tell Your COVID Story project. He discusses his wife's death from COVID-19. The interview went live two days before the two-year anniversary of her death. JJ posted a link to the interview and in 48 hours, the interview had 274 hits – far surpassing the number of listens other interviews have had thus far. [Listen here.](#)

The Voices of a Pandemic collection went live in October. There were 532 page views for the month. The majority of views came from the interview with JJ Hayes.

The Alford Branch processed 88 passport applications in October, resulting in \$3,080 earned in processing fees.

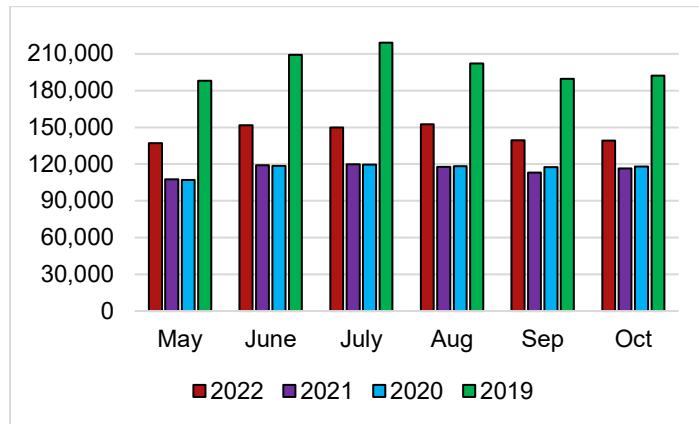
Technology trainers taught 11 classes with 88 students in attendance. One class, "Creating a Website," was a special class taught to 15 students from the Kansas Writer's Association. There were 259 Book-A-Librarian appointments in October with assistance given to unemployment filing, resume posting and printing, passport applications, printing court documents, phone assistance, tax forms and online security issues.

Michelle Enke staffed a table at the Wichita Genealogical Society annual meeting. She spoke to more than two dozen people regarding the resources held by the Library – including those who were unfamiliar with our collections.

The Kansas State Daughters of the American Revolution (KSDAR) held their long-delayed reception to celebrate the donation of the KSDAR State Library to Wichita Public Library. The reception was originally scheduled for April 2020.

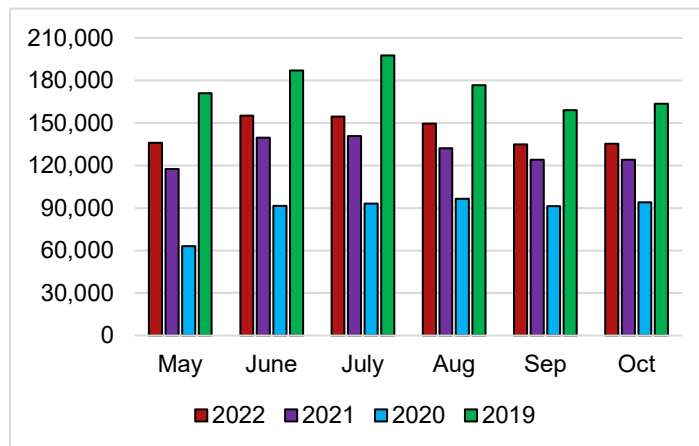
Service Dashboard

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



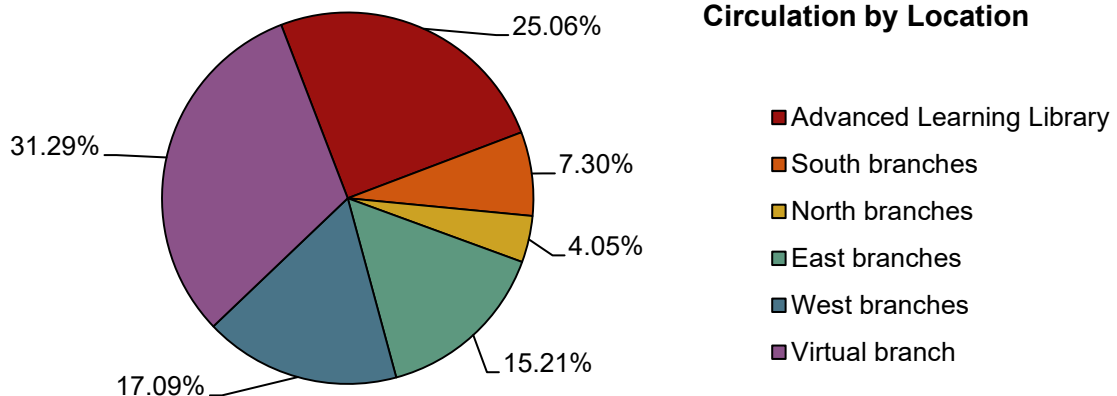
OCTOBER			
	2022	2021	% change
Door Counts	54,838	39,726	38.04%
Catalog Log-ins	35,690	35,090	1.71%
Website Visits	48,542	41,693	16.43%
CONTENTdm Users	932	N/A	N/A
Total	140,002	116,509	20.16%

CHECKOUTS

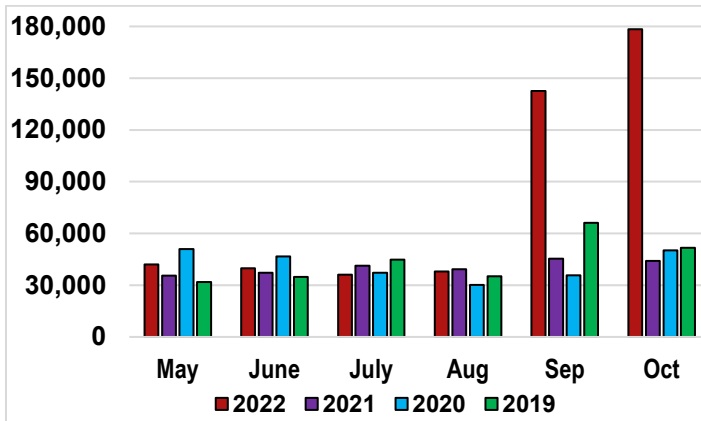


OCTOBER			
	2022	2021	% change
Physical Circ	92,968	91,682	1.40%
Virtual Circ	42,334	32,463	30.41%
WPL	34,637	25,867	33.90%
State	7,697	6,596	16.69%
Total	135,302	124,145	8.99%

Circulation by Location

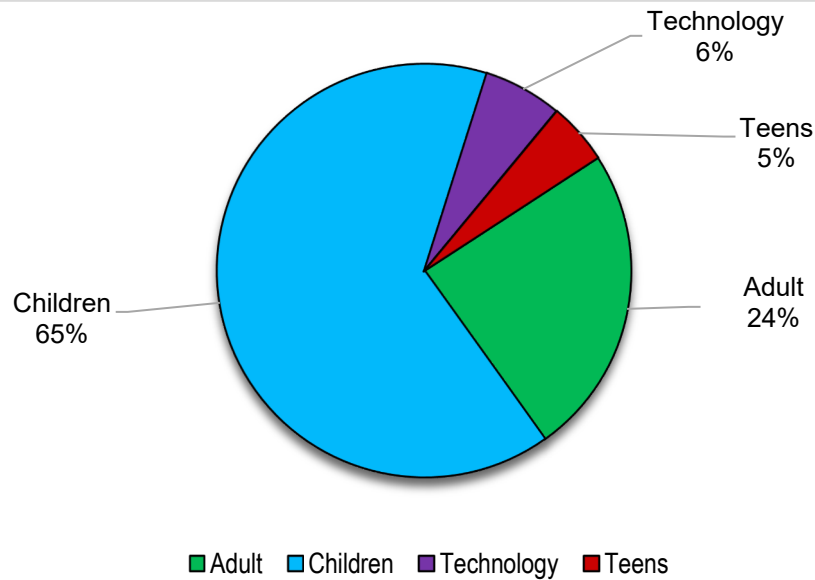


QUESTIONS ANSWERED (by staff in person/phone and through online services)



OCTOBER			
	2022	2021	% change
Reference Questions	4,916	5,323	-7.65%
Database Searches	170,415	35,924	374.38%
Technology Assistance	2,808	2,582	8.75%
Book-A-Librarian Appointments	259	209	23.92%
Total	178,398	44,038	305.10%

PROGRAM ATTENDANCE

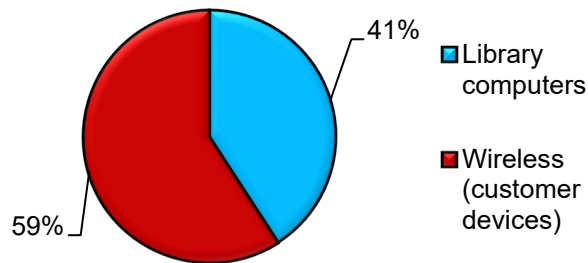


OCTOBER ATTENDANCE

	2022	2021	% change
Adult events	1,108	186	495.70%
Children's events	2,957	2,128	38.96%
Technology training	280	52	438.46%
Teen events	219	72	204.17%
TOTAL	4,564	2,438	87.20%

PUBLIC COMPUTING

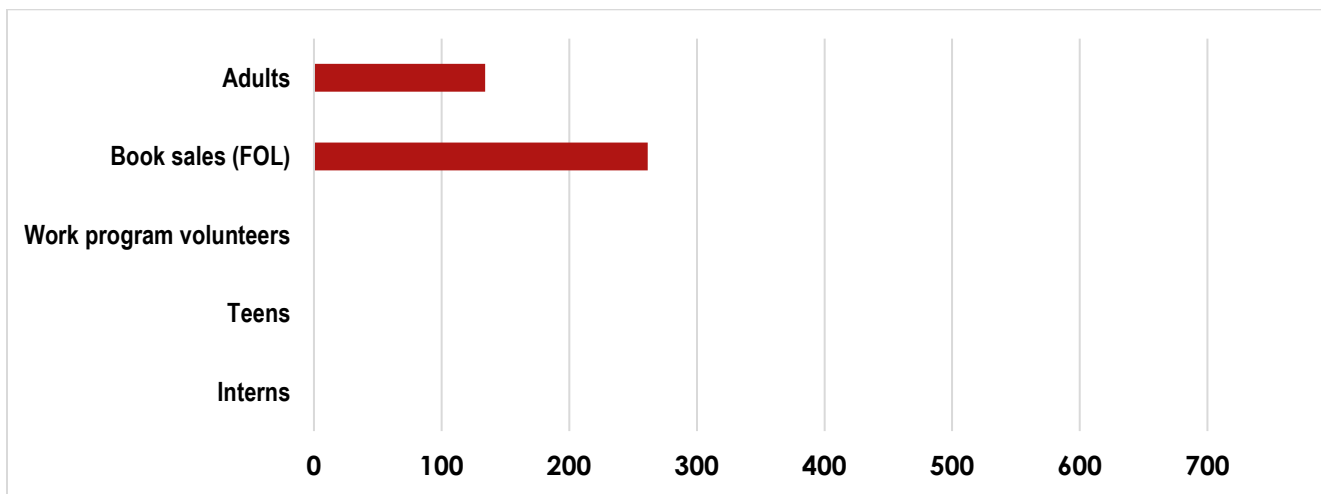
**Method of Computing Access
(by session)**



OCTOBER

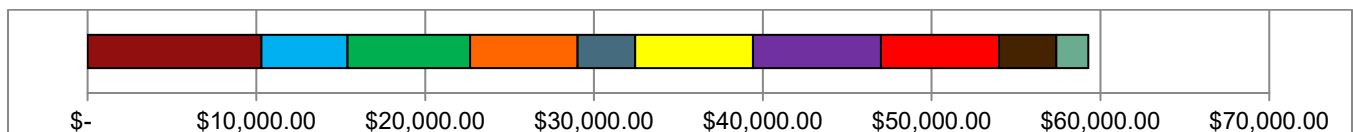
	2022	2021	% change
Workstation Sessions	5,382	4,514	19.23%
Wi-Fi Sessions	7,781	6,770	14.93%
Number of Users	1,464	1,027	42.55%
Hours of Access	10,573	7,607	38.99%

VOLUNTEERS (hours of service)



Number of volunteers YTD = 141 Hours of service YTD = 5,416

MATERIALS DONATIONS (value if purchased)



Year to date total = \$59,288.43 Items added to Library collections YTD = 3,279

Service Snapshot: Recent Raving Fans Stories

A mother and her two teen daughters visited the Alford Branch to try out their new eCards they received at school enrollment. They asked Lena Vogt what services and resources were available. Lena helped them switch their cards to borrower's cards so they could take materials home with them. While at the library, the girls saw some of their classmates working on homework. They were thrilled that they also had eCards.

A customer visited the Westlink Branch needing to locate a survivor's annuity form and a tax document. Derek Landwehr took a seat with the customer and walked her through locating the forms. He later followed up with her to see if he could help her print. When she left, she thanked Derek and said she would come back to the Westlink Branch because of the exceptional customer service received.

Kelly Fabrizius proctored a test for an out-of-town student and emailed the test to her professor afterwards. It was last minute but the proctoring team figured out how to accommodate the student so she could take her test. After the test, the student said how much she appreciates this service since she unexpectedly had to travel to Wichita. She said she is very thankful for libraries and all that they do!

An employee from the City of Mulvane came to learn about Foundation Directory Online to look for grants and grant makers for an upcoming project to develop Mulvane's municipal recreation center. The customer worked on the database for more than one hour and thanked staff for assisting them.

Eva Peacock at the Westlink branch was helping a customer with Libby, and the customer shared that her child is a struggling reader. Eva told the customer that Libby has a font that helps with dyslexia, called OpenDyslexic. The letters have weighted bottoms to help tell them apart. The customer thanked Eva for the information, indicating she planned to try the font in Libby soon.

At the Advanced Learning Library, Dina Coldiron was shelving in the teen pavilion where she encountered a high school senior looking for a good read. Dina conducted a reference interview, where you ask questions and follow up questions to figure out what they are looking for. Based off his answers she was able to recommend him a book. He enjoyed the book so much that he stated he had read almost half of it in the teen pavilion before checking out and leaving.

A customer who attended Tech Day called to compliment staff. She said everyone was so nice and that there are so many great things at the Library. She also complimented Brock Rhodes for his patience and kindness.

A customer came to the circulation desk at the Advanced Learning Library and wanted staff to know that Janelle Mercer is incredibly helpful and goes above and beyond to help with her technical questions.

WICHITA PUBLIC LIBRARY

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

The hybrid meeting of the Library Board of Directors was held on Tuesday, October 18, 2022 at the Advanced Learning Library with the following present in person: Dr. Justin Henry, Ms. Shannon Littlejohn, Mr. Kevin McWhorter, Ms. Shelby Petersen, Mr. Chuck Schmidt, and Mr. Jonathan Winkler. The following attended virtually: Ms. Donna Douglas, Ms. Rachel Enix, Ms. Lauren Hirsh, Mr. Randall Johnston, Ms. TaDonne Neal, and Dr. Maaskelah Thomas.

Call to Order

Kevin McWhorter called the meeting to order at 12:06 p.m., a quorum being present.

Staff Presentation

Paul Hawkins, Director of the South Central Kansas Library System, led a collaborative exercise designed to assist staff in redesigning the mission and vision statements for the Library. Director Hawkins reviewed the purposes of such statements, and shared examples from the City of Wichita as well as other libraries across Kansas. Board members were then invited to input words and phrases that convey their future aspirations for the library. This activity was conducted on Library-provided laptops and the Board's concepts will be used to help develop new mission and vision statements, drafts of which will be circulated for discussion in January 2023.

Approval of the Agenda

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

Public Comment

None

Approval of Minutes

Minutes of the regular meeting held on September 20, 2022 were presented. Shelby Petersen moved (Thomas) to approve the minutes as included in board packets. **Motion carried unanimously.**

Unfinished Business

None

New Business

Director Nix provided a brief summary of the WPL Foundation's request for access to names from the Library customer database for end-of-year fundraising purposes. The Foundation will create a mail merge letter that Library staff will then forward to the direct mail printer along with contact information for the selected cardholders. This process ensures that the Foundation receives the names only of individuals who make contributions or ask to be added to the organization's mailing list. Foundation CEO Kristi Oberg noted that the parameters for the request had been revised to increase the minimum age from 30 to 35 and the minimum lifetime number of library checkouts from 150 to 250, in order to yield a smaller and more affordable mailing.

Jonathan Winkler moved (Petersen) to authorize staff to support the year-end solicitation of the Library Foundation by supplying the requested customer account information. **Motion carried unanimously.**

Finance Committee Report

On behalf of the Finance Committee, Kevin McWhorter moved to approve the August finance report and supplemental bills in the following amounts: General Fund bills of \$1,058,616.59; Grant Fund Bills of \$20,787.13; and Gift and Memorial Fund bills of \$22,224.44, for a total of \$1,101,628.16. **Motion carried unanimously.**

Operations Committee Report

Committee did not meet.

Planning & Facilities Committee Report

Committee did not meet.

Public Affairs Committee Report

Committee did not meet.

Special Committee Reports

Friends of the Library (FOL) – Kensley Pottebaum reported that the Friends of the Library is still looking for new board members. The FOL Board has begun work on an updated marketing plan to adjust to the changes being made at the Library.

Library Foundation – Kristi Oberg reported that the Foundation will be doing its end-of-year mailings to donors and patrons. Gratitude cards to donors will go out in October. Approximately \$190,000 has been raised to date this year.

Wichita Genealogical Society (WGS) – Julie Crawford reported that seventy-six people paid to attend the annual conference, which had twelve vendors and eight organizations. Six new

members signed up.

Director of Libraries Report

Director Nix reported that the Library in-service training day was opened by City Manager Robert Layton and followed by the presentation of the new Library mascot, Webster the Owl. The City Manager listened to concerns and issues from Library staff members, who then spent the remainder of the day in breakout sessions that addressed a variety of topics.

The Library is working with Neighborhood Resource Center Coordinator Maddy Campbell to draft a proposal for the City Manager to increase community awareness of the Affordable Connectivity Program, which helps low-income individuals receive low-cost or free Internet at home. The Neighborhood Resource Center and Library will promote this service and extend support to individuals applying for it.

Submissions for the RFP for architectural design services for the Westlink branch remodel project closed at two PM on October 17. The corresponding contract should be in place by November 18, 2022. The branch will move to the temporary location previously identified at 7011 West Central, Suite 205, with the lease starting in March 2023. It will require enhanced soundproofing owing to dogs barking at the groomer next door. Construction of the expanded building is estimated to take 10 months.

Announcements

None

Adjournment

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

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

Respectfully submitted,

Jaime Nix



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Jaime Nix, Director of Libraries
SUBJECT: Proposed 2023 Holiday Schedule
DATE: November 9, 2023

Background: To assist with service planning, the Library Board of Directors is asked to establish a schedule for board-approved closings prior to the start of each calendar year.

Analysis: The City of Wichita provides eleven paid holidays to its workforce. These include New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day. In addition, all City offices are closed on the Friday after Thanksgiving. When a holiday falls on a Saturday, the City observes the holiday on the preceding Friday. Holidays falling on a Sunday are observed on the following Monday.

Library policy PER-005 Holidays directs that the Library is also closed on the Sundays before Memorial Day and Labor Day, and one other Sunday to be designated each year by the Library Board of Directors. This third Sunday has traditionally been scheduled to correspond with Easter Sunday. Board authorized closings are not paid holidays but are considered days off for all department employees.

For 2023, Library Leadership recommends all locations are closed on Sunday, January 1 to leverage staff during busier days of the following week. Staff recommends closing on Monday October 9 (observed Columbus Day) in order to support staff development training during an all-day in-service. Staff recommends that all Library locations close at 5pm on the Wednesday evening before Thanksgiving due to reduced business. Staff proposes all locations are closed on Sunday December 24 and Sunday, December 31 to leverage staff during the busier days of the following week.

A complete listing of all proposed holidays is attached.

Financial Considerations: The proposed schedule will allow for more effective staff utilization during holiday weeks.

Legal Considerations: Board adopted closings are authorized by Library policy.

Recommendations/Actions: It is recommended that the Library Board adopt the 2023 holiday schedule as proposed by staff.

2023 Library Holidays (PROPOSED)

City Holiday Closings:

Monday, January 2 – New Year’s Day
Monday, January 16 – Martin Luther King Day
Monday, February 20– President’s Day
Monday, May 29 – Memorial Day
Monday, June 19 - Juneteenth
Tuesday, July 4 – Independence Day
Monday, September 4 – Labor Day
Friday, November 10 – Veteran’s Day
Thursday, November 23 – Thanksgiving
Friday, November 24 – Day after Thanksgiving
Monday, December 25 - Christmas

Additional Closings per Library Policy PER-005:

Sunday, April 9 – Board Designated Sunday Closing (Easter)*
Sunday, May 28– Memorial Day weekend
Sunday, September 3 – Labor Day weekend

Board Designated Closings:*

Sunday, January 1 – New Year’s Day
Monday, October 9 – Staff In-Service Training Day
Wednesday, November 22 – 5 pm closing for Thanksgiving Eve
Sunday, December 24 – Christmas Eve
Sunday, December 31 –New Year’s Eve

*require approval from Library Board of Directors

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS

Finance Committee Agenda

Tuesday, November 15, 2022, 11:30am

Collaboration Room 204

Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order
2. Review of October Bills and Finance Reports
 - Revenue Report
 - Grant Fund Summary Report
 - Report of Expenditures

General Fund Bills	\$917,842.19
Grant Fund Bills	\$31,997.27
Gift & Memorial Fund Bills	\$427,230.68
<u>Total</u>	\$1,377,070.14

3. Approval of Invoices Exceeding \$10,000: LinkedInLearning (memo attached)
4. Close out SCKLS 2021 (memo attached)
5. Other items from Committee Members
6. Adjournment

Wichita Public Library Board of Directors
Finance committee Meeting
October 18, 2022

Present: Members Kevin McWhorter, Chuck Schmidt, Director of Libraries Jaime Nix and Support Services Manager Tammy Penland

Kevin McWhorter called the meeting to order at 11:40 a.m.

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

Nix reported that the Wichita Library Foundation received 2023 Cultural Arts funding in the amount of \$29,000. The funds will be used to support 2023 Makerspace event and to pay a portion of the cost to bring the Big Read author to Wichita.

The meeting was adjourned at 11:50 a.m.

REVENUE REPORT - OCTOBER 2022

OBJECT	ACCOUNT DESCRIPTION	BUDGET	MONTHLY REVENUE TARGET	RECEIVED IN MONTH	RECEIVED YTD	% RECEIVED YTD
422110	Library Desk Receipts (Fines)	\$ -	\$ -	\$ 8,130.66	\$ 145,575.93	0.00%
422111	Library Desk Receipts (Faxes)	\$ 6,240.00	\$ 499.20	\$ 737.00	\$ 4,990.00	79.97%
422112	Library Desk Receipts (Passports)	\$ 16,000.00	\$ 1,280.00	\$ 2,975.00	\$ 15,855.00	99.09%
423020	Building Lease (Tenants)	\$ -		\$ 100.00	\$ 100.00	0.00%
423030	Meeting Room Rentals	\$ 12,000.00	\$ 900.00	\$ 1,805.00	\$ 10,777.50	89.81%
424011	Copy Charges	\$ 9,500.00	\$ 855.00	\$ 1,025.50	\$ 10,447.20	109.97%
424101	Public Computing Charges	\$ 11,450.00	\$ 1,030.50	\$ 1,798.35	\$ 16,962.73	148.15%
646981	State Setoff Collections	\$ 76,000.00	\$ 6,080.00	\$ 5,153.02	\$ 138,837.96	182.68%
646990	Other Non-Operating Revenue	\$ -	\$ -	\$ -	\$ -	0.00%
646998	Cash Over/Short	\$ -	\$ -	\$ -	\$ (26.00)	0.00%
	TOTAL	\$ 131,190.00	\$ 10,644.70	\$ 21,724.53	\$ 343,520.32	261.85%

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
OCTOBER 2022

OBJECT	ACCOUNT DESCRIPTION	REVISED BUDGET	CURRENT MONTH EXPENDITURES	ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
511000	Base Compensation	\$ 5,501,769.00	\$ 408,416.16	\$ -	\$ 4,436,069.88	\$ 1,065,699.12	\$ 0.81
511040	Leave	\$ -	\$ -	\$ -	\$ 123.74	\$ (123.74)	#DIV/0!
511950	Year-end Payroll Accrual	\$ -	\$ -	\$ -	\$ (118,830.62)	\$ 118,830.62	#DIV/0!
511999	Planned Savings	\$ (360,752.00)	\$ -	\$ -	\$ -	\$ (360,752.00)	0%
512000	Special Compensation	\$ 1,800.00	\$ 684.62	\$ -	\$ 12,250.41	\$ (10,450.41)	681%
512051	Mileage Reimbursement	\$ -	\$ 139.84	\$ -	\$ 572.35	\$ (572.35)	#DIV/0!
513020	Premium Overtime	\$ -	\$ 679.88	\$ -	\$ 6,154.65	\$ (6,154.65)	#DIV/0!
518200	Employer Wage Taxes & WC	\$ 483,127.00	\$ 34,113.65	\$ -	\$ 373,415.53	\$ 109,711.47	77%
518300	Employer Share EE Insurance	\$ 1,001,852.00	\$ 75,594.46	\$ -	\$ 791,695.90	\$ 210,156.10	79%
518400	Employer Share Pension/Retire	\$ 580,930.00	\$ 41,267.73	\$ -	\$ 453,417.61	\$ 127,512.39	78%
	Personal Services	\$ 7,208,726.00	\$ 560,896.34	\$ -	\$ 5,954,869.45	\$ 1,253,856.55	83%
521011	Electricity	\$ 305,438.00	\$ 25,388.59	\$ -	\$ 221,677.84	\$ 83,760.16	73%
521021	Natural Gas	\$ 41,824.00	\$ 4,656.02	\$ -	\$ 63,862.76	\$ (22,038.76)	153%
521030	Water Service	\$ 12,132.00	\$ 5,103.07	\$ -	\$ 30,972.91	\$ (18,840.91)	255%
521050	Trash Service	\$ 5,404.00	\$ 655.50	\$ -	\$ 4,090.70	\$ 1,313.30	76%
521060	Local Telephone Service	\$ 16,000.00	\$ 427.00	\$ -	\$ 4,636.00	\$ 11,364.00	29%
522010	PBX Line Charges	\$ 11,172.00	\$ 1,007.00	\$ -	\$ 9,791.35	\$ 1,380.65	88%
522020	PBX Instrument Charges	\$ 18,915.00	\$ 1,637.50	\$ -	\$ 16,088.25	\$ 2,826.75	85%
522040	Long Distance & Teleconference	\$ 2,000.00	\$ 28.70	\$ -	\$ 298.95	\$ 1,701.05	15%
522070	Voicemail	\$ 3,912.00	\$ 333.00	\$ -	\$ 3,302.00	\$ 610.00	84%
522080	Automatic Call Distribution	\$ 786.00	\$ 65.50	\$ -	\$ 655.00	\$ 131.00	83%
523010	Building & Contents Insurance	\$ 91,619.00	\$ 22,904.75	\$ -	\$ 91,619.00	\$ -	100%
523020	Vehicle Liability Premiums	\$ 870.00	\$ 217.50	\$ -	\$ 870.00	\$ -	100%
524010	Recruitment & Hiring	\$ 3,140.00	\$ -	\$ -	\$ 65.00	\$ 3,075.00	2%
524020	Employee Travel & Training	\$ 1,600.00	\$ -	\$ -	\$ -	\$ 1,600.00	0%
525013	Drug Screening	\$ -	\$ 474.00	\$ -	\$ 5,112.00	\$ (5,112.00)	#DIV/0!
525070	Background Checks	\$ -	\$ 96.00		\$ 832.00	\$ (832.00)	#DIV/0!
525083	Textile Rental & Laundry Svcs	\$ 2,925.00	\$ 105.27	\$ -	\$ 1,279.55	\$ 1,645.45	44%
525990	Other Professional Services	\$ 22,970.00	\$ 1,993.10	\$ -	\$ 25,461.25	\$ (2,491.25)	111%
526010	Motor Pool Scheduled Charges	\$ 3,720.00	\$ 310.00	\$ -	\$ 3,100.00	\$ 620.00	83%
526011	Trip Car Charges	\$ -	\$ 118.00	\$ -	\$ 234.25	\$ (234.25)	#DIV/0!
526020	Building Repair & Maint	\$ 7,240.00	\$ -	\$ -	\$ 1,761.20	\$ 5,478.80	24%
526042	Pest Control Services	\$ 13,000.00	\$ 622.28	\$ -	\$ 7,616.32	\$ 5,383.68	59%
526044	Bldg Security & Fire Services	\$ -	\$ -	\$ -	\$ 2,097.57	\$ (2,097.57)	#DIV/0!

GENERAL FUND SUMMARY REPORT
OCTOBER 2022

OBJECT	ACCOUNT DESCRIPTION	REVISED BUDGET	CURRENT MONTH EXPENDITURES	ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
526070	Equipment Repair & Maint	\$ 5,421.00	\$ -	\$ -	\$ 3,742.20	\$ 1,678.80	69%
526092	Rent-Real Property	\$ 52,060.00	\$ 4,088.24	\$ -	\$ 44,970.64	\$ 7,089.36	86%
529010	Bank Charges	\$ 5,000.00	\$ 376.91	\$ -	\$ 5,175.30	\$ (175.30)	104%
529020	Postage	\$ 4,000.00	\$ -		\$ 1,879.45	\$ 2,120.55	47%
529061	Organizational Memberships	\$ 10,960.00	\$ -	\$ -	\$ 10,960.00	\$ -	100%
529070	Printing & Copying	\$ 23,472.00	\$ 5,986.46	\$ -	\$ 25,143.42	\$ (1,671.42)	107%
529110	Advertising	\$ -	\$ -	\$ -	\$ 41.05	\$ (41.05)	#DIV/0!
529141	Software License & Maint Fees	\$ 550.00	\$ -	\$ -	\$ 501.64	\$ (1,476.47)	91%
529150	Data Center Charges	\$ 1,104,372.00	\$ 102,754.23	\$ -	\$ 1,027,542.30	\$ 76,829.70	93%
529990	Other Contractuals	\$ 109,111.00	\$ 6,434.00	\$ -	\$ 65,852.29	\$ 26,730.71	60%
	Contractuals	\$ 1,879,613.00	\$ 185,782.62	\$ -	\$ 1,681,232.19	\$ 180,327.98	89%
531010	Computing Supplies	\$ 900.00	\$ -	\$ -	\$ 2,240.36	\$ (1,340.36)	249%
531020	Office Supplies	\$ 48,575.00	\$ 2,123.81	\$ -	\$ 34,328.19	\$ 14,246.81	71%
531030	Custodial Supplies	\$ 6,000.00	\$ 104.55	\$ -	\$ 2,555.12	\$ 3,444.88	43%
532020	Automotive Parts & Supplies	\$ 450.00	\$ 59.70	\$ -	\$ 119.40	\$ 330.60	27%
539012	Gasoline	\$ 4,134.00	\$ 310.19	\$ -	\$ 3,195.37	\$ 938.63	77%
539990	Other Commodities	\$ -	\$ -		\$ 25.98	\$ (25.98)	#DIV/0!
549010	Furniture & Fixtures <\$5k	\$ 9,990.00	\$ -	\$ -	\$ 2,328.68	\$ 7,661.32	23%
549020	Data Processing Equip <\$5k	\$ 9,665.00	\$ 41.92	\$ -	\$ 1,343.57	\$ 8,321.43	14%
549110	Library Materials	\$ 993,689.00	\$ 168,523.06	\$ -	\$ 575,766.02	\$ 417,366.48	58%
	Commodities	\$ 1,073,403.00	\$ 171,163.23	\$ -	\$ 621,902.69	\$ 450,943.81	58%
	Expense Total	\$ 10,161,742.00	\$ 917,842.19	\$ -	\$ 8,258,004.33	\$ 1,885,128.34	81%

**Grant Fund Summary Report
OCTOBER 2022**

Grant	Beginning Balance 9/01/2022	Revenue Received	Admin Charges	Contractuals	Materials	Supplies & Petty Cash	Equipment	Total Expenditures	Encumbrances	Remaining Balance 9/30/2022
SCKLS 2021	\$ 163,504.94	\$ -	\$ -	\$ 1,833.65	\$ 12,212.40	\$ -	\$ -	\$ 14,046.05	\$ -	\$ 149,458.89
SCKLS 2022	\$ 202,378.04	\$ -	\$ -	\$ 170.00	\$ -	\$ -	\$ -	\$ 170.00	\$ -	\$ 202,208.04
State Aid 2022	\$ 29,159.48	\$ -	\$ 658.98	\$ 9,831.47	\$ 2,537.50	\$ -	\$ 4,753.27	\$ 17,781.22	\$ -	\$ 11,378.26
Totals	\$ 395,042.46	\$ -	\$ 658.98	\$ 11,835.12	\$ 14,749.90	\$ -	\$ 4,753.27	\$ 31,997.27	\$ -	\$ 363,045.19

Wichita Public Library General Fund Bills

October 2022

Org: 10000080

10001 - Library - Personnel

1B - Base Compensation

511000 Base Compensation

Payroll, ADJ10.7.22	\$964.33
Payroll, PP10/14/22	\$202,853.21
Payroll, PP102822	\$204,558.38
Payroll, RTR10.28.2	\$40.24

Total 511000 Base Compensation	\$408,416.16
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Total 1B - Base Compensation	\$408,416.16
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1F - Special Compensation

512000 Special Compensation

Payroll, PP10/14/22	\$267.31
Payroll, PP102822	\$417.31

Total 512000 Special Compensation	\$684.62
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512051 Mileage Reimbursement

Payroll, 6379	\$23.99
Payroll, 6525	\$9.83
Payroll, 6694	\$1.64
Payroll, 6908	\$82.94
Payroll, 7399	\$21.44

Total 512051 Mileage Reimbursement	\$139.84
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Total 1F - Special Compensation	\$824.46
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1J - OT Compensation

513000 Overtime Compensation

Payroll, PP10/14/22	\$679.88
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Total 513000 Overtime Compensation	\$679.88
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Total 1J - OT Compensation	\$679.88
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1N - Employee Benefits

518200 Employer Wage Taxes & WC

Payroll, ADJ10.7.22	\$84.68
Payroll, PP10/14/22	\$16,981.49
Payroll, PP102822	\$17,043.95
Payroll, RTR10.28.2	\$3.53

Total 518200 Employer Wage Taxes & WC	\$34,113.65
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Wichita Public Library General Fund Bills

October 2022

518300 Employer Share EE Insurance

Payroll, PP10/14/22 \$37,270.63

Payroll, PP102822 \$38,323.83

Total 518300 Employer Share EE Insurance	\$75,594.46
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518400 Employer Share Pension/Retire

Payroll, ADJ10.7.22 \$124.40

Payroll, PP10/14/22 \$20,459.11

Payroll, PP102822 \$20,679.03

Payroll, RTR10.28.2 \$5.19

Total 518400 Employer Share Pension/Retire	\$41,267.73
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Total 1N - Employee Benefits	\$150,975.84
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Total 10001 - Library - Personnel	\$560,896.34
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10002 - Library - Contractuals

2B - Utilities

521011 Electricity - EDI

EVERGY KANSAS CENTRAL INC \$25,388.59

Total 521011 Electricity - EDI	\$25,388.59
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521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC \$103.73

ENCORE ENERGY SERVICES \$3,549.10

ONE GAS INC \$1,003.19

Total 521021 Natural Gas - EDI	\$4,656.02
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521030 Water Service

City of Wichita \$5,103.07

Total 521030 Water Service	\$5,103.07
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521050 Trash Service

BEST VALUE SERVICES LLC \$655.50

Total 521050 Trash Service	\$655.50
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Total 2B - Utilities	\$35,803.18
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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 \$1,007.00

Total 522010 PBX Line Charges	\$1,007.00
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Wichita Public Library General Fund Bills

October 2022

522020 PBX Instrument Charges

City of Wichita \$1,637.50

Total 522020 PBX Instrument Charges	\$1,637.50
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522040 Long Distance & Teleconference

City of Wichita \$28.70

Total 522040 Long Distance & Teleconference	\$28.70
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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	\$106,252.93
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2J - Insurance Premiums

523010 Building & Contents Insurance

City of Wichita \$22,904.75

Total 523010 Building & Contents Insurance	\$22,904.75
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523020 Vehicle Liability Premiums

City of Wichita \$217.50

Total 523020 Vehicle Liability Premiums	\$217.50
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Total 2J - Insurance Premiums	\$23,122.25
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2R - Professional Svcs

525013 Drug Screening

KELLY COMPLIANCE INC \$474.00

Total 525013 Drug Screening	\$474.00
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525070 Background Checks

TRUVIEW BSI LLC \$96.00

Total 525070 Background Checks	\$96.00
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525083 Textile Rental & Laundry Svcs

CINTAS CORPORATION \$26.28

P-CARD ONE-TIME PAY \$78.99

Total 525083 Textile Rental & Laundry Svcs	\$105.27
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Wichita Public Library General Fund Bills

October 2022

525990 Other Professional Services

LIQUID ENVIRONMENTAL SOLUTIONS \$530.00
LLC

SIGN LANGUAGE INTERPRETING \$84.00
SERVICES

UNIQUE MANAGEMENT SERVICES INC \$1,379.10

Total 525990 Other Professional Services	\$1,993.10
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Total 2R - Professional Svcs	\$2,668.37
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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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526011 Trip Car Charges

City of Wichita \$118.00

Total 526011 Trip Car Charges	\$118.00
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526042 Pest Control Services

P-CARD ONE-TIME PAY \$622.28

Total 526042 Pest Control Services	\$622.28
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526092 Rent-Real Property

CO CO PROPERTIES LLC \$4,088.24

Total 526092 Rent-Real Property	\$4,088.24
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Total 2V - Bldg & Equip Charges	\$5,138.52
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2Z - Other Contractuals

529010 Bank Charges

City of Wichita \$376.91

Total 529010 Bank Charges	\$376.91
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529070 Printing & Copying

City of Wichita \$2,554.79

P-CARD ONE-TIME PAY \$3,431.67

Total 529070 Printing & Copying	\$5,986.46
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529990 Other Contractuals

P-CARD ONE-TIME PAY \$6,334.00

UNIQUE MANAGEMENT SERVICES INC \$100.00

Total 529990 Other Contractuals	\$6,434.00
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Total 2Z - Other Contractuals	\$12,797.37
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Total 10002 - Library - Contractuals	\$185,782.62
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Wichita Public Library General Fund Bills

October 2022

10003 - Library - Commodities

3B - Supplies

531020 Office Supplies

City of Wichita \$1,653.69

P-CARD ONE-TIME PAY \$470.12

Total 531020 Office Supplies	\$2,123.81
------------------------------	------------

531030 Custodial Supplies

P-CARD ONE-TIME PAY \$104.55

Total 531030 Custodial Supplies	\$104.55
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Total 3B - Supplies	\$2,228.36
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3F - Components & Parts

532020 Automotive Parts & Supplies

City of Wichita \$59.70

Total 532020 Automotive Parts & Supplies	\$59.70
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Total 3F - Components & Parts	\$59.70
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3N - Fuel

539012 Gasoline

City of Wichita \$310.19

Total 539012 Gasoline	\$310.19
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Total 3N - Fuel	\$310.19
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4Z - Non-Capital Outlay

549020 Data Processing Equip <\$5k

City of Wichita \$41.92

Total 549020 Data Processing Equip <\$5k	\$41.92
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549110 Library Materials

JERELYN RAMIREZ \$1,550.00

KANOPY INC \$2,277.00

P-CARD ONE-TIME PAY \$164,696.06

Total 549110 Library Materials	\$168,523.06
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Total 4Z - Non-Capital Outlay	\$168,564.98
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Total 10003 - Library - Commodities	\$171,163.23
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Grand Total

\$917,842.19

Y1801 - South Central Kansas Library Sys 21

2 - Contractuals

2N - Employee Development

524020 Employee Travel & Training

(\$2,565.00)

JEFFREY L TATE

\$2,015.53

P-CARD ONE-TIME PAY

\$1,929.00

RACINE ZACKULA

\$454.12

Total 524020 Employee Travel & Training

\$1,833.65

Total 2N - Employee Development

\$1,833.65

Total 2 - Contractuals

\$1,833.65

3 - Commodities

4Z - Non-Capital Outlay

549110 Library Materials

P-CARD ONE-TIME PAY

\$12,212.40

Total 549110 Library Materials

\$12,212.40

Total 4Z - Non-Capital Outlay

\$12,212.40

Total 3 - Commodities

\$12,212.40

Total Y1801 - South Central Kansas Library Sys 21

\$14,046.05

Y2801 - Library State Grant-In-Aid 2022

2 - Contractuals

2F - Technology Charges

521070 Internet Service

P-CARD ONE-TIME PAY	\$826.70
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Total 521070 Internet Service	\$826.70
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Total 2F - Technology Charges	\$826.70
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2Z - Other Contractuals

529020 Postage

TARRANT INC	\$8,694.56
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Total 529020 Postage	\$8,694.56
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529990 Other Contractuals

P-CARD ONE-TIME PAY	\$310.21
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Total 529990 Other Contractuals	\$310.21
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Total 2Z - Other Contractuals	\$9,004.77
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Total 2 - Contractuals	\$9,831.47
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3 - Commodities

4Z - Non-Capital Outlay

549010 Furniture & Fixtures <\$5k

P-CARD ONE-TIME PAY	\$2,953.27
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Total 549010 Furniture & Fixtures <\$5k	\$2,953.27
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549020 Data Processing Equip <\$5k

INNOVATIVE INTERFACES INC	\$1,800.00
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Total 549020 Data Processing Equip <\$5k	\$1,800.00
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549110 Library Materials

P-CARD ONE-TIME PAY	\$2,537.50
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Total 549110 Library Materials	\$2,537.50
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Total 4Z - Non-Capital Outlay	\$7,290.77
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Total 3 - Commodities	\$7,290.77
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5 - Library State Grant-In-Aid 22

5A - City Admin Charges

551010 City Administrative Charges

City of Wichita	\$658.98
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Total 551010 City Administrative Charges	\$658.98
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Total 5A - City Admin Charges	\$658.98
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Total 5 - Library State Grant-In-Aid 22	\$658.98
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Total Y2801 - Library State Grant-In-Aid 2022	\$17,781.22
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Y2802 - South Central Kansas Library Sys 22		
2 - Contractuals		
2N - Employee Development		
524020 Employee Travel & Training		
P-CARD ONE-TIME PAY		\$170.00
Total 524020 Employee Travel & Training		\$170.00
Total 2N - Employee Development		\$170.00
Total 2 - Contractuals		\$170.00

Total Y2802 - South Central Kansas Library Sys 22	\$170.00
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Grand Total

\$31,997.27

GIFT AND MEMORIAL FUND

RECEIPTS/REIMBURSEMENTS

Amazon (Refund)	\$20.50
Baird (interest)	\$675.98
Cox (Refund)	\$21,857.76
Friends Monthly Donation (September 2022)	\$1,106.00
Flower Fund (Staff Donations)	\$325.00
Memorials	\$381.00
Premier Food Service (Vending 3rd Qtr 2022)	\$296.35
Wichita Public Library Foundation (Dillons Reimbursement)	\$15.98

TOTAL RECEIPTS	\$24,678.57
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EXPENDITURES

4Imprint (Inservice Day)	\$620.01
Amazon (Audio/Video Cables)	\$146.16
CDs Purchased	\$424,000.00
Cindy Bailey (Staff Retirement)	\$71.19
Brodart (Memorials)*	\$70.32
Hobby Lobby (Foundation)*	\$13.43
Ingram Library Services (Memorials)*	\$524.16
The Global Display Solution (Reusable Frames)	\$594.18
Kroger (Foundation)*	\$47.70
Makerbot.com (3D Supplies)	\$256.50
PocketSights (Annual Renewal)	\$499.00
Promo Depot (Staff Banned Book T-shirts)	\$110.30
Jaime Prothro (Inservice Day)	\$152.77
Tillie's Flower Shop (Staff Flower Fund)*	\$94.96
Wichita Genalogical Society (Staff Conference Registration)	\$30.00

TOTAL EXPENDITURES	\$427,230.68
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*Reimbursed expenses



INTEROFFICE MEMORANDUM

TO: Wichita Public Library Board
FROM: Sarah Kittrell, Collection Development Division Manager
SUBJECT: Approval of invoices over \$10,000 - LinkedIn Learning
DATE: November 3, 2022

Background: With the adoption of the revised 2022 budget, Wichita Public Library received an immediate increase to the materials budget. One focus of this increase is increase the number of digital resources and databases offered to Wichita Public Library card holders. One of the resources we would like to introduce before the end of 2022 is LinkedIn Learning.

Analysis: An online learning database, such as LinkedIn Learning, has long been requested by our community and we believe will be well-used. LinkedIn Learning offers over 16,000 online courses taught by real-world professionals on such topics as Career Development, Project Management, Marketing, Graphic Design, Database Management, Web and Software Development, and Sales. Training ranges from basic to advanced technology skills and provides cardholders with learning 24/7.

Financial Considerations: The annual cost for LinkedIn Learning is \$20,000 a year for a one or two year commitment; the price drops to \$19,600 a year with a three-year commitment. The Library will plan to pursue the three-year commitment.

Legal Considerations: The Library has received final approval of the terms of service/licensing agreement from the City of Wichita Law Department.

Recommended Action: It is recommended that the Board approve the Library's subscription to LinkedIn Learning in the amount of \$19,600.



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Jaime Nix, Director of Libraries
SUBJECT: Proposed Transfer of SCKLS 2021 Grant to the SCKLS Facilities Improvement Fund
DATE: November 9, 2022

Background: The South Central Kansas Library System (SCKLS) provides grants to member libraries to be used for library purposes only with no administrative fees allowed. The SCKLS Facilities Improvement Fund, a Wichita Public Library managed fund that was created by the Library Board of Directors in 2017 uses these SCKLS funds to underwrite the purchase and support of furnishings, equipment, materials, programs and services that benefit library customers. Prioritization of expenses in this fund are community-driven through engagement regarding the Advanced Learning Library and Master Plan for Branch Libraries. Expenditures from this fund are authorized by the Director of Libraries and are reviewed and approved by the Library Board of Directors. An accounting of receipts and expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

Analysis: A transfer of the balance of the 2021 SCKLS grant would ensure that the fund is closed in advance of the year end cutoff while enabling the department to make use of the funds to support planned enhancements to the library system.

Financial Considerations: As of December 7, 2022 the available balance of the 2021 SCKLS grant fund is \$149,458.89.

The SCKLS grant agreement requires that all funds from the grant are expended or transferred prior to December 31, 2021. The SCKLS Executive Director has previously determined that transferring unexpended funds into the SCKLS Facilities Improvement Fund to assist with implementation of the branch plan fulfills the grant requirements.

Recommendations/Actions: It is recommended that the Library Board authorize staff to transfer the remaining balance of the 2021 SCKLS grant into the SCKLS Facilities Improvement Fund.

Attachments: Invoice for transfer of remaining SCKLS21 funds

WICHITA PUBLIC LIBRARY FOUNDATION

711 W 2nd Street N
WICHITA, KS 67203
Phone 316-261-8520
Fax 316-219-6320

INVOICE**INVOICE #22ALLBRP****DATE: 11/8/2022**

DESCRIPTION	AMOUNT
Transfer of balance of SCKLS 2021 grant into Foundation SCKLS Facilities Improvement Fund as authorized by Library Board of Directors	\$149,458.89
TOTAL	\$149,458.89

Payable to:

Wichita Public Library Foundation
ATTN: Kristi Oberg
711 W 2nd Street N
Wichita, KS 67203

NET 30

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS

Operations Committee Agenda

Tuesday, November 15, 2022, 11:30am

Collaboration Room 205

Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order
2. Collection Analysis Tool for Diversity, Equity, and Inclusion
 - Presentation (Kittrell)
 - Discussion regarding collection development policy implications
3. Other items from Committee Members
4. Adjournment

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Planning and Facilities Committee Agenda
Tuesday, November 15, 2022, 11:30am
Collaboration Room 203
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order
2. Westlink Update
 - Design
 - Automated Materials Handling
 - Temporary Location
3. Planeview Community Center
4. District III Little Free Libraries
5. Public Art Donation: John Waltner (memo attached)
6. Other items from Committee Members
7. Adjournment

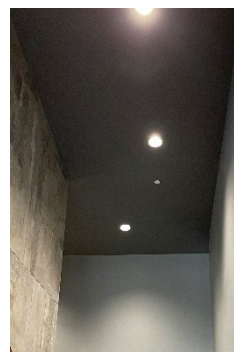
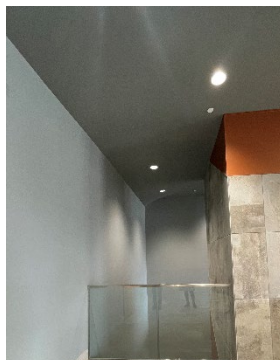
INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Jaime Nix
SUBJECT: Proposed Donated Mobile Art
DATE: November 9, 2022

Background: Local artist John Waltner has requested the opportunity to create a custom art mobile for the Advanced Learning Library. Mr. Waltner has installed pieces at the Hesston Public Library, has a mobile on exhibit at MarkArts, and has shown his work at CityArts.



Analysis: Director Nix, Jana Erwin with City Arts, and John Waltner met to discuss the vision for the piece, the alignment with building plans, and possible spaces for the piece to be placed. After discerning the scale, appeal, and building opportunities a space has been identified on the main stairway and will allow future artwork to be installed on the main stairwell wall.



Financial Considerations: None. This piece would be donated to the City of Wichita's art inventory.

Recommendations/Actions: It is recommended that the Library Board adopt approve the art concept to be pursued and brought to the Design Council for consideration.

Media Report: October 2022

October 4, 2022: KWCH, Tech Day at the Library:

<https://www.kwch.com/2022/10/04/wheres-shane-wichitas-advance-learning-library/>

October 17, 2022: The Wichita Eagle, Bilingual Storytime:

<https://www.kansas.com/news/local/education/article266925181.html>

October 25, 2022: KSN, Power Outage: [https://www.ksn.com/news/local/wichita-](https://www.ksn.com/news/local/wichita-advance-learning-library-closes-for-day/)

[advance-learning-library-closes-for-day/](https://www.ksn.com/news/local/wichita-advance-learning-library-closes-for-day/)

October 26, 2022: KSN, Little Free Libraries: [https://www.ksn.com/news/volunteers-](https://www.ksn.com/news/volunteers-paint-little-libraries-in-wichita/?utm_medium=referral&utm_source=t.co&utm_campaign=socialflow)

[paint-little-libraries-in-](https://www.ksn.com/news/volunteers-paint-little-libraries-in-wichita/?utm_medium=referral&utm_source=t.co&utm_campaign=socialflow)

[wichita/?utm_medium=referral&utm_source=t.co&utm_campaign=socialflow](https://www.ksn.com/news/volunteers-paint-little-libraries-in-wichita/?utm_medium=referral&utm_source=t.co&utm_campaign=socialflow)

October 27, 2022: KSN, Bilingual Storytime: [https://www.ksn.com/goodeykanas/kids-](https://www.ksn.com/goodeykanas/kids-corner-cuentos-bilingues-preschool-storytime/)

[corner-cuentos-bilingues-preschool-storytime/](https://www.ksn.com/goodeykanas/kids-corner-cuentos-bilingues-preschool-storytime/)

October 28, 2022: Wichita on the Cheap, Kansas Reads to Preschoolers:

<https://wichitaonthecheap.com/kansas-reads-to-preschoolers-free-program-and-concert/>

October 29, 2022: KFDI, Kansas Reads to Preschoolers:

<https://www.kfdi.com/2022/10/29/kansas-reads-to-preschoolers-program-returns-in-november/>