

## AGENDA

### Wichita Public Library Board of Directors Meeting

Tuesday, March 20, 2018 – 12:00 p.m.

Central Library Board Room (3<sup>rd</sup> Floor) -- 223 South Main, Wichita KS 67202

#### Staff Presentation: Recognition of Retiring Board Members

1. Call to Order/Introductions
2. Approval of the Agenda
3. Public Comment
4. Consent Agenda
  - A. February 20, 2018 Meeting Minutes
  - B. February 2018 Revenue Report
  - C. February 2018 Report 204 of General Fund Expenditures
  - D. February 2018 Bills

|                                |                     |
|--------------------------------|---------------------|
| 1. General Fund Bills          | \$706,417.26        |
| 2. Prior Year Grant Fund Bills | 18,822.72           |
| 3. Gift & Memorial Fund Bills  | 197.87              |
| <b>Total</b>                   | <b>\$725,437.85</b> |

- E. Proposed 2018 State Grants-in Aid Budget
  - F. Director of Libraries Report
  - G. Library Foundation Report
5. Unfinished Business
6. New Business
  - A. Budget
  - B. Proposed Changes to Meeting Room Policy
  - C. Request for Use of Customer Database for Targeted Fundraising Mailing
  - D. Appointment of Nominating Committee
7. Reports of Committees
8. Announcements
9. Adjournment

TOUR OF ADVANCED LEARNING LIBRARY TO FOLLOW –  
NO BUSINESS WILL BE CONDUCTED DURING THIS BUILDING REVIEW



# MONTHLY ACTIVITY REPORT

## February 2018

### SERVICE HIGHLIGHTS

The 32<sup>nd</sup> annual Academy Award Short Film program series began on Saturday, February 24, at the Orpheum Theatre. With an attendance of 380 people, the event continues to be a large draw for the community and surrounding area. Additional screenings were held in several library locations as well as at the Derby Public Library. The program concluded with a March 3 screening at the West Warren Theatre.

With the move to the Advanced Learning Library quickly approaching, several teams of staff spent February focused on projects related to the transition.

- The arrangement of picture books will be transitioned into a neighborhood system which facilitates browsing access while also supporting the development of early literacy skills. With the classification system established, the color coded labeling of the books has begun.
- Adult non-fiction collections, currently distributed across four floors of the Central Library, are being reorganized so that they can be more easily moved. Shifting of books is occurring on the first, second and third floors of the library. This will enable call numbers which are distributed across floors to be consolidated. The featured display collections (home & garden, healthy living, cooking, business and travel) will be prepared by separating the items out of the Dewey Decimal sequence used for the rest of the collection.
- Testing of the Polaris LEAP module continues. This is a web-based version of the current staff interface to the integrated library system. Built to be used on mobile devices, this product will anchor the roving service models that will be used in the Advanced Learning Library. It also provides new opportunities for the enhancement of outreach and pop-up library services, most notably through the ability to remotely issue library cards.
- Self-service computer printing is being tested at the Central Library and Rockwell branch in advance of implementation in the new library. The change eliminates the need for staff mediated release of computer printing through the addition of a print release station where customers can pay for their copies with either cash or credit cards. After some initial issues, the cash limit on the coin and bill acceptor was increased from \$5.00 to \$9.95 which has people making large numbers of copies to use the station. Many customers are happy with the service because it means they do not have to wait in line at the service desk to get their prints. One customer shared that she is a mental health professional and uses the library to print material that is often sensitive in nature. She appreciated the security and privacy restrictions on the self-printing service, and knowing that others are not able to access her print jobs.

### OTHER NEWS

In advance of the NCAA basketball tournament, the Central Library has begun testing a computer guest pass system. These passes provide eligible customers with 30 minutes of computer usage, once per day. Guest passes eliminate the requirement of a Wichita Public Library card in order to access computers.

As part of a promotional partnership with KPTS public television, the Central library hosted a pre-premiere screening of the new show “Pinkalicious and Peterrific” on February 10. The show is based on books of the same name, written by Victoria Kann. The event was attended by 59 people, with many children dressed in pink to honor the show's main character. The program included a watch party where portions of the first episode were screened. Afterwards, participants engaged in activities and crafts tied to the book and show's themes.

Grace Med Clinic at Dodge Elementary is a new partner in the Checkup and Check Out program. In addition to distributing vouchers for a free book at the Library to children ages 0-5 getting a well child checkup, they will also provide library calendars and 1000 Books before Kindergarten tracking sheets in their waiting room.

Staff from the Library and Public Works departments have continued efforts to develop lists of branch library maintenance needs as part of the process of finalizing a master plan for those facilities. SPT Architecture has helped with this process as they conducted 3D scans of the Rockwell, Comotara, Angelou, Westlink and Linwood branch facilities during February. The work is completed outside public service hours as there can be no movement in the building as the scans are being created. The results are three dimensional images of each building which can be accessed by maintenance staff when planning scheduled or emergency repairs.

During February, eighteen exams were proctored by staff at the Central Library. Five new students have registered to use the service during this spring semester.

Twenty people attended the February SCORE program which focused on business planning. The program included a demonstration of business databases and information about the Library’s small business resources.

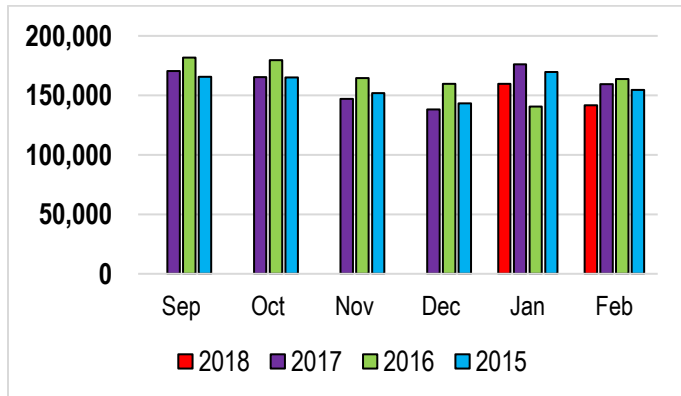
Wichita E-Reads circulation continued to be a bright spot for the library, with circulation topping 10,000 checkouts in a month for the second time ever. This is a stunning 36% increase over February 2017 circulation.

The Genealogy Section had out-of-state visitors from Arizona, California, Idaho, Missouri, Oklahoma, and Tennessee.

Agencies receiving programs or special services during January included: Fingerprints, Hilltop, 2<sup>nd</sup> Street, and West Village head start centers; Branches, Bug Lady Science, Honey Tree, New Song, Northfield and Sunrise Christian academies; Black, Clark, Cloud, Kensler, L’Ouverture, Mueller and St Jude elementary schools; Bookarama, First Thursdays and Friday Book Group book clubs; Envision and Loving Arms child development centers; Wichita Area Retired School Personnel; West Heights UMC Ruth Circle; Princeton and YMCA/East early learning centers; Tutor Time/Maple; Wichita State University Child Development Center; Maize Early Childhood Center; Colvin, Stanley and Sedgwick County Health Department Women, Infants and Children (WIC) program offices; and three family child care homes.

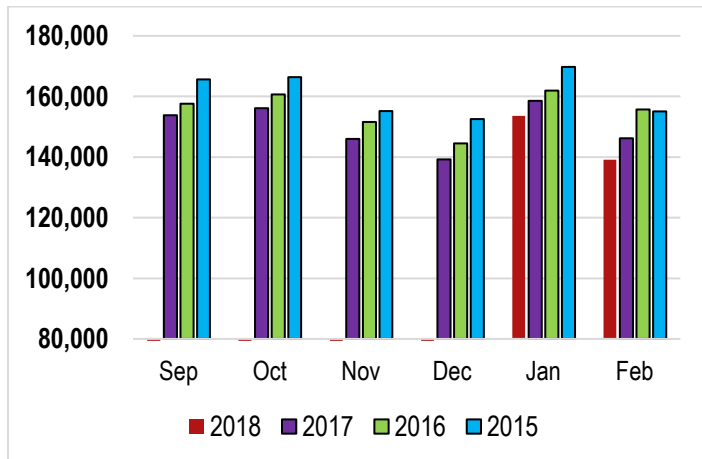
## Service Dashboard

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



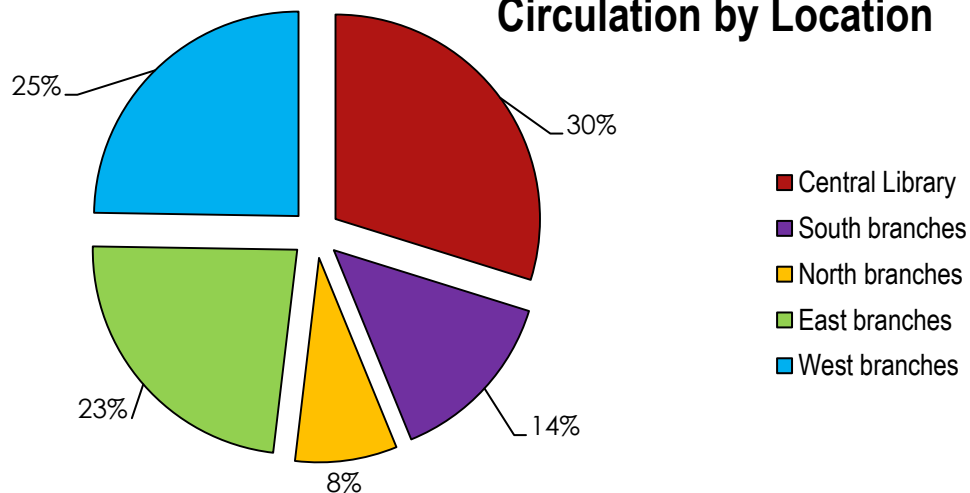
| FEBRUARY       |         |         |          |
|----------------|---------|---------|----------|
|                | 2018    | 2017    | % change |
| Door Counts    | 57,967  | 68,257  | -15.08%  |
| Catalog Use    | 39,572  | 45,601  | -13.22%  |
| Website Visits | 44,255  | 45,494  | -2.72%   |
| Total          | 141,794 | 159,352 | -11.02%  |

### CHECKOUTS

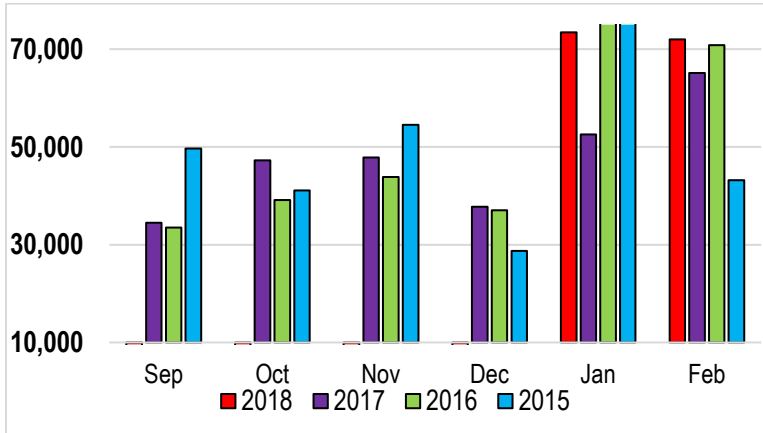


| FEBRUARY      |         |         |          |
|---------------|---------|---------|----------|
|               | 2018    | 2017    | % change |
| Physical Circ | 129,120 | 138,851 | -7.01%   |
| E-book Circ   | 10,017  | 7,362   | 36.06%   |
| Total         | 139,137 | 146,213 | -4.84%   |

### Circulation by Location

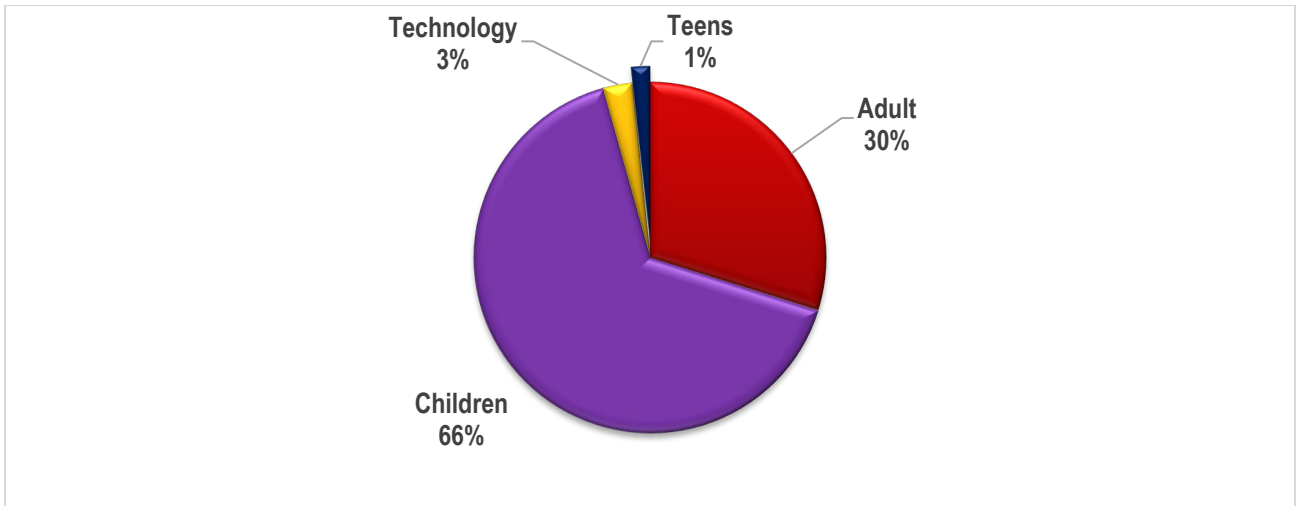


### QUESTIONS ANSWERED (by staff in person/phone and through online services)



| FEBRUARY  |        |        |          |
|-----------|--------|--------|----------|
|           | 2018   | 2017   | % change |
| In person | 8,960  | 9,352  | -4.19%   |
| Online    | 63,023 | 55,744 | 13.06%   |
| Total     | 71,983 | 65,096 | 10.58%   |

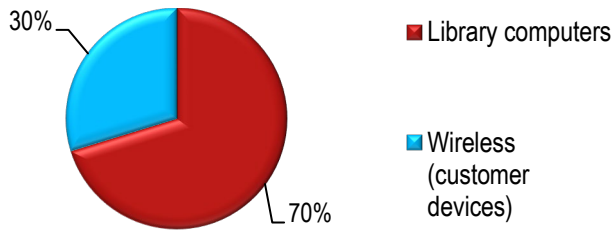
**PROGRAM ATTENDANCE**



| FEBRUARY ATTENDANCE |       |       |          |
|---------------------|-------|-------|----------|
|                     | 2018  | 2017  | % change |
| Adult events        | 1,183 | 1,427 | -17.10%  |
| Children's events   | 2,613 | 3,245 | -19.48%  |
| Technology training | 105   | 125   | -16.00%  |
| Teen events         | 63    | 230   | -72.61%  |
| TOTAL               | 3,964 | 5,027 | -21.15%  |

**PUBLIC COMPUTING**

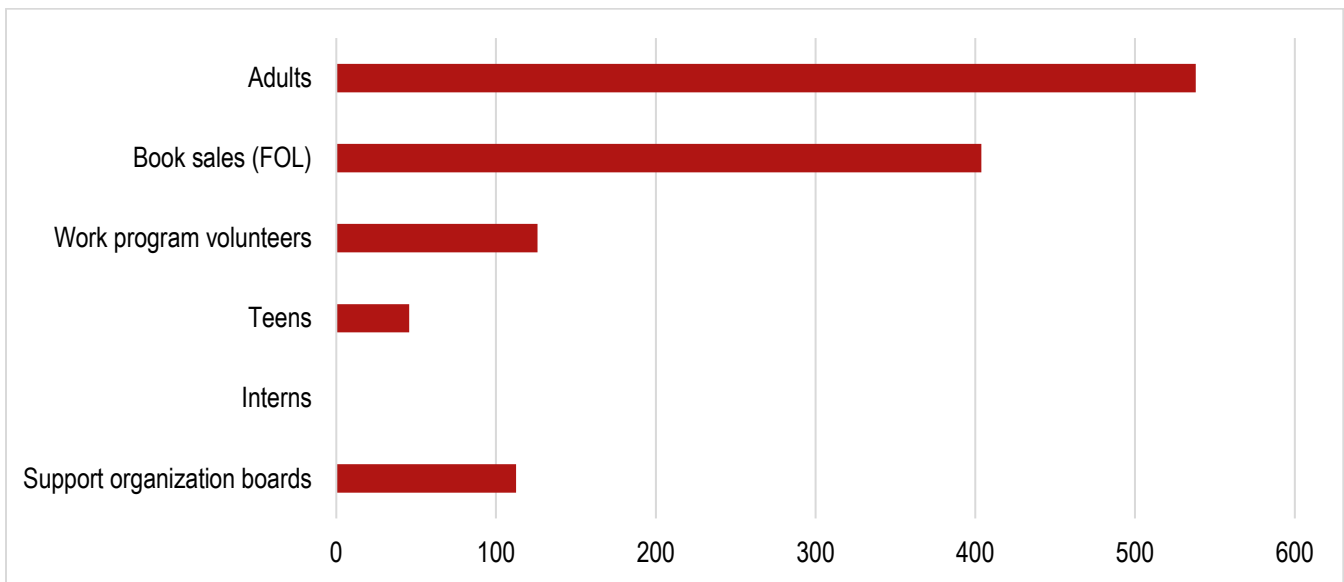
**Method of Computing Access  
(by session)**



**FEBRUARY**

|                              | 2018  | 2017  | % change |
|------------------------------|-------|-------|----------|
| Library Workstation Sessions | 8,368 | 9,735 | -14.04%  |
| Wi-Fi Sessions               | 3,547 | 3,830 | -7.39%   |
| Number of Users              | 1,142 | 1,315 | -13.16%  |
| Hours of Access              | 7,083 | 6,646 | 6.58%    |

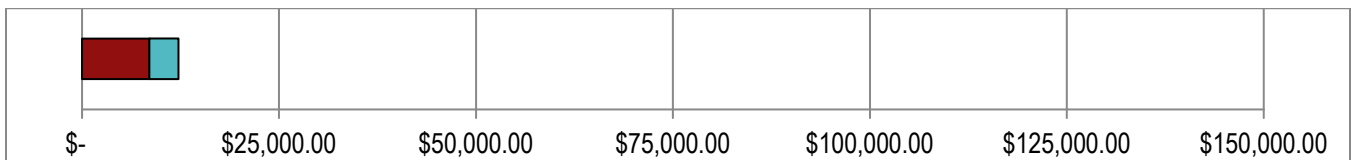
**VOLUNTEERS (hours of service)**



**Number of volunteers YTD = 114**

**Hours of service received = 2,752**

**MATERIALS DONATIONS (value if purchased)**



**Year to date total = \$12,241.60**

**Items added to Library collections YTD = 541**

**WICHITA PUBLIC LIBRARY**

Minutes of a Regular Meeting of the Library Board of Directors  
February 20, 2018.

The regular meeting of the Library Board of Directors was held on Tuesday, February 20, 2018 at the Central Library with the following present: Mr. Lamont Anderson, Mr. David Babich, Ms. Prisca Barnes, Ms. Lee Gee, Ms. Kellie Hogan, Mr. Randall Johnston, Ms. Shannon Littlejohn, Mr. Kevin McWhorter, Ms. Kerin Smith, and Mr. Jonathan Winkler.

Staff Present: Cynthia Berner, Director of Libraries; Cari Eagles-DeVous, Administrative Assistant; Kevin Hubbard, Security Officer; Kristi McEachern, Customer Services Manager; Tracie Partridge, Westlink Branch Manager; Tammy Penland, Support Services Manager; Julie Sherwood, Programming and Outreach Manager; Jeff Tate, Digital Services Manager; and Larry Vos, Information Services Manager.

Guests Present: Tom Borrego, Quynh Thoa Thi Le, Tadonne Neal, and Darla DeSpain.

**Call to Order**

President Kellie Hogan called the meeting to order at 12:05 p.m., a quorum being present.

**Introductions**

None

**Approval of the Agenda**

Kevin McWhorter moved (Gee) to approve the agenda as published. **Motion carried unanimously.**

**Public Comment**

Quynh Thoa Thi Le appealed to the board for reinstatement of her library privileges. Ms. Le was banned from the Wichita Public Library in August 2017 for repeatedly bringing a full gas can into the library after being told not to do so. Ms. Le expressed her reasons for wanting to have her privileges reinstated. Board members asked questions of Ms. Le to determine her understanding of why she had been banned from the library. Kevin Hubbard, a security officer from the Wichita Police Department primarily assigned to the Central Library, provided additional information about the handling of code of conduct violations. President Hogan thanked Ms. Le for attending the meeting and explained that a response from the Board would be provided in writing following the meeting.

*Prisca Barnes arrived.*

*Ms. Le and Officer Hubbard left the meeting.*

## Consent Agenda

President Hogan asked if there were items to be removed from the consent agenda. No items were identified by any Board member. Kevin McWhorter moved (Anderson) to approve the consent agenda. **Motion carried unanimously.** Actions taken through this motion included approval of:

- Minutes of the January 16, 2018 Library Board meeting
- Final 2017 Revenue Report
- Final 2017 Report 204 of General Fund Expenditures
- Final Report of 2017 Bills
- January 2018 Revenue Report
- January 2017 Report 204 of General Fund Expenditures
- January 2018 Bills
  - General Fund Bills: \$628,752.54
  - Prior Year Grant Fund Bills: \$15,746.48
  - Gift & Memorial Fund Bills: \$109,790.69
- Director of Libraries Report
- Wichita Genealogical Society Report
- Library Foundation Report

## Unfinished Business

None

## New Business

Board members discussed the reinstatement request from Quynh Thoa Thi Le. Director Berner offered additional explanations about the banning and reinstatement processes as established by Library policy. Requests for reinstatement are reviewed by Library staff and include consultations with the Municipal Court and Wichita Police Department. A period of six to twelve months without incident reports is one component of the evaluation of reinstatement requests. Another is evidence of effort to change behaviors through participation in training programs, case management services, etc. Based on the information Ms. Le provided in the written document shared with the Board at this meeting, a further evaluation of her reinstatement request would be scheduled no earlier than August 2018. Kerin Smith moved (Winkler) to uphold the banning of Ms. Le at this time. **Motioned carried unanimously.**

Director Berner reported that guidance on several policy issues relating to library service in west Wichita is needed in order for staff to complete the first draft of the updated master plan for branch libraries. A background report on this issue and an itemization of the policy questions were included in board packets. Kerin Smith commented that the 2006 master plan placed a new library in Southeast Wichita as the second priority behind replacement of the Central Library. Director Berner clarified that the second priority was expanded service in west Wichita with the southeast project as the third initiative in the plan, although the two were to be completed on close timelines. Jonathan Winkler asked how many board members would be



interested in leaving Westlink in place as it currently exists and adding a second branch in this quadrant of the City as opposed to building a larger facility. Several members indicated concerns about such an option, referencing the added cost from operating two facilities as opposed to the efficiencies of a larger, single building. Ms. Hogan indicated that she did not feel that there was sufficient time left in the meeting to discuss fully the questions at hand and recommended that further consideration be deferred to the March meeting. It was the consensus of the Board to take this action and to have staff provide a report on southeast library service at the same time so that a prioritization of needs could be reviewed as part of the conversation.

**Announcements**

None

**Adjournment**

The meeting was adjourned at 1:04 p.m.

The next regularly scheduled meeting will be March 20, 2018.

Respectfully submitted,

Cynthia Berner  
Director of Libraries

Finance Committee Agenda #3.A

Library Board Agenda Item #4.B

**WICHITA PUBLIC LIBRARY**  
General Fund

**Revenue Analysis Through February 2018**

| Adopted<br>Budget |   | Revenue                |                          |                           |                               | Percent<br>Received<br>To Date<br>(Goal = 16.67%) |
|-------------------|---|------------------------|--------------------------|---------------------------|-------------------------------|---|
|                   |   | Adopted<br>2018 Budget | Year to date<br>Receipts | End of year<br>Projection | Year-end<br>Surplus (Deficit) |   |
| \$350,400.00      | 7700 Library desk receipts (fines)      | \$350,400.00           | \$ 45,133.75             | \$ 250,000.00             | \$ (55,266.25)                | 12.88%  |
| \$13,000.00       | 7701 Copy machine revenue               | \$13,000.00            | \$ 2,264.97              | \$ 10,750.00              | \$ 14.97                      | 17.42%  |
| \$34,000.00       | 7703 Public computing                   | \$34,000.00            | \$ 5,067.50              | \$ 29,000.00              | \$ 67.50                      | 14.90%  |
| \$22,500.00       | 9601 Meeting Rooms                      | \$22,500.00            | \$ 4,007.30              | \$ 25,000.00              | \$ 6,507.30                   | 17.81%  |
| \$0.00            | 9602 Rent/Lease-Office space            | \$0.00                 | \$ -                     | \$ -                      | \$ -                          | --  |
| \$0.00            | 9810 Jury Duty                          | \$0.00                 | \$ -                     | \$ -                      | \$ -                          | --  |
| \$0.00            | 9811 Reimbursements                     | \$0.00                 | \$ -                     | \$ -                      | \$ -                          | --  |
| \$0.00            | 9819 Miscellaneous Revenue              | \$0.00                 | \$ -                     | \$ -                      | \$ -                          | --  |
| \$0.00            | 9840 Cash over (short)                  | \$0.00                 | \$ -                     | \$ -                      | \$ -                          | --  |
| \$74,000.00       | 9841 Kansas set-off program collections | \$74,000.00            | \$ 10,030.76             | \$ 73,000.00              | \$ 9,030.76                   | 13.56%  |
| <b>\$493,900</b>  | <b>TOTAL GENERAL FUND REVENUES</b>      | <b>\$ 493,900.00</b>   | <b>\$ 66,504.28</b>      | <b>\$ 387,750.00</b>      | <b>\$ (39,645.72)</b>         | <b>13.47%</b>                                     |



Report 204: Monthly and Year-to-Date Budgetary Expenditure Detail by Fund

FISCAL MONTH 2

FISCAL YEAR 2018

Department Range: 10 to 10

Library Board Agenda Item #4C  
Finance Committee Agenda

FUND: **100 General Fund**

| OBJ LVL 3           | DESCRIPTION                    | APPROPRIATION         | EXPENDITURES        | ENCUMBRANCES  | PRE-ENCUM     | EXP+ENC+PREEN       | EXP+ENC+PREEN         | BALANCE               | PERCENT       |
|---------------------|--------------------------------|-----------------------|---------------------|---------------|---------------|---------------------|-----------------------|-----------------------|---------------|
|                     |                                | YEAR TO DATE          | CURRENT MONTH       | CURRENT MONTH | CURRENT MONTH | CURRENT MONTH       | CURRENT YTD           |                       | EXPENDED      |
| 1,100               | Bi-weekly wages                | 4,422,023.00          | 275,280.86          | 0.00          | 0.00          | 275,280.86          | 537,886.36            | 3,884,136.64          | 12.16%        |
| 1,101               | Longevity                      | 54,996.00             | 4,495.50            | 0.00          | 0.00          | 4,495.50            | 9,076.00              | 45,920.00             | 16.50%        |
| 1,104               | Shift differential             | 4,000.00              | 224.47              | 0.00          | 0.00          | 224.47              | 432.85                | 3,567.15              | 10.82%        |
| 1,125               | Paid leaves                    | 0.00                  | 44,397.26           | 0.00          | 0.00          | 44,397.26           | 96,005.23             | (96,005.23)           | N/A           |
| 1,190               | Accrual                        | 35,500.00             | 0.00                | 0.00          | 0.00          | 0.00                | 0.00                  | 35,500.00             | 0.00%         |
| 1,199               | Other                          | (121,776.00)          | 0.00                | 0.00          | 0.00          | 0.00                | 0.00                  | (121,776.00)          | 0.00%         |
| 1,200               | Part time/seasonal             | 837,354.00            | 52,297.97           | 0.00          | 0.00          | 52,297.97           | 100,751.65            | 736,602.35            | 12.03%        |
| 1,201               | Limited seasonal wages         | 121,776.00            | 0.00                | 0.00          | 0.00          | 0.00                | 0.00                  | 121,776.00            | 0.00%         |
| 1,205               | Auto allowance                 | 7,000.00              | 449.84              | 0.00          | 0.00          | 449.84              | 880.31                | 6,119.69              | 12.58%        |
| 1,208               | Cellular phone allowance       | 1,800.00              | 150.00              | 0.00          | 0.00          | 150.00              | 300.00                | 1,500.00              | 16.67%        |
| 1,299               | Other-Special Salaries         | 13,000.00             | 0.00                | 0.00          | 0.00          | 0.00                | 0.00                  | 13,000.00             | 0.00%         |
| 1,300               | Premium-Overtime               | 0.00                  | 0.00                | 0.00          | 0.00          | 0.00                | 1,942.27              | (1,942.27)            | N/A           |
| 1,301               | Straight                       | 0.00                  | 0.00                | 0.00          | 0.00          | 0.00                | 301.57                | (301.57)              | N/A           |
| 1,400               | FICA                           | 406,155.00            | 27,426.02           | 0.00          | 0.00          | 27,426.02           | 54,317.70             | 351,837.30            | 13.37%        |
| 1,401               | Employee pension               | 573,550.00            | 38,283.69           | 0.00          | 0.00          | 38,283.69           | 76,635.36             | 496,914.64            | 13.36%        |
| 1,403               | Workers compensation           | 54,779.00             | 3,696.88            | 0.00          | 0.00          | 3,696.88            | 7,383.84              | 47,395.16             | 13.48%        |
| 1,404               | Unemployment compensation      | 10,637.00             | 351.37              | 0.00          | 0.00          | 351.37              | 699.63                | 9,937.37              | 6.58%         |
| 1,405               | Group health insurance         | 942,668.00            | 71,519.97           | 0.00          | 0.00          | 71,519.97           | 176,502.06            | 766,165.94            | 18.72%        |
| 1,406               | Group life insurance           | 17,688.00             | 580.30              | 0.00          | 0.00          | 580.30              | 1,160.32              | 16,527.68             | 6.56%         |
| 1,409               | Other                          | (60,408.00)           | 0.00                | 0.00          | 0.00          | 0.00                | 0.00                  | (60,408.00)           | 0.00%         |
| 1,499               | Employee benefits in aggregate | 2,000.00              | 0.00                | 0.00          | 0.00          | 0.00                | 0.00                  | 2,000.00              | 0.00%         |
| 1,500               | Planned savings                | (320,025.00)          | 0.00                | 0.00          | 0.00          | 0.00                | 0.00                  | (320,025.00)          | 0.00%         |
| <b>OBJECT TOTAL</b> | <b>1 Personnel services</b>    | <b>\$7,002,717.00</b> | <b>\$519,154.13</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$519,154.13</b> | <b>\$1,064,275.15</b> | <b>\$5,938,441.85</b> | <b>15.20%</b> |
| 2,100               | Electricity                    | 186,252.00            | 20,707.70           | 0.00          | 0.00          | 20,707.70           | 25,871.94             | 160,380.06            | 13.89%        |
| 2,101               | Gas-ONEOK Kansas Gas Service   | 9,075.00              | 757.84              | 0.00          | 0.00          | 757.84              | 2,038.42              | 7,036.58              | 22.46%        |
| 2,102               | Gas-Black Hills                | 5,990.00              | 1,264.32            | 0.00          | 0.00          | 1,264.32            | 2,472.11              | 3,517.89              | 41.27%        |
| 2,104               | Water                          | 15,750.00             | 911.95              | 0.00          | 0.00          | 911.95              | 1,606.86              | 14,143.14             | 10.20%        |
| 2,107               | Trash service                  | 4,000.00              | 304.82              | 0.00          | 0.00          | 304.82              | 609.64                | 3,390.36              | 15.24%        |
| 2,199               | Utilities-Other                | 55,422.00             | 0.00                | 0.00          | 0.00          | 0.00                | 0.00                  | 55,422.00             | 0.00%         |
| 2,200               | PBX - line charges             | 11,172.00             | 1,168.50            | 0.00          | 0.00          | 1,168.50            | 2,099.50              | 9,072.50              | 18.79%        |
| 2,201               | PBX - instrument charges       | 17,460.00             | 1,886.25            | 0.00          | 0.00          | 1,886.25            | 3,341.25              | 14,118.75             | 19.14%        |
| 2,202               | Moves and changes              | 100.00                | 0.00                | 0.00          | 0.00          | 0.00                | 0.00                  | 100.00                | 0.00%         |
| 2,203               | Long distance service          | 900.00                | 140.22              | 0.00          | 0.00          | 140.22              | 218.55                | 681.45                | 24.28%        |
| 2,204               | Local services                 | 13,500.00             | 499.23              | 0.00          | 0.00          | 499.23              | 499.23                | 13,000.77             | 3.70%         |



Report 204: Monthly and Year-to-Date Budgetary Expenditure Detail by Fund

FISCAL MONTH 2

FISCAL YEAR 2018

Library Board Agenda Item #4.C.  
Finance Committee Agenda Item #3.A.

Department Range: 10 to 10

FUND: **100 General Fund**

| OBJ LVL 3           | DESCRIPTION                     | APPROPRIATION<br>YEAR TO DATE | EXPENDITURES<br>CURRENT MONTH | ENCUMBRANCES<br>CURRENT MONTH | PRE-ENCUM<br>CURRENT MONTH | EXP+ENC+PREEN<br>CURRENT MONTH | EXP+ENC+PREEN<br>CURRENT YTD | BALANCE               | PERCENT<br>EXPENDED |
|---------------------|---------------------------------|-------------------------------|-------------------------------|-------------------------------|----------------------------|--------------------------------|------------------------------|-----------------------|---------------------|
| 2,207               | Postage - regular               | 23,000.00                     | 1,513.79                      | 0.00                          | 0.00                       | 1,513.79                       | 3,217.62                     | 19,782.38             | 13.99%              |
| 2,211               | Express mail                    | 4,000.00                      | 0.00                          | 0.00                          | 0.00                       | 0.00                           | 0.00                         | 4,000.00              | 0.00%               |
| 2,215               | Plexar                          | 8,136.00                      | 430.00                        | 0.00                          | 0.00                       | 430.00                         | 1,108.00                     | 7,028.00              | 13.62%              |
| 2,216               | Voice mail                      | 1,512.00                      | 133.00                        | 0.00                          | 0.00                       | 133.00                         | 259.00                       | 1,253.00              | 17.13%              |
| 2,299               | Other-Communications            | (7,314.00)                    | 1,550.00                      | 0.00                          | 0.00                       | 1,550.00                       | 1,550.00                     | (8,864.00)            | -21.19%             |
| 2,301               | Meals and lodging allowance     | 2,540.00                      | 0.00                          | 0.00                          | 0.00                       | 0.00                           | 0.00                         | 2,540.00              | 0.00%               |
| 2,302               | Out of town registration fees   | 670.00                        | (2,095.00)                    | 0.00                          | 0.00                       | (2,095.00)                     | (2,095.00)                   | 2,765.00              | -312.69%            |
| 2,308               | Transportation - out of town    | 1,905.00                      | 0.00                          | 0.00                          | 0.00                       | 0.00                           | 0.00                         | 1,905.00              | 0.00%               |
| 2,399               | Other training/transportation   | (2,500.00)                    | 0.00                          | 0.00                          | 0.00                       | 0.00                           | 0.00                         | (2,500.00)            | 0.00%               |
| 2,400               | Building and contents insurance | 96,882.00                     | 0.00                          | 0.00                          | 0.00                       | 0.00                           | 0.00                         | 96,882.00             | 0.00%               |
| 2,401               | Vehicle liability               | 870.00                        | 0.00                          | 0.00                          | 0.00                       | 0.00                           | 0.00                         | 870.00                | 0.00%               |
| 2,502               | Medical and laboratory services | 0.00                          | 0.00                          | 0.00                          | 0.00                       | 0.00                           | 248.00                       | (248.00)              | N/A                 |
| 2,519               | Background checks               | 3,140.00                      | 125.85                        | 0.00                          | 0.00                       | 125.85                         | 125.85                       | 3,014.15              | 4.01%               |
| 2,543               | Bank charges                    | 5,000.00                      | 456.19                        | 0.00                          | 0.00                       | 456.19                         | 861.72                       | 4,138.28              | 17.23%              |
| 2,599               | Other professional services     | 37,970.00                     | 2,493.55                      | 0.00                          | 0.00                       | 2,493.55                       | 2,661.55                     | 35,308.45             | 7.01%               |
| 2,600               | Data center charges             | 684,492.00                    | 55,403.83                     | 0.00                          | 0.00                       | 55,403.83                      | 110,807.66                   | 573,684.34            | 16.19%              |
| 2,601               | Maintenance - data equipment    | 22,046.00                     | 0.00                          | 0.00                          | 0.00                       | 0.00                           | 0.00                         | 22,046.00             | 0.00%               |
| 2,699               | Other data processing charges   | 6,400.00                      | 0.00                          | 0.00                          | 0.00                       | 0.00                           | 0.00                         | 6,400.00              | 0.00%               |
| 2,700               | Motor pool - scheduled charges  | 3,720.00                      | 310.00                        | 0.00                          | 0.00                       | 310.00                         | 620.00                       | 3,100.00              | 16.67%              |
| 2,703               | Maintenance - equipment         | 5,421.00                      | 0.00                          | 0.00                          | 0.00                       | 0.00                           | 0.00                         | 5,421.00              | 0.00%               |
| 2,708               | Uniform rental service          | 2,806.00                      | 82.80                         | 0.00                          | 0.00                       | 82.80                          | 164.40                       | 2,641.60              | 5.86%               |
| 2,804               | Pest control services           | 13,000.00                     | 2,439.00                      | 0.00                          | 0.00                       | 2,439.00                       | 2,439.00                     | 10,561.00             | 18.76%              |
| 2,805               | Janitorial services             | 55,032.00                     | 3,590.00                      | 0.00                          | 0.00                       | 3,590.00                       | 3,590.00                     | 51,442.00             | 6.52%               |
| 2,806               | Security/Fire services          | 0.00                          | 120.00                        | 0.00                          | 0.00                       | 120.00                         | 120.00                       | (120.00)              | N/A                 |
| 2,899               | Other building/grounds charges  | 13,515.00                     | 0.00                          | 0.00                          | 0.00                       | 0.00                           | 0.00                         | 13,515.00             | 0.00%               |
| 2,902               | Advertising                     | 0.00                          | 0.00                          | 0.00                          | 0.00                       | 0.00                           | 20.40                        | (20.40)               | N/A                 |
| 2,906               | Membership dues                 | 3,195.00                      | 0.00                          | 0.00                          | 0.00                       | 0.00                           | 0.00                         | 3,195.00              | 0.00%               |
| 2,917               | Printing and copying            | 23,472.00                     | 1,111.60                      | 0.00                          | 0.00                       | 1,111.60                       | 2,296.55                     | 21,175.45             | 9.78%               |
| 2,999               | Other contractals               | 77,583.00                     | 10,120.55                     | 0.00                          | 0.00                       | 10,120.55                      | 10,162.30                    | 67,420.70             | 13.10%              |
| <b>OBJECT TOTAL</b> | <b>2 Contractual services</b>   | <b>\$1,406,114.00</b>         | <b>\$105,425.99</b>           | <b>\$0.00</b>                 | <b>\$0.00</b>              | <b>\$105,425.99</b>            | <b>\$176,914.55</b>          | <b>\$1,229,199.45</b> | <b>12.58%</b>       |
| 3,101               | Computer/printer supplies       | 900.00                        | 0.00                          | 0.00                          | 0.00                       | 0.00                           | 0.00                         | 900.00                | 0.00%               |
| 3,103               | Office supplies                 | 28,050.00                     | 2,056.10                      | 0.00                          | 0.00                       | 2,056.10                       | 3,180.37                     | 24,869.63             | 11.34%              |
| 3,199               | Other office supplies           | 21,050.00                     | 2,711.21                      | 0.00                          | 0.00                       | 2,711.21                       | 2,711.21                     | 18,338.79             | 12.88%              |
| 3,405               | Fuel                            | 2,812.00                      | 188.23                        | 0.00                          | 0.00                       | 188.23                         | 388.80                       | 2,423.20              | 13.83%              |



Report 204: Monthly and Year-to-Date Budgetary Expenditure Detail by Fund

FISCAL MONTH 2

FISCAL YEAR 2018

Department Range: 10 to 10

FUND: **100** General Fund

| OBJ LVL 3           | DESCRIPTION                            | APPROPRIATION<br>YEAR TO DATE | EXPENDITURES<br>CURRENT MONTH | ENCUMBRANCES<br>CURRENT MONTH | PRE-ENCUM<br>CURRENT MONTH | EXP+ENC+PREEN<br>CURRENT MONTH | EXP+ENC+PREEN<br>CURRENT YTD | BALANCE               | PERCENT<br>EXPENDED |
|---------------------|--|-------------------------------|-------------------------------|-------------------------------|----------------------------|--------------------------------|------------------------------|-----------------------|---------------------|
| 3,499               | Other equipment parts                  | 450.00                        | 0.00                          | 0.00                          | 0.00                       | 0.00                           | 1,405.64                     | (955.64)              | 312.36%             |
| 3,804               | Data processing equipment < \$5,000 ea | 35,157.00                     | 0.00                          | 0.00                          | 0.00                       | 0.00                           | 0.00                         | 35,157.00             | 0.00%               |
| 3,805               | Furniture & equipment <\$5000 each     | 9,990.00                      | 150.61                        | 0.00                          | 0.00                       | 150.61                         | 150.61                       | 9,839.39              | 1.51%               |
| 3,811               | Library materials < \$5,000 each       | 697,530.00                    | 22,551.34                     | 0.00                          | 0.00                       | 22,551.34                      | 31,963.82                    | 665,566.18            | 4.58%               |
| 3,901               | Custodial supplies                     | 6,000.00                      | 178.40                        | 0.00                          | 0.00                       | 178.40                         | 178.40                       | 5,821.60              | 2.97%               |
| 3,990               | Purchasing Card Clearing               | 0.00                          | 54,001.25                     | 0.00                          | 0.00                       | 54,001.25                      | 54,001.25                    | (54,001.25)           | N/A                 |
| <b>OBJECT TOTAL</b> | <b>3</b> Materials and supplies        | <b>\$801,939.00</b>           | <b>\$81,837.14</b>            | <b>\$0.00</b>                 | <b>\$0.00</b>              | <b>\$81,837.14</b>             | <b>\$93,980.10</b>           | <b>\$707,958.90</b>   | <b>11.72%</b>       |
| <b>FUND TOTAL</b>   | <b>100</b> General Fund                | <b>\$9,210,770.00</b>         | <b>\$706,417.26</b>           | <b>\$0.00</b>                 | <b>\$0.00</b>              | <b>\$706,417.26</b>            | <b>\$1,335,169.80</b>        | <b>\$7,875,600.20</b> |                     |



Report 204: Monthly and Year-to-Date Budgetary Expenditure Detail by Fund

FISCAL MONTH 2

FISCAL YEAR 2018

Department Range: 10 to 10

FUND: 100 General Fund

| OBJ LVL 3   | DESCRIPTION | APPROPRIATION<br>YEAR TO DATE | EXPENDITURES<br>CURRENT MONTH | ENCUMBRANCES<br>CURRENT MONTH | PRE-ENCUM<br>CURRENT MONTH | EXP+ENC+PREEN<br>CURRENT MONTH | EXP+ENC+PREEN<br>CURRENT YTD | BALANCE               | PERCENT<br>EXPENDED |
|-------------|-------------|-------------------------------|-------------------------------|-------------------------------|----------------------------|--------------------------------|------------------------------|-----------------------|---------------------|
| GRAND TOTAL |             | <u>\$9,210,770.00</u>         | <u>\$706,417.26</u>           | <u>\$0.00</u>                 | <u>\$0.00</u>              | <u>\$706,417.26</u>            | <u>\$1,335,169.80</u>        | <u>\$7,875,600.20</u> |                     |

# Wichita Public Library General Fund Bills

February 2018

OCA: 101014 TO 101014 Finance Committee Agenda Item #4.A.  
Library Board Consent Agenda Item #4.D.1

## 1 Personnel services

### 110 Regular salaries

#### 1,100 Bi-weekly wages

Payroll, 20180209 141,343.90

Payroll, 20180223 133,936.96

|       |                       |            |
|-------|-----------------------|------------|
| Total | 1,100 Bi-weekly wages | 275,280.86 |
|-------|-----------------------|------------|

#### 1,101 Longevity

Payroll, 20180209 2,246.50

Payroll, 20180223 2,249.00

|       |                 |          |
|-------|-----------------|----------|
| Total | 1,101 Longevity | 4,495.50 |
|-------|-----------------|----------|

#### 1,104 Shift differential

Payroll, 20180209 115.70

Payroll, 20180223 108.77

|       |                          |        |
|-------|--------------------------|--------|
| Total | 1,104 Shift differential | 224.47 |
|-------|--------------------------|--------|

#### 1,125 Paid leaves

Payroll, 20180209 18,644.14

Payroll, 20180223 25,753.12

|       |                   |           |
|-------|-------------------|-----------|
| Total | 1,125 Paid leaves | 44,397.26 |
|-------|-------------------|-----------|

|              |                             |                   |
|--------------|-----------------------------|-------------------|
| <b>Total</b> | <b>110 Regular salaries</b> | <b>324,398.09</b> |
|--------------|-----------------------------|-------------------|

### 120 Special salaries

#### 1,200 Part time/seasonal

Payroll, 20180209 26,677.80

Payroll, 20180223 25,620.17

|       |                          |           |
|-------|--------------------------|-----------|
| Total | 1,200 Part time/seasonal | 52,297.97 |
|-------|--------------------------|-----------|

#### 1,205 Auto allowance

Payroll, 20180209 230.60

Payroll, 20180223 219.24

|       |                      |        |
|-------|----------------------|--------|
| Total | 1,205 Auto allowance | 449.84 |
|-------|----------------------|--------|

#### 1,208 Cellular phone allowance

Payroll, 20180223 150.00

|       |                                |        |
|-------|--------------------------------|--------|
| Total | 1,208 Cellular phone allowance | 150.00 |
|-------|--------------------------------|--------|

|              |                             |                  |
|--------------|-----------------------------|------------------|
| <b>Total</b> | <b>120 Special salaries</b> | <b>52,897.81</b> |
|--------------|-----------------------------|------------------|

### 140 Employee benefits

#### 1,400 FICA

Payroll, 20180209 13,734.68

Payroll, 20180223 13,691.34

|       |            |           |
|-------|------------|-----------|
| Total | 1,400 FICA | 27,426.02 |
|-------|------------|-----------|

#### 1,401 Employee pension

Payroll, 20180209 19,129.07

Payroll, 20180223 19,154.62

|       |                        |           |
|-------|------------------------|-----------|
| Total | 1,401 Employee pension | 38,283.69 |
|-------|------------------------|-----------|

#### 1,403 Workers compensation

Payroll, 20180209 1,844.93

Payroll, 20180223 1,851.95

|       |                            |          |
|-------|----------------------------|----------|
| Total | 1,403 Workers compensation | 3,696.88 |
|-------|----------------------------|----------|

#### 1,404 Unemployment compensation

Payroll, 20180209 172.35

Payroll, 20180223 179.02

|       |                                 |        |
|-------|---------------------------------|--------|
| Total | 1,404 Unemployment compensation | 351.37 |
|-------|---------------------------------|--------|

#### 1,405 Group health insurance

Payroll, 20180209 34,066.91

# Wichita Public Library General Fund Bills

February 2018

OCA: 101014 TO 101014

|       |       |                        |            |
|-------|-------|------------------------|------------|
|       |       | Payroll, 20180223      | 37,453.06  |
| Total | 1,405 | Group health insurance | 71,519.97  |
|       | 1,406 | Group life insurance   |            |
|       |       | Payroll, 20180209      | 286.04     |
|       |       | Payroll, 20180223      | 294.26     |
| Total | 1,406 | Group life insurance   | 580.30     |
| Total | 140   | Employee benefits      | 141,858.23 |
| Total | 1     | Personnel services     | 519,154.13 |



OCA: 101014 TO 101014

2 Contractual services

210 Utilities

2,100 Electricity

WESTAR ENERGY - EDI

20,707.70

|       |                   |           |
|-------|-------------------|-----------|
| Total | 2,100 Electricity | 20,707.70 |
|-------|-------------------|-----------|

2,101 Gas-ONEOK Kansas Gas Service

ONE GAS INC

757.84

|       |                                    |        |
|-------|------------------------------------|--------|
| Total | 2,101 Gas-ONEOK Kansas Gas Service | 757.84 |
|-------|------------------------------------|--------|

2,102 Gas-Black Hills

BLACK HILLS UTILITY HOLDING INC

1,264.32

|       |                       |          |
|-------|-----------------------|----------|
| Total | 2,102 Gas-Black Hills | 1,264.32 |
|-------|-----------------------|----------|

2,104 Water

City of Wichita

911.95

|       |             |        |
|-------|-------------|--------|
| Total | 2,104 Water | 911.95 |
|-------|-------------|--------|

2,107 Trash service

WASTE CONNECTIONS OF KANSAS INC - EDI

304.82

|       |                     |        |
|-------|---------------------|--------|
| Total | 2,107 Trash service | 304.82 |
|-------|---------------------|--------|

|       |               |           |
|-------|---------------|-----------|
| Total | 210 Utilities | 23,946.63 |
|-------|---------------|-----------|

220 Communications

2,200 PBX - line charges

City of Wichita

1,168.50

|       |                          |          |
|-------|--------------------------|----------|
| Total | 2,200 PBX - line charges | 1,168.50 |
|-------|--------------------------|----------|

2,201 PBX - instrument charges

City of Wichita

1,886.25

|       |                                |          |
|-------|--------------------------------|----------|
| Total | 2,201 PBX - instrument charges | 1,886.25 |
|-------|--------------------------------|----------|

2,203 Long distance service

AT&T

126.07

City of Wichita

14.15

|       |                             |        |
|-------|-----------------------------|--------|
| Total | 2,203 Long distance service | 140.22 |
|-------|-----------------------------|--------|

2,204 Local services

City of Wichita

499.23

|       |                      |        |
|-------|----------------------|--------|
| Total | 2,204 Local services | 499.23 |
|-------|----------------------|--------|

2,207 Postage - regular

City of Wichita

1,513.79

|       |                         |          |
|-------|-------------------------|----------|
| Total | 2,207 Postage - regular | 1,513.79 |
|-------|-------------------------|----------|

2,215 Plexar

City of Wichita

430.00

|       |              |        |
|-------|--------------|--------|
| Total | 2,215 Plexar | 430.00 |
|-------|--------------|--------|

2,216 Voice mail

City of Wichita

133.00

|       |                  |        |
|-------|------------------|--------|
| Total | 2,216 Voice mail | 133.00 |
|-------|------------------|--------|

2,299 Other-Communications

NORTHEAST KANSAS LIBRARY SYSTEM

1,550.00

|       |                            |          |
|-------|----------------------------|----------|
| Total | 2,299 Other-Communications | 1,550.00 |
|-------|----------------------------|----------|

|       |                    |          |
|-------|--------------------|----------|
| Total | 220 Communications | 7,320.99 |
|-------|--------------------|----------|

230 Transportation and training

2,302 Out of town registration fees

SOUTH CENTRAL KANSAS LIBRARY SYSTEM

-2,095.00

|       |                                     |           |
|-------|-------------------------------------|-----------|
| Total | 2,302 Out of town registration fees | -2,095.00 |
|-------|-------------------------------------|-----------|

|       |                                 |           |
|-------|---------------------------------|-----------|
| Total | 230 Transportation and training | -2,095.00 |
|-------|---------------------------------|-----------|

250 Professional services

# Wichita Public Library General Fund Bills

February 2018

OCA: 101014 TO 101014

2,519 Background checks  
HIRERIGHT LLC 125.85

|       |                         |        |
|-------|-------------------------|--------|
| Total | 2,519 Background checks | 125.85 |
|-------|-------------------------|--------|

2,543 Bank charges  
City of Wichita 456.19

|       |                    |        |
|-------|--------------------|--------|
| Total | 2,543 Bank charges | 456.19 |
|-------|--------------------|--------|

2,599 Other professional services  
INFORMATION NETWORK OF KANSAS 9.00  
SIGN LANGUAGE INTERPRETING SERVICES 168.00  
UNIQUE MANAGEMENT SERVICES INC 2,316.55

|       |                                   |          |
|-------|-----------------------------------|----------|
| Total | 2,599 Other professional services | 2,493.55 |
|-------|-----------------------------------|----------|

|       |                           |          |
|-------|---------------------------|----------|
| Total | 250 Professional services | 3,075.59 |
|-------|---------------------------|----------|

260 Data processing  
2,600 Data center charges  
City of Wichita 55,403.83

|       |                           |           |
|-------|---------------------------|-----------|
| Total | 2,600 Data center charges | 55,403.83 |
|-------|---------------------------|-----------|

|       |                     |           |
|-------|---------------------|-----------|
| Total | 260 Data processing | 55,403.83 |
|-------|---------------------|-----------|

270 Equipment charges  
2,700 Motor pool - scheduled charges  
City of Wichita 310.00

|       |                                      |        |
|-------|--------------------------------------|--------|
| Total | 2,700 Motor pool - scheduled charges | 310.00 |
|-------|--------------------------------------|--------|

2,708 Uniform rental service  
ARAMARK UNIFORM & CAREER APPAREL GRP II 82.80

|       |                              |       |
|-------|------------------------------|-------|
| Total | 2,708 Uniform rental service | 82.80 |
|-------|------------------------------|-------|

|       |                       |        |
|-------|-----------------------|--------|
| Total | 270 Equipment charges | 392.80 |
|-------|-----------------------|--------|

280 Buildings and grounds charges  
2,804 Pest control services  
City of Wichita 2,439.00

|       |                             |          |
|-------|-----------------------------|----------|
| Total | 2,804 Pest control services | 2,439.00 |
|-------|-----------------------------|----------|

2,805 Janitorial services  
STEPHENS INDUSTRIES INC 3,590.00

|       |                           |          |
|-------|---------------------------|----------|
| Total | 2,805 Janitorial services | 3,590.00 |
|-------|---------------------------|----------|

2,806 Security/Fire services  
TOTAL SECURITY SOLUTIONS LLC 120.00

|       |                              |        |
|-------|------------------------------|--------|
| Total | 2,806 Security/Fire services | 120.00 |
|-------|------------------------------|--------|

|       |                                   |          |
|-------|-----------------------------------|----------|
| Total | 280 Buildings and grounds charges | 6,149.00 |
|-------|-----------------------------------|----------|

290 Other contractals  
2,917 Printing and copying  
City of Wichita 1,111.60

|       |                            |          |
|-------|----------------------------|----------|
| Total | 2,917 Printing and copying | 1,111.60 |
|-------|----------------------------|----------|

2,999 Other contractals  
ARAMARK UNIFORM & CAREER APPAREL GRP II 47.00  
City of Wichita 5,225.82  
DURACON CONSTRUCTION LLC 4,000.00  
SIMPLEX GRINNELL LP 834.73  
UNDERGROUND VAULTS & STORAGE INC 13.00

|       |                         |           |
|-------|-------------------------|-----------|
| Total | 2,999 Other contractals | 10,120.55 |
|-------|-------------------------|-----------|

|       |                       |           |
|-------|-----------------------|-----------|
| Total | 290 Other contractals | 11,232.15 |
|-------|-----------------------|-----------|

|       |                        |            |
|-------|------------------------|------------|
| Total | 2 Contractual services | 105,425.99 |
|-------|------------------------|------------|

OCA: 101014 TO 101014

3 Materials and supplies

310 Office supplies

3,103 Office supplies

City of Wichita

2,056.10

|       |       |                 |          |
|-------|-------|-----------------|----------|
| Total | 3,103 | Office supplies | 2,056.10 |
|-------|-------|-----------------|----------|

3,199 Other office supplies

City of Wichita

2,711.21

|       |       |                       |          |
|-------|-------|-----------------------|----------|
| Total | 3,199 | Other office supplies | 2,711.21 |
|-------|-------|-----------------------|----------|

|       |     |                 |          |
|-------|-----|-----------------|----------|
| Total | 310 | Office supplies | 4,767.31 |
|-------|-----|-----------------|----------|

340 Equipment parts

3,405 Fuel

City of Wichita

188.23

|       |       |      |        |
|-------|-------|------|--------|
| Total | 3,405 | Fuel | 188.23 |
|-------|-------|------|--------|

|       |     |                 |        |
|-------|-----|-----------------|--------|
| Total | 340 | Equipment parts | 188.23 |
|-------|-----|-----------------|--------|

380 Non-capitalizable equipment < \$5000 each

3,805 Furniture & equipment <\$5000 each

City of Wichita

150.61

|       |       |                                    |        |
|-------|-------|------------------------------------|--------|
| Total | 3,805 | Furniture & equipment <\$5000 each | 150.61 |
|-------|-------|------------------------------------|--------|

3,811 Library materials < \$5,000 each

CENGAGE LEARNING

1,408.53

City of Wichita

14,401.35

OVERDRIVE INC

6,522.01

SHARON CRANFORD

219.45

|       |       |                                  |           |
|-------|-------|----------------------------------|-----------|
| Total | 3,811 | Library materials < \$5,000 each | 22,551.34 |
|-------|-------|----------------------------------|-----------|

|       |     |   |           |
|-------|-----|---|-----------|
| Total | 380 | Non-capitalizable equipment < \$5000 each | 22,701.95 |
|-------|-----|---|-----------|

390 Other commodities

3,901 Custodial supplies

City of Wichita

178.40

|       |       |                    |        |
|-------|-------|--------------------|--------|
| Total | 3,901 | Custodial supplies | 178.40 |
|-------|-------|--------------------|--------|

3,990 Purchasing Card Clearing

City of Wichita

54,001.25

|       |       |                          |           |
|-------|-------|--------------------------|-----------|
| Total | 3,990 | Purchasing Card Clearing | 54,001.25 |
|-------|-------|--------------------------|-----------|

|       |     |                   |           |
|-------|-----|-------------------|-----------|
| Total | 390 | Other commodities | 54,179.65 |
|-------|-----|-------------------|-----------|

|       |   |                        |           |
|-------|---|------------------------|-----------|
| Total | 3 | Materials and supplies | 81,837.14 |
|-------|---|------------------------|-----------|

OCA: 101014 TO 101014

**Grand Total**

**706,417.26**

# Library Grant Bills

February 2018  
Finance Committee Agenda Item #4.B.  
Library Board Agenda Item #4.D.2.

|                     |   |
|---------------------|---|
| <b>Grant 810702</b> | <b>South Central Kansas Library System 2017</b> |
|---------------------|---|

2 Contractual services

220 Communications

2,217 Internet Service

COX COMMUNICATIONS 10,568.08

HUBRIS COMMUNICATIONS IN 1,500.00

|       |                        |           |
|-------|------------------------|-----------|
| Total | 2,217 Internet Service | 12,068.08 |
|-------|------------------------|-----------|

|       |                    |           |
|-------|--------------------|-----------|
| Total | 220 Communications | 12,068.08 |
|-------|--------------------|-----------|

230 Transportation and training

2,301 Meals and lodging allowance

City of Wichita 2,095.00

|       |                                   |          |
|-------|-----------------------------------|----------|
| Total | 2,301 Meals and lodging allowance | 2,095.00 |
|-------|-----------------------------------|----------|

2,308 Transportation - out of town

City of Wichita 2,636.00

|       |                                    |          |
|-------|------------------------------------|----------|
| Total | 2,308 Transportation - out of town | 2,636.00 |
|-------|------------------------------------|----------|

|       |                                 |          |
|-------|---------------------------------|----------|
| Total | 230 Transportation and training | 4,731.00 |
|-------|---------------------------------|----------|

|       |                        |           |
|-------|------------------------|-----------|
| Total | 2 Contractual services | 16,799.08 |
|-------|------------------------|-----------|

3 Materials and supplies

380 Non-capitalizable equipment < \$5000 each

3,811 Library materials < \$5,000 each

OVERDRIVE INC 2,023.64

|       |  |          |
|-------|--|----------|
| Total | 3,811 Library materials < \$5,000 each | 2,023.64 |
|-------|--|----------|

|       |   |          |
|-------|---|----------|
| Total | 380 Non-capitalizable equipment < \$5000 each | 2,023.64 |
|-------|---|----------|

|       |                          |          |
|-------|--------------------------|----------|
| Total | 3 Materials and supplies | 2,023.64 |
|-------|--------------------------|----------|

|                     |   |                  |
|---------------------|---|------------------|
| <b>Total 810702</b> | <b>South Central Kansas Library System 2017</b> | <b>18,822.72</b> |
|---------------------|---|------------------|

Library  
Grant Bills

February 2018

**All Grants Total**

**18,822.72**

GIFT MEMORIAL FUND BILLS  
FEBRUARY 2018

Finance Committee Agenda Item #4.C.  
Library Board Agenda Item #4.D.3.

**GIFT AND MEMORIAL FUND**

**RECEIPTS/REIMBURSEMENTS**

|   |             |
|---|-------------|
| Baird (dividends)                         | \$82.25     |
| Baird (interest)                          | \$44.04     |
| Cox Communications (e-rate)               | \$50,345.64 |
| Flower Fund (Staff Donations)             | \$375.00    |
| Friends of the Library (Monthly Donation) | \$1,063.00  |
| Memorial Donations                        | \$150.00    |

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**TOTAL RECEIPTS** **\$52,059.93**

**EXPENDITURES**

*Designated Funds*

|                                      |        |
|--------------------------------------|--------|
| Crawford County Library System (ILL) | 20.00  |
| Ingram Library Supplies (Memorials)* | 21.00  |
| Kroger (Flower Fund)                 | 106.36 |
| Kroger (Employee Retirement)         | 50.51  |

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**TOTAL EXPENDITURES** **\$197.87**

\*Reimbursed expenses

Ms. Berner:

You are hereby authorized to issue checks to the foregoing payees in the amounts indicated.

\_\_\_\_\_ President

\_\_\_\_\_ Treasurer



**INTEROFFICE MEMORANDUM**

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**TO:** Library Board of Directors  
**FROM:** Cynthia Berner, Director of Libraries *Cynthia Berner*  
**SUBJECT:** Proposed 2018 State Grants-in-Aid Budget  
**DATE:** March 10, 2018

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The 2018 State Grant-in-Aid payment has been received in the amount of \$111,902.29.

This is a reduction of 4.8% over the previous year. It reflects a decrease in state funding of 23.7% over the past five years.

This fund is administered by the City of Wichita on behalf of the Library. There is a 1.04% administrative charge for this service which is included in the proposed grant expenditures.

All remaining funds are proposed to be allocated toward the cost of public Internet connections for branch libraries. A copy of the proposed budget is attached.

There is no contract associated with this grant. All funds must be expended during the calendar year. There are no other restrictions for use of these grant funds.

Staff recommends approval of the proposed budget as presented.



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

Form No. 21-012 (2010)

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

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

Budget revision: Revised budget form.

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

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

|                      |                                |                          |   |
|----------------------|--------------------------------|--------------------------|---|
| OCA Title:           | <u>State Aid 2018</u>          | Formal Grant Title:      | <u>Library - State Grants-in-Aid 2018</u> |
| Grant period: From : | <u>1/1/2018</u>                | To :                     | <u>12/31/2018</u>                         |
| Grantor Agency:      | <u>State Library of Kansas</u> |                          |   |
| Department #:        | <u>10</u>                      | CFDA Number:             | <u>98.000</u>                             |
| OCA #:               | <u>610801</u>                  | HUD activity number#:    | <u>                    </u>               |
| Grant #:             | <u>810801</u>                  | Federal/State Project #: | <u>                    </u>               |
| Grant Detail#:       | <u>010000</u>                  | CC Approval date:        | <u>Library Board Approved 3/20/2018</u>   |

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

| Source of funding:                          | Object Level 3 | Original Budget             | Revisions                   |                             | Revised Budget           | Revision # |
|---|----------------|-----------------------------|-----------------------------|-----------------------------|--------------------------|------------|
|   |                |                             | Increase                    | Decrease                    |                          |            |
| Federal contributions                       | <u>8000</u>    | <u>                    </u> | <u>                    </u> | <u>                    </u> | <u>0.00</u>              |            |
| State contributions                         | <u>8030</u>    | <u>111,902.29</u>           | <u>                    </u> | <u>                    </u> | <u>111,902.29</u>        |            |
| Federal to State                            | <u>8062</u>    | <u>                    </u> | <u>                    </u> | <u>                    </u> | <u>0.00</u>              |            |
| Federal to County                           | <u>8090</u>    | <u>                    </u> | <u>                    </u> | <u>                    </u> | <u>0.00</u>              |            |
| City - cash transfer                        | <u>9800</u>    | <u>                    </u> | <u>                    </u> | <u>                    </u> | <u>0.00</u>              |            |
| Private contributions                       | <u>9713</u>    | <u>                    </u> | <u>                    </u> | <u>                    </u> | <u>0.00</u>              |            |
| City - in-kind                              | <u>9714</u>    | <u>                    </u> | <u>                    </u> | <u>                    </u> | <u>0.00</u>              |            |
| <b>REVENUE TOTAL</b>                        |                | <b><u>111,902.29</u></b>    | <b><u>0.00</u></b>          | <b><u>0.00</u></b>          | <b><u>111,902.29</u></b> |            |
| <b>Expenditures:</b>                        |                |                             |                             |                             |                          |            |
| <b>Personal services (1xxx):</b>            |                |                             |                             |                             |                          |            |
| Bi-weekly wages                             | <u>1100</u>    | <u>0.00</u>                 | <u>                    </u> | <u>                    </u> | <u>0.00</u>              |            |
| Longevity                                   | <u>1101</u>    | <u>0.00</u>                 | <u>                    </u> | <u>                    </u> | <u>0.00</u>              |            |
| Shift Differential                          | <u>1104</u>    | <u>0.00</u>                 | <u>                    </u> | <u>                    </u> | <u>0.00</u>              |            |
| Paid Leaves                                 | <u>1125</u>    | <u>0.00</u>                 | <u>                    </u> | <u>                    </u> | <u>0.00</u>              |            |
| Part-time Wages                             | <u>1200</u>    | <u>0.00</u>                 | <u>                    </u> | <u>                    </u> | <u>0.00</u>              |            |
| FICA  | <u>1400</u>    | <u>0.00</u>                 | <u>                    </u> | <u>                    </u> | <u>0.00</u>              |            |
| Employees Pension                           | <u>1401</u>    | <u>0.00</u>                 | <u>                    </u> | <u>                    </u> | <u>0.00</u>              |            |
| Worker's Compensation                       | <u>1403</u>    | <u>0.00</u>                 | <u>                    </u> | <u>                    </u> | <u>0.00</u>              |            |
| Unemployment Compensation                   | <u>1404</u>    | <u>0.00</u>                 | <u>                    </u> | <u>                    </u> | <u>0.00</u>              |            |
| Health Insurance                            | <u>1405</u>    | <u>0.00</u>                 | <u>                    </u> | <u>                    </u> | <u>0.00</u>              |            |
| Life Insurance                              | <u>1406</u>    | <u>0.00</u>                 | <u>                    </u> | <u>                    </u> | <u>0.00</u>              |            |
| <b>Total Personal Services</b>              |                | <b><u>0.00</u></b>          | <b><u>0.00</u></b>          | <b><u>0.00</u></b>          | <b><u>0.00</u></b>       |            |
| <b>Contractual services (2xxx):</b>         |                |                             |                             |                             |                          |            |
| Internet Service                            | <u>2217</u>    | <u>110,738.51</u>           | <u>                    </u> | <u>                    </u> | <u>110,738.51</u>        |            |
| Other professional services                 | <u>2599</u>    | <u>0.00</u>                 | <u>                    </u> | <u>                    </u> | <u>0.00</u>              |            |
| City Administrative Charge (1.04%)          | <u>2900</u>    | <u>1,163.78</u>             | <u>                    </u> | <u>                    </u> | <u>1,163.78</u>          |            |
| Membership Dues                             | <u>2906</u>    | <u>                    </u> | <u>                    </u> | <u>                    </u> | <u>0.00</u>              |            |
| <b>Total Contractual Services</b>           |                | <b><u>111,902.29</u></b>    | <b><u>0.00</u></b>          | <b><u>0.00</u></b>          | <b><u>111,902.29</u></b> |            |
| <b>Commodities (3xxx):</b>                  |                |                             |                             |                             |                          |            |
| Computer Supplies                           | <u>3101</u>    | <u>0.00</u>                 | <u>                    </u> | <u>                    </u> | <u>0.00</u>              |            |
| Office Supplies                             | <u>3103</u>    | <u>0.00</u>                 | <u>                    </u> | <u>                    </u> | <u>0.00</u>              |            |
| Other Office Supplies (processing supplies) | <u>3199</u>    | <u>0.00</u>                 | <u>                    </u> | <u>                    </u> | <u>0.00</u>              |            |
| Data Equipment < \$5000 each                | <u>3804</u>    | <u>0.00</u>                 | <u>                    </u> | <u>                    </u> | <u>0.00</u>              |            |
| Office Equipment < \$5000 each              | <u>3805</u>    | <u>0.00</u>                 | <u>                    </u> | <u>                    </u> | <u>0.00</u>              |            |
| Library Materials < \$5000 each             | <u>3811</u>    | <u>0.00</u>                 | <u>                    </u> | <u>                    </u> | <u>0.00</u>              |            |
| <b>Total Commodities</b>                    |                | <b><u>0.00</u></b>          | <b><u>0.00</u></b>          | <b><u>0.00</u></b>          | <b><u>0.00</u></b>       |            |
| <b>Capital outlay (4xxx):</b>               |                |                             |                             |                             |                          |            |
|   |                | <u>0.00</u>                 | <u>                    </u> | <u>                    </u> | <u>0.00</u>              |            |
|   |                | <u>                    </u> | <u>                    </u> | <u>                    </u> | <u>0.00</u>              |            |
|   |                | <u>                    </u> | <u>                    </u> | <u>                    </u> | <u>0.00</u>              |            |
| <b>Total Capital Outlay</b>                 |                | <b><u>0.00</u></b>          | <b><u>0.00</u></b>          | <b><u>0.00</u></b>          | <b><u>0.00</u></b>       |            |
| <b>Other (5xxx):</b>                        |                |                             |                             |                             |                          |            |
| In-kind expense                             | <u>5306</u>    | <u>0.00</u>                 | <u>                    </u> | <u>                    </u> | <u>0.00</u>              |            |
| <b>EXPENDITURE TOTAL</b>                    |                | <b><u>111,902.29</u></b>    | <b><u>0.00</u></b>          | <b><u>0.00</u></b>          | <b><u>111,902.29</u></b> |            |

|   |   |   |   |   |                                 |
|---|---|---|---|---|---------------------------------|
| <u>Position classification</u>              | <u>Pay Range</u>                            | <u>Number Authorized</u>                    | <u>Annual Salary</u>                        | <u>Annual Benefits</u>                      | (Use additional page if needed) |
| <u>                                    </u> | <u>                                    </u> | <u>                                    </u> | <u>                                    </u> | <u>                                    </u> |                                 |

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

## **Director of Libraries Report – March 2018**

### **Advanced Learning Library Update**

The first truck of new shelving will arrive on the morning of March 12. Two trucks per week will follow until all of the shelving, end panels and related items have been received and installed. We expect this process to take 6-8 weeks. Other furniture items will be delivered starting March 15.

This past week we learned that the delay in receipt and installation of the automated materials handling system will be longer than expected. The vendor now reports delivery in early May.

A preferred moving company for the library collections, office materials and the other items that we will be moving has been selected. We are in the process of negotiating the contract after which we will make the selection recommendation to the City Council. The vendor will come on site in advance of the move to map shelves so that each collection can be evenly allocated across the available shelves. This company also offered the opportunity to have our materials vacuumed before the move. We thought this would be particularly useful for items that have been in storage areas so we will be taking this option as well.

Based upon the anticipated 13 day move of collections, we are now looking at mid to late June as the likely grand opening of the new building. We will continue to operate the Central Library as long as possible, now appearing to be into late April or early May.

### **Upcoming Budget Challenges**

All City departments have been forewarned of the likelihood of some significant budget challenges over the next five years. Each department is being asked to aggressively review fee schedules, cost recovery rates for operations and service reductions not yet identified. A presentation with background information and seeking some policy and prioritization guidance will be shared under new business.

### **Staffing Updates**

Recruitment is underway for five professional positions: Children's Librarian, Teen Librarian, Programming Section Manager and two Systems Analysts to support technology in the Advanced Learning Library. Stephanie Huff has tendered her resignation, effective March 27. Recruitment for this critical position will begin in the near future.

### **Reminder of Annual Meeting**

Per the Board bylaws, a Nominating Committee will be appointed at the March meeting with a slate of officers and election to be held at the May meeting.

Wichita Public Library Foundation  
President's Report  
March 20, 2018

### *Campaign Updates*

The Capital Campaign received a \$100,000 gift with an announcement coming soon.

### *Post Campaign Updates*

**Donor Wall and Named Areas:** Final follow up on donor wall names to be completed in March. Final design on the donor wall completed. Will review final draft. Working on final design for named areas.

**Donor Event:** The last week of May 2018 has been identified as a possible time for the donor event. A date will be selected soon.

**Honor Roll of Donors:** All donors to the campaign will be recognized in a publication piece to be distributed at the event.

Campaign Press Release: Targeted date for campaign press release will be April 11.


### *Software Updates*

**Raisers Edge:** The Foundation has purchased Blackbaud's software, Raisers Edge, to manage its contributions, pledges and constituent records. Haynes Consulting will be handling the transfer of data from Quick Books to Raisers Edge.

### *April Library Month Spring Appeal*

**Spring Appeal:** A 2018 spring appeal during Library Month is scheduled to be mailed April 12. This mailer will go to 15,000- 20,000 prospective donors.

Board of Directors Meeting Agenda Item # 6.B.

**DATE:** March 10, 2018  
**TO:** Library Board of Directors  
**FROM:** Cynthia Berner, Director of Libraries   
**SUBJECT:** Proposed Updates to Meeting Room Policy REF-009

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**Background:** As the move to the Advanced Learning Library approaches, decisions relating to fees and other requirements for rental of meeting spaces in the new facility are needed in order to respond to the growing number of questions and requests for room reservations. Proposed changes were first reviewed with the Operations Committee on February 20, 2018. Recommendations relating to management of collaboration rooms were provided by the Committee and incorporated into the policy.

Following the meeting, all City departments were made aware of significant financial challenges which will be facing the municipality over the next few years. Each department has been asked to review fee schedules and to give serious consideration to increasing fees in order to generate a greater share of revenue and cost recovery.

**Analysis:** In the current policy, there is an add-on fee to each room rental if audio-visual equipment is requested as part of the room use. With the transition from the Central Library to the Advanced Learning Library, the majority of audio-visual equipment that might be used in a room rental will be built into each of the meeting spaces. Ceiling mounted projectors are also in place in each of the largest branch libraries. For these reasons, staff recommend that the add-on fee be eliminated.

During discussions about the rental rates to be recommended for the new spaces of the Advanced Learning Library, some inconsistencies in rates in branch libraries were identified, most notably at the Evergreen branch where a double-sized room has become an option since the Library remodeled the space of the former Head Start Center.

Other new issues considered during the development of the recommendations are the intentional desire to make meeting spaces in the Advanced Learning Library available outside of regular library public service hours and a recent change to the Wichita City Code which provides the opportunity for library policies to allow for the inclusion of alcoholic beverages among refreshments being served. The preferred catering agreement with Reverie Roasters has also been incorporated into the policy.

Excluded from the recommended changes are any fees related to use of the numerous collaboration rooms in the Advanced Learning Library as well as those which exist in the Alford and Westlink branches. Options for managing these rooms were discussed with the Operations Committee in February. It was the Committee's recommendation that these reservations for these rooms be offered by reservations that may be made one week in advance. One two-hour reservation per day may be made with no costs for these reservations. When not previously reserved, collaboration rooms would be available on a first-come, first served basis.

The language of the current policy holds the individual who signs a rental contract personally responsible for fees related to damage or cleaning. On occasion, these individuals employees of a business or a treasurer of an organization making the reservation as a part of their job/volunteer assignments and not because they will be responsible for the event. Proposed changes to this policy moves the responsibility for damages from a person making a reservation to the business or organization for which the reservation has been made.

**Financial Considerations:** The proposed changes reflect increases in most branch library locations. Increases incorporate a former separate AV equipment fee which will now be incorporated into the base room rental fee. The higher fees proposed for rooms at the Advanced Learning Library reflect the extra amenities that will be available in this location including room sets completed by library staff and the possibility of in-building catering and coffee shop services.

After asking to be aggressive in considering fee increases, staff conducted a review of rental rates at other venues across Wichita. The proposed changes bring fees in the Advanced Learning Library to at or just below market rates for similar venues in the community. Rental rates in branch libraries are intentionally left at slightly below market rates in order to enable them to fulfill the community gathering role recommended in the branch review report.

If approved, the new fee structure will become effective for rentals beginning July 1, 2018.

**Legal Considerations:** Final changes to the policy and the updated room rental contracts will need to be approved as to form by the Law Department prior to implementation.

**Recommendations/Actions:**

1. It is recommended that the Board approve changes to the meeting room policy as proposed by staff.
2. Staff recommend that groups that have historically been under annual room reservation contracts at the Central Library be allowed to have 2018 room uses at the Advanced Learning Library at the same rates as their current contracts. Groups with annual reservation contracts in branch libraries would be afforded the opportunity to make reservations at current rental rates through the rest of 2018 if those fees are paid prior to June 30, 2018.

**Attachments:** REF-009 Meeting Room Policy with mark up of proposed changes

**(Language to be removed in strike out font; language reviewed with the Operations Committee in February in italics; proposed changes to fees in underlined text)**

The Wichita Public Library offers programs and events in its meeting rooms and makes these spaces available to the public. Meeting rooms are available to rent; however, priority for meeting room use is given to the Library and Library-sponsored organizations.

Granting permission to use facilities does not constitute an endorsement by the Library.

Meeting rooms are available to any group or individual, within the fee schedule established by the Library Board of Directors, with the following exceptions:

1. Groups or individuals whose intent is to use the room for retail sales or monetary gain, which includes the receipt or solicitation of contribution, donations, or attendees' personal information for future sales or solicitations. The Library Director may make exceptions for Library-related events.
2. Groups or individuals whose purpose is illegal.
3. Groups or individuals whose conduct would interfere with the proper functioning of Library business.

Persons attending the meeting are subject to all Library rules and regulations. The Director of Libraries is authorized to deny further use of the meeting rooms to individuals or groups who disregard Library regulations.

Library staff reserves the right to enter a meeting room at any time.

If a question is raised as to the goals and activities of any group using the meeting rooms, the Library Board of Directors shall be the final authority in granting or refusing permission for the use of the rooms.

### **Amenities and Rates**

Wireless Internet access is available in all meeting rooms and can be requested at the time of contracting the room.

The Library does not provide staff to operate any equipment. Equipment must be requested at the time of contracting the room. Changes to equipment needs will be accepted up to 48 hours prior to the meeting date. ~~The use of audio-visual equipment is \$10.00 per contract.~~

Library organizations and Library-affiliated groups are not charged for the use of meeting rooms. ~~or audio-visual equipment.~~

When Library meeting rooms are used by City of Wichita boards, commissions, departments, meetings of neighborhood and homeowners associations organized within the corporate limits of the City of Wichita, or elected officials representing some or all of the corporate limits of the City of Wichita for official business, rental ~~and audio-visual~~ fees will be waived. Fees may also be waived for business or community meetings of the Library's program partners. In order to qualify for the room fee waivers, a current partnership agreement must be on file.

Nonprofit organizations, other government agencies, and individuals and groups engaged in educational, civic, cultural, intellectual and charitable activities will be charged a fee that is outlined below.

Businesses, individuals, or groups that do not meet the nonprofit criteria will be charged an hourly fee that is outlined below. At branch locations, thirty minutes both prior to and after the contracted time is provided at no charge for set up and restoration of the room to its original condition.

| <b>Meeting Room</b>                          | <b>Capacity</b> | <b>Nonprofit / Government Fee</b>                       | <b>Business/ Individual Fee</b>                         |
|--|-----------------|---|---|
| <del>Central Auditorium – 3rd Floor</del>    | 185 people      | <del>\$25.00</del>                                      | <del>\$25.00/hour</del>                                 |
| <del>Central Patio Room – 1st floor</del>    | 51 people       | <del>\$15.00</del>                                      | <del>\$15.00/hour</del>                                 |
| <del>Central Board Room – 3rd floor</del>    | 20 people       | <del>\$10.00</del>                                      | <del>\$10.00/hour</del>                                 |
| Alford Branch                                | 130 people      | <del>\$25.00</del> 30.00                                | <del>\$25.00</del> <del>30.00/</del> <u>50.00</u> hour  |
| Angelou Northeast Branch                     | 69 people       | <del>\$15.00</del> 20.00                                | <del>\$15.00</del> <del>20.00/</del> <u>50.00</u> hour  |
| Evergreen Branch – Arkansas Room             | 104 people      | <del>\$15.00</del> 25.00                                | <del>\$15.00</del> <del>20.00/</del> <u>50.00</u> hour  |
| Evergreen Branch – Parkview Room (dividable) | 174 people      | <del>\$25.00</del> 50.00                                | <del>\$25.00</del> <del>50.00/</del> <u>50.00</u> hour  |
| Evergreen Branch – Parkview (A only)         | 87 people       | <del>\$15.00</del> 25.00                                | <del>\$15.00</del> <del>25.00/</del> <u>50.00</u> hour  |
| Evergreen Branch – Parkview (B only)         | 87 people       | <del>\$15.00</del> 25.00                                | <del>\$15.00</del> <del>25.00/</del> <u>50.00</u> hour  |
| Linwood Park Branch                          | 43 people       | <del>\$10.00</del> 15.00                                | <del>\$10.00</del> <del>15.00/</del> <u>25.00</u> hour  |
| Rockwell Branch                              | 88 people       | <del>\$15.00</del> 25.00                                | <del>\$15.00</del> <del>20.00/</del> <u>50.00</u> hour  |
| Westlink Branch                              | 85 people       | <del>\$15.00</del> 25.00                                | <del>\$15.00</del> <del>20.00/</del> <u>50.00</u> hour  |
| <i>ALL Conference Room (single)</i>          | <i>Est 100</i>  | <i>\$50.00</i>  | <i>\$50.00/hour</i>                                     |
| <i>ALL Conference Room (double)</i>          | <i>Est 200</i>  | <i>\$75.00</i>  | <i>\$75.00/hour</i>                                     |
| <i>ALL Conference Room (triple)</i>          | <i>Est 300</i>  | <i>\$100.00</i>   | <i>\$100.00/hour</i>                                    |
| <i>Board Room</i>                            | <i>Est 20</i>   | <i>\$50.00</i>  | <i>\$50.00/hour</i>                                     |
| <i>Outdoor Terrace (regular hours)</i>       |                 | <del>\$100.00</del> <u>150.00</u>                       | <del>\$100.00/</del> <u>150.00</u> hour                 |
| <i>Outdoor Terrace (after hours)</i>         | <i>N/A</i>      | <del>\$150/</del> <u>200</u> hour                       | <del>\$150</del> <u>200</u> -/hour                      |
| <i>Conference Center (after hours)</i>       | <i>N/A</i>      | <del>\$100</del> <u>200</u> /hour + regular rental fees | <del>\$100</del> <u>200</u> /hour + regular rental fees |

A ~~\$10.00~~ ~~25.00~~ 50.00 fee will be assessed to the individual who signs the meeting room contract if the room is not restored to its original condition.

Additional fees will be assessed to the individual who signs the meeting room contract if the room requires special cleaning or repair as a result of room usage. Fees will be based upon the Library's costs of repair or special cleaning needed to return the room to the condition existing prior to the rental use.

*Fees for audiovisual items lost or damaged during the room rental will be based upon the Library's costs of repair or replacement. Customers are encouraged to make use of staff walkthroughs at the end of each rental session as a way to confirm that all items have been left in place and in working condition.*

## **Reservations and Cancellations**

Reservations are accepted for the current calendar year. Reservations for the next calendar year will be accepted beginning in November. Reservations must be made by individuals who are 18 years of age or older.

Reservations are made on a first-come/first served basis by contacting the desired location. Reservations are considered tentative until both a completed meeting room agreement and full payment are received. Tentative reservations will be cancelled after ten working days.

All rental fees will be refunded if a reservation is cancelled two or more days prior to the meeting date. Cancellations with less than two days' notice will result in a forfeiture of all rental fees. A refund will be issued if dangerous weather or other conditions necessitate the Library's unscheduled closing.

The Library has the right to preempt any event for Library use. In such rare instances, the Library will make every reasonable effort to assist the group in reserving another date or Library facility or meeting room. All rental fees will be reimbursed if the cancellation or space substitution results in the meeting room not being used.

## **Responsibilities and Regulations**

- All meeting room use must comply with fire codes and will not exceed the facilities' maximum capacity.
- Smoking in any part of the Library is prohibited. Candles and open flames are also prohibited.
- *Unless contracted for after-hours use, meeting rooms are available only during Library hours and must be vacated 15 minutes prior to closing time.*
- ~~The Central Advanced Learning Library staff will be responsible for set-up and restoration of rooms in that building. Meeting room users should not alter the room set without prior approval by of Library staff. Sunday rentals at the Central Library may be available depending on room usage and equipment needs.~~
- At branch libraries, employees ~~will not be~~ *are not generally* available to assist with meeting room set up ~~or clean up~~. Meeting room users assume full responsibility for arranging the meeting room, restoring it to its original condition, and leaving it in good order.



- A ~~\$10.00~~ \$25.00 fee will be assessed to the individual who signs the meeting room contract if the room is not restored to its original condition.
- The Library does not provide staff to operate any equipment, and staff may not be able to provide instruction on equipment use on the day of the rental. Renters may schedule an appointment with staff several days in advance of the meeting to test equipment.
- All publicity concerning meetings should make it clear that the Library is not the sponsor and must include the statement, “Not an official Wichita Public Library program.” Neither the name nor address of the Wichita Public Library may be used as an organization’s official address with the exception of Library-affiliated organizations or with the approval of the Director of Libraries.
- Refreshments, except alcoholic beverages, may be served; *in meeting spaces of all library locations* if they are kept inside the meeting room.
  - *In branch libraries, the ~~The~~ group or individual must provide all serving supplies.*
  - *Reverie Roasters has a right of refusal agreement for all food and beverage services at the Advanced Learning Library. Outside refreshments may be served only if Reverie Roasters declines the opportunity to provide these items.*
  - *For libraries where consumption of alcoholic beverages may be allowed under Section 4.04.045 of the City of Wichita Municipal Code of Ordinances, a supplemental meeting room agreement will be required.*
- The individual who has signed the meeting room contract is responsible for reasonable care of the room and is liable for damaged or stolen equipment or damage to facilities. The Library is not responsible for the equipment, supplies, materials or other items owned by the group or individuals in the Library.
- All decorations or displays must be freestanding, pinned to bulletin boards in the room, or limited to tabletops. Material may be attached to the meeting room walls only if blue painter’s tape is used. Directional signage related to the meeting requires approval by Library staff.

### **Advanced Learning Library Collaboration Rooms**

Collaboration rooms in the Advanced Learning Library may be reserved on a first-come/first served basis beginning one week before the desired date. One two-hour reservation may be scheduled per day. There is no charge for these reservations. When not previously reserved, rooms are available on a first-come/first served basis.

### **Related Form**

Meeting Room Agreement



## INTEROFFICE MEMORANDUM

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**TO:** Library Board of Directors  
**FROM:** Cynthia Berner, Director of Libraries  
**SUBJECT:** Request for Use of Customer Database for Library Foundation Fundraising Initiative  
**DATE:** March 10, 2018

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**Background:** The success of the Advanced Learning Library Capital Campaign has positioned the Wichita Public Library Foundation to expand its activities from grant writing in support of special library needs to include major gifts and deferred giving programs.

Tom Borrego, the Executive Director of the Foundation, has made a request for access to contact information for library customers to be used as part of a fundraising initiative being planned for the second quarter of 2018.

**Analysis:** The request is for the names and addresses of library customers fitting the following profile:

- Females born prior to 1989
- Residing within zip code areas 67203, 67204, 67205, 67206, 67207, 67208, 67209, 67212, 67213, 67216, 67218, 67220, 67223, 67226 or 67235
- Last activity date of the account more recent than January 1, 2017

Such a report would generate and make available a list of approximately 15,000 library account holders.

**Financial Considerations:** The requested information can be retrieved from the Polaris computer system through its Simply Reports data analysis module with a minimum staff time. The report could be shared in digital format, eliminating costs of printing.

**Legal Considerations:** Library policy CIR-015, Confidentiality of Library Records, outlines policies relating to the release of information from the customer database.

**Recommendations/Actions:** Customer information from the database is used to promote Library programs and services. The Board of Directors may wish to discuss if requests for access to the database by a supporting organization of the library is considered a release of a record as described in policy CIR-015.

Options available to the Board include:

1. Deny the request
2. Approve the request but with stipulation on the number of times and/or the length of time during which the individuals may receive fundraising solicitations
3. Approve the request with no stipulations on use of the data
4. Other action as identified by the Board

**Attachment:** Policy CIR-015 – Confidentiality of Library Records

## **CIR-015 Confidentiality of Library Records**

The Kansas Open Records Act, Kansas Statutes Annotated (K.S.A.) 45-215, et seq., declares that it is the public policy of the state of Kansas that public records shall be open for inspection by any person. However, the Open Records Act places certain restrictions on this open access. At K.S.A. 45-221, the Act defines what records are not required to be disclosed at the request of citizens or public officials.

Records which libraries are NOT required to disclose include:

1. Customer registration records and circulation or loan records which pertain to identifiable individuals.
2. Library, archive and museum materials, if restrictions have been imposed as conditions of a contribution.
3. Personnel records and performance ratings; however employee names, positions, salaries, and length of service are designated as public information.
4. Building security information.
5. Correspondence between the Library and a private individual, including print and electronic formats.
6. Software programs for electronic data processes; however, each public agency must maintain a register that describes the information that is maintained on computer faculties, and the form in which the information can be made available using existing computer programs.  
K.S.A. 45-218, K.S.A. 45-219 and K.S.A. 45-220 define the conditions and procedures related to requesting access including, but not limited to, the charging of fees for providing access or furnishing copies of public records.

It is the policy of the Wichita Public Library that all circulation records and other records identifying the names of library users are confidential. These records will be made available if they can be redacted to eliminate individually identifiable references. Library staff may require advance payment for reproduction costs, including estimated staff time for reproduction, review and redaction of the records requested, before the records are provided. These records will not be made available in original form to individuals (other than the card holder), groups or businesses. These records will not be made available in original form to any local, state or federal agency except pursuant to a subpoena or warrant as may be authorized under the authority of and pursuant to federal, state, and local law relating to civil, criminal or administrative discovery procedures or legislative investigative power. The Wichita Public Library will resist the enforcement of any such order, subpoena or warrant lacking facial validity.

Requests to examine or obtain information relating to circulation or registration records will immediately be referred to the Librarian-in-Charge, who will explain the confidentiality policy. Upon the receipt of an order, subpoena, or warrant, the Director of Libraries shall consult with the appropriate legal officer assigned to the Wichita Public Library to determine if the subpoena is facially valid, requiring adherence.

# Agenda

## Wichita Public Library Board of Directors Finance Committee Agenda

Tuesday, March 20, 2018, 11:30 a.m.  
Central Library Auditorium (3<sup>rd</sup> floor)  
223 S. Main, Wichita KS 67202

1. Call to Order
2. Approval of Minutes of February 20, 2018 Meeting
3. Approval of February 2018 Finance Reports
  - A. Revenue Report
  - B. 204 Report of Expenditures
  - C. Grant Fund Summary Report<sup>4</sup>

PROPOSED MOTION: Recommend approving the Finance Reports as part of the consent agenda

4. Approval of February Bills
  - A. General Fund Bills - \$706,417.26
  - B. Grant Fund Bills - \$18,822.72
  - C. Gift & Memorial Bills - \$197.87

TOTAL: \$725,438.85

PROPOSED MOTION: Recommend approval of the bills as part of the consent agenda

5. Proposed 2018 State Grant-in-Aid Budget

PROPOSED MOTION: Recommend approval of the budget as part of the consent agenda

6. Other Items from Committee Members
7. Adjournment

**WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS**  
**Finance Committee Meeting**  
**February 20, 2018**

Present: Board members Kerin Smith and Kevin McWhorter; Staff member Tammy Penland.

The meeting was called to order by Committee Chair Kerin Smith at 11:34 a.m.

Mr. McWhorter (Smith) moved to approve the minutes of the January 16, 2018 meeting. The motion carried.

Ms. Smith (McWhorter) moved to recommend approval of the final 2017 end of year fiancé reports as included in the board packets. The motion carried.

Ms. Smith (McWhorter) moved to recommend approval of the January 2018 finance reports as included in board packets. The motion carried.

Mr. McWhorter (Smith) moved to recommend approval of the January 2018 bills as included in the board packets. The motion carried.

Ms. Penland updated the committee regarding the status of the 2018 State Aid and SCKLS grants. The State Aid grant should be disbursed in the February/ March timeframe and the SCKLS contract and first disbursement should be in the April/May timeframe.

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

**Grant Fund Summary Report  
February 2018**

| <b>Grant</b>      | <b>Beginning<br/>Balance<br/>01/01/18</b> | <b>Revenue<br/>Received</b> | <b>Contractuals</b> | <b>Materials</b>   | <b>Supplies &amp;<br/>Petty Cash</b> | <b>Equipment</b> | <b>Monthly<br/>Encumbrances</b> | <b>Total<br/>Expenditures</b> | <b>Remaining<br/>Balance<br/>02/28/18</b> |
|-------------------|---|-----------------------------|---------------------|--------------------|--------------------------------------|------------------|---------------------------------|-------------------------------|---|
| <b>SCKLS 2017</b> | \$ 175,247.57                             | \$ -                        | \$ 16,799.08        | \$ 2,023.64        | \$ -                                 | \$ -             | \$ -                            | \$ 18,822.72                  | \$ 156,424.85                             |
| <b>Totals</b>     | <b>\$ 175,247.57</b>                      | <b>\$ -</b>                 | <b>\$ 16,799.08</b> | <b>\$ 2,023.64</b> | <b>\$ -</b>                          | <b>\$ -</b>      | <b>\$ -</b>                     | <b>\$ 18,822.72</b>           | <b>\$ 156,424.85</b>                      |

**WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS**

**Operations Committee Agenda**

**Tuesday, March 20, 2018, 11:30 a.m.**

Central Library Auditorium

223 South Main, 3<sup>rd</sup> floor

Wichita, KS 67202

1. Call to Order
2. Approval of Minutes of the February 20, 2018 meeting
3. Review of Amended Changes to Policy REF-009 – Meeting Room Facilities
4. Request for Use of Customer Database for Library Foundation Fundraising
5. Other Items from Committee Members
6. Adjournment



**Wichita Public Library Board of Directors  
Operations Committee Minutes  
February 20, 2018**

Present: Board Members: Jonathan Winkler, Lee Gee, Cynthia Berner, Darla DeSpain

The meeting was called to order at 11:45 a.m. by Committee Chair Jonathan Winkler

Proposed changes to the meeting room policy were reviewed. The majority of the changes relate to a revised fee schedule for room rentals with other changes relating to the new opportunity to offer room rentals before and after library hours. It was agreed that the fee changes as developed by staff should be recommended to the Library Board for adoption.

It was also agreed to recommend to the Board that community groups which have had long-standing annual meeting room rental agreements at the Central Library be afforded the opportunity to reserve the most comparable meeting rooms in the Advanced Learning Library for 2018 at the current rental rates.

Berner asked for guidance relating to policies for use of the collaboration rooms that will be available on both floors of the building. A range of procedures were discussed. It was agreed that the preferred implementation should be one two-hour reservation per day, no use fees, one week lead time on scheduling reservations. Rooms should be on a first-come use basis when not previously reserved.

Direction from the committee conversation will be used to update the proposed policy which will be presented to the Board during the March meeting.

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

# **Agenda**

## **Wichita Public Library Board of Directors Planning & Facilities Committee**

Tuesday, March 20, 2018 – 11:30 a.m.  
Central Library Auditorium (3<sup>rd</sup> floor)  
223 South Main, Wichita, KS 67202

1. Call to order
2. Approval of Minutes of the February 20, 2018 meeting
3. Advanced Learning Library Update
4. Delano Plan Advisory Committee Report
5. Review of Outstanding Facilities Issues
6. New Business from Committee Members
7. Adjournment

**Wichita Public Library Board of Directors  
Planning and Facilities Committee Minutes  
February 20, 2018**

Present: Board Members: Committee Chair David Babich, committee member Randall Johnston;  
Customer Service Manager Kristi McEachern

The meeting was called to order at 11:31 a.m. by Committee Chair David Babich

Minutes of the previous committee meeting were approved by consensus.

Ms. McEachern informed committee members of the tentative load in schedule for the Advanced Learning Library as well as the fact that moving proposals are due February 23<sup>rd</sup>. Mr. Johnston inquired about how the logistics of the move will be handled, whether there is an opening date for the Advanced Learning Library and whether there are any out of town vendors submitting proposals for the move. Chair Babich asked if there will be a third flag pole installed. Ms. McEachern replied that she did not have those answers but the Director may have additional information on those topics.

In Marcia Newton's absence, Ms. McEachern shared the fact that there is now a draft of the Delano Neighborhood Project plan on the City of Wichita website.

Ms. McEachern provided updates regarding outstanding facilities issues. The Central Library had an elevator that had been out of service and intermittent problems with the front door which seem to have been fixed. There is still a problem with a heat pump and fire doors that are out of compliance. The work to the meeting room at the Westlink branch has been completed. Public Works and Utilities staff will make repairs to the Westlink study room wall.

Ms. McEachern updated the group to the status of gathering additional information for the landscaping at the Alford branch. Public Works and Utilities staff confirmed that additional faucets cannot be added to the east side of the building because of the construction of the walls. There is a faucet at the southeast end of the building. Volunteer Lynn Behnke submitted a planting plan for recommendation just prior to the committee meeting. Ms. McEachern will ask Parks & Recreation staff to review the plan for cost and feasibility. Mr. Johnston expressed a concern that if there is not a volunteer to maintain the landscape, it would fall to staff. Parks & Recreation staff have completed winter mulching at Rockwell, Westlink and Evergreen branches.

Ms. McEachern informed the committee that SPT Architecture has the ability to complete three dimensional scans of the interiors of the branch facilities. Public Works and Utilities staff contracted to have the scans completed as they will become very beneficial for use in planning work without having to go onsite for initial reviews. Scans are complete at Rockwell and Comotara. Angelou, Westlink and Linwood are scheduled later this week. Alford and Evergreen will be scheduled following these locations.

There was no new business.

The meeting was adjourned at 11:55 a.m.

# **Agenda**

## **Wichita Public Library Board of Directors Public Affairs Committee**

Tuesday, March 20, 2018, 11:15 a.m.  
Central Library Auditorium (3<sup>rd</sup> floor)  
223 S. Main, Wichita, KS 67202

1. Call to Order
2. Approval of Minutes of the February 20, 2018 Meeting
3. State Legislative Issues Update
4. Federal Issues Update
5. Advanced Learning Library Grand Opening Update
6. Review of Recent and Expected Earned Media
7. Other Issues from Committee Members
8. Adjournment

**WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS**  
**Public Affairs Committee**  
**February 20, 2018**

Present: Board members A. Lamont Anderson, Sr. and Shannon Littlejohn; Staff members Julie Sherwood and Cynthia Berner, Director of Libraries.

The meeting was called to order by Committee Chair A. Lamont Anderson, Sr. at 11:35 a.m.

Ms. Berner provided an overview of state and federal library issues. There are no items of significant impact other than the budget pending at the state level. An initiative to establish a net neutrality policy for the State of Kansas was defeated. At the federal level, the President's proposed budget again calls for elimination of the Institute of Library and Museum Services, including Library Services and Technology Act funding.

Regarding the Advanced Learning Library, Ms. Berner reported on progress of scheduling of furniture and equipment deliveries and installations. Proposals from moving firms will be received in the near future. The exact dates for closing the Central Library and opening the Advanced Learning Library will be dependent on the selected mover, the proposed moving plan and that vendor's schedule availability.

Ms. Berner left the meeting.  
Ms. Littlejohn arrived.

Julie Sherwood shared information about upcoming programs and activities which might generate earned media interest. Foremost among these is the 32<sup>nd</sup> presentation of the Academy Award Shorts film programs. The City now requires that all paid media be coordinated through a media buying agency. The Library's initial use of this service will be for the film programs. Paid promotion will be through social media and *The Wichita Eagle* Go Section.

The meeting was adjourned at 11:54 a.m.

## FEBRUARY 2018 MEDIA REPORT

### **TELEVISION:**

KAKE (2/22) 4pm News interview with Stephanie Huff on Playaway Launchpad educational learning tablets for children

KPTS (2/23) Positively Kansas segment on Conrad Snider, one of the artists contributing to the ALL.

KWCH (2/24) Saturday Morning NewsTalk segment with Stephanie Huff on Academy Award Shorts Film Fest

KAKE (3/1) Morning news segment with Stephanie Huff on Academy Award Shorts Film Fest

### **RADIO:**

Radio Lobo (2/11) interview with EVE staff member (in Spanish) on February events including bilingual weekly storytimes, African American History Month community storytimes, the ReadICT reading challenge, fax service and the Academy Award Shorts Film Fest

KFDI (2/24) "Wichita Public Library Presents Short Academy Award-Nominated Short Films" <https://www.kfdi.com/news/wichita-public-library-presents-short-academy-award-nominated-short-films>

### **PRINT/DIGITAL:**

Wichita Eagle (2/2) "Dining with Denise to share Wichita restaurant secrets, tips at Westlink Library" by Denise Neil <http://www.kansas.com/entertainment/restaurants/dining-with-denise-neil/article198026674.html>

Wichita Eagle (2/15) "Love a good mystery? Several well-known authors will visit Wichita in coming weeks" by Suzanne Tobias <http://www.kansas.com/news/local/article200390879.html>

Wichita Eagle (2/20) "Don Barry awaits long-anticipated opening of new downtown library" <http://www.kansas.com/news/local/article201090004.html>

Wichita Eagle (2/23) "10 fun things to do in Wichita this weekend" by Matt Riedl re: Academy Award Shorts film festival <http://www.kansas.com/entertainment/ent-columns-blogs/keeper-of-the-plans/article201764279.html>

Wichita Eagle (2/27) "Library again screens Academy Award-nominated short films in Wichita free to the public" by Rod Pocowatchit <http://www.kansas.com/entertainment/movies-news-reviews/movie-maniac/article202470724.html>