

A G E N D A

Wichita Public Library Board of Directors Meeting

Tuesday, April 17, 2018 – 12:00 p.m.

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

Staff Presentation – Short Story Dispenser Project by Julie Sherwood

1. Call to Order/Introductions
2. Approval of the Agenda
3. Public Comment
4. Approval of the Minutes of the March 20, 2018 Meeting
5. Finance Committee Report

General Fund Bills	\$623,861.08
Prior Year Grant Fund Bills	25,912.16
Gift & Memorial Fund Bills	1,715.22
Total	\$651,488.46

6. Operations Committee Report
7. Planning & Facilities Committee Report
8. Public Affairs Committee Report
9. Special Committee Reports
 - Friends of the Library
 - Library Foundation
 - Wichita Genealogical Society
10. Director of Libraries Report
11. Unfinished Business
12. New Business
 - Proposed Changes to CUS-002 Reinstatement of Library Privileges
 - Proposed Changes to CUS-003 Right of Appeal
13. Announcements
14. Adjournment



MONTHLY ACTIVITY REPORT

March 2018

SERVICE HIGHLIGHTS

Final preparations for the move to the Advanced Learning Library are becoming the foremost priority for many department staff members. During March, members of the Collection Development staff finished their reviews of the adult non-fiction collection as well as several collection reorganization efforts including consolidation of all biographies into a single collection, moving all items in the 000-699 Dewey call number ranges from the third to first floors and all 000-299 Dewey call number range materials from the second to first floor. Picture book neighborhoods were implemented in the Children's Center and materials for a new Home & Garden neighborhood collection were identified and consolidated into a single area. Staff training on Polaris LEAP expanded to make employees more familiar with the features needed to effectively use the product during the roving reference business model which will be fully implemented in the new facility.

As collections are prepared for the move, ownership of some special materials is being transferred to other institutions. Most notable has been the transfer of pieces of the USS Wichita silver collection. These items have been transferred to the Wichita Sedgwick County Historical Museum which already owned a significant part of this collection.

All Central Library staff teams completed new tours of the Advanced Learning Library to review workflows that will change in the new building. The tours helped to ensure that all staff questions were being answered while also confirming that nothing had been overlooked during the planning for the move and service transitions.

The "Throwback Thursday" social media posts featuring historical photos of Wichita taken from the Library's archives are proving popular with the community. A video showing seven photographs on the Wichita Forum was viewed more than 8,200 times by 7100 unique viewers. There were a total of 499 reactions – including 459 likes – as well as 65 shares and 157 comments.

Continuing 2018's record breaking e-book year, e-book circulation passed 10,000 checkouts for the third month in a row, with March 2018 up 26% from March 2017 circulation. Additionally, the service had over 2,300 unique users.

Ensuring website content is accessible by all Library customers is a priority for the Library's web team. As part of an effort to make the Library's content more fully accessible to all customers, all 21 videos in this series and 97 percent of all videos on the Library's YouTube channel are now closed captioned for those with hearing impairments.

OTHER NEWS

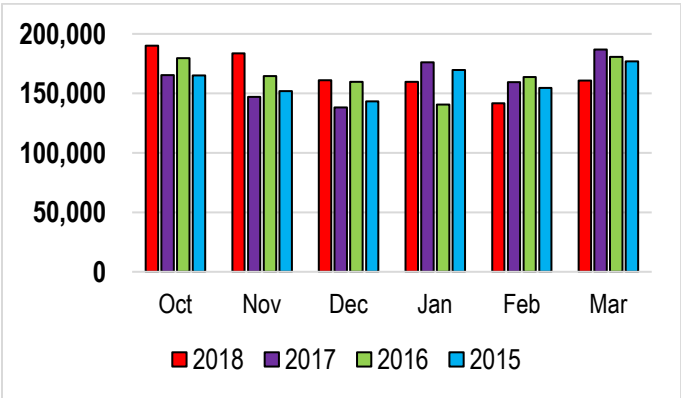
Agencies receiving programs or special services during January included: Loving Arms, Via Christi and Wichita State University Child Development Centers; East Heights UMC Children's Day Out; TOP/North; Second Street and West Village Head Start Centers; Colvin, Stanley and Sedgwick County Health Department WIC offices; Plymouth Preschool; Clark and Cloud elementary schools; Bel Aire Senior Center; Tree House/Maize; Tree House/Tyler; Maize Early Childhood Center; Word of Life Church; Chick Lit, Friday Review and Moorings book clubs; West Heights UMC Mary Martha Circle; and three family care centers. The Library was an exhibitor at the College Hill elementary school Dr. Seuss Family Literacy Night, the Sedgwick County Extension office "We All Eat" event, the KIDS Network Community Baby Shower, the Exploration Place "Aviation is Awesome" event and Head Start's Green Eggs and Ham Literacy Fair.

Two stories from the month attest to the Library's continued success creating Raving Fans.

- A visitor to the Alford branch sought help from the library's staff. He explained that he owned a 1993 Chrysler New Yorker, one of only three remaining in Wichita. He had inherited the vehicle from his grandfather, and was having a technical problem unique to that year's model. He had been everywhere trying to find a mechanic that could fix it. He was overjoyed to find an auto repair manual covering his car's make and model. He sat down and took notes as he flipped through the pages. About an hour later he left the library, but not before once again thanking the staff for helping him to find a way to repair his car.
- On the morning of March 5, the book drop at the Evergreen Branch was mostly full of donated books and magazines in unusable condition because they were dirty, mildewed and in poor repair. Mixed among these items were about a dozen of the Library's materials. Since the donated items were in such poor condition and unusable by the Library or the Friends of the Library, staff member Mark Cato bundled them up and took them straight to the dumpster. Among them he noticed four People magazines and one Wichita magazine. Figuring they were part of the same trash, Mark dumped them also. Shortly after the library opened, a woman called to say her husband had accidentally returned some materials to Evergreen instead of the Wichita State University Library. Remembering the magazines, Mark explained to the woman what happened with the book drop this morning and how her magazines had been placed in the dumpster. Mark told her he would try to recover them and would follow up with her as soon as possible. He immediately took a ladder to the dumpster, climbed in and found all of the magazines. One of the magazines had a cover torn in half during its trip to the dumpster, but the others were in more acceptable condition. Mark called the customer back, told her he found all her magazines and explained about the damage to one. He told her he would be happy to pay for it. The customer was very nice and said it was her mistake and Mark's payment would not be necessary. Just the same, Mark put a \$20 bill (his own money, not the Library's) in an envelope with her magazines for the customer to pick up. After all this was done Mark noticed, very faintly, the words "Wichita State University" stamped at the bottom of each magazine. This illustrates the lengths staff will go to correct a mistake and make a Raving Fan.

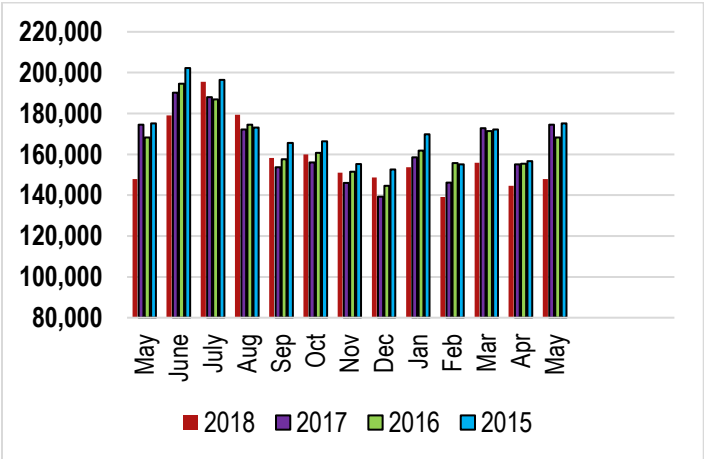
Service Dashboard

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

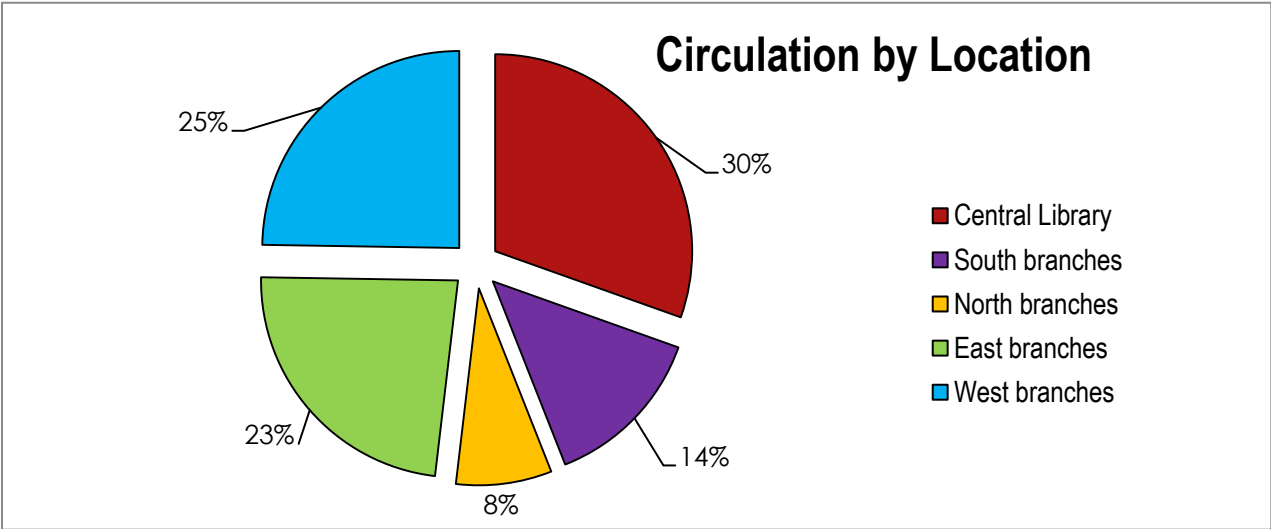


MARCH			
	2018	2017	% change
Door Counts	70,472	85,395	-17.48%
Catalog Use	42,784	52,545	-18.58%
Website Visits	47,519	48,823	-2.67%
Total	160,775	186,763	-13.91%

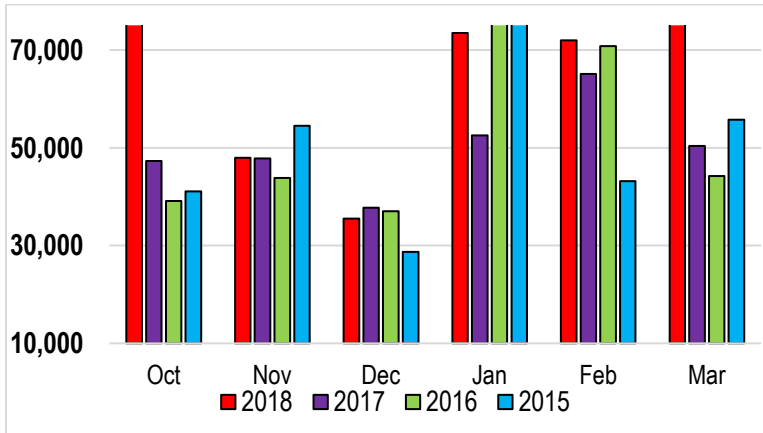
CHECKOUTS



MARCH			
	2018	2017	% change
Physical Circ	145,051	164,222	-11.67%
E-book Circ	10,899	8,647	26.04%
Total	155,950	172,869	-9.79%



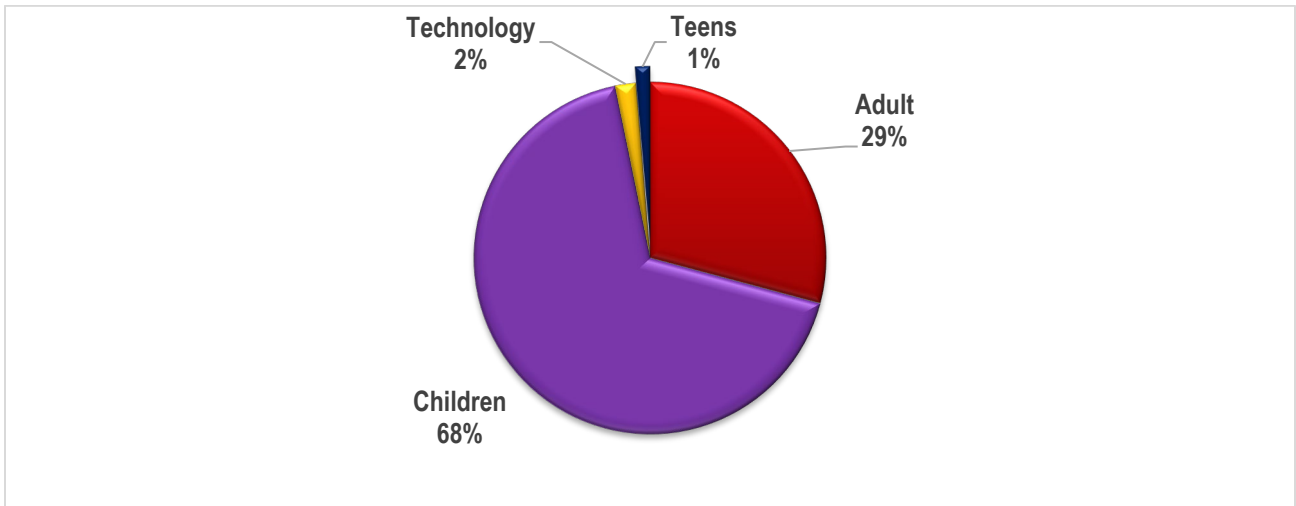
QUESTIONS ANSWERED (by staff in person/phone and through online services)



MARCH

	2018	2017	% change
In person	11452	11253	1.77%
Online	69661	39135	78.00%
Total	81113	50388	60.98%

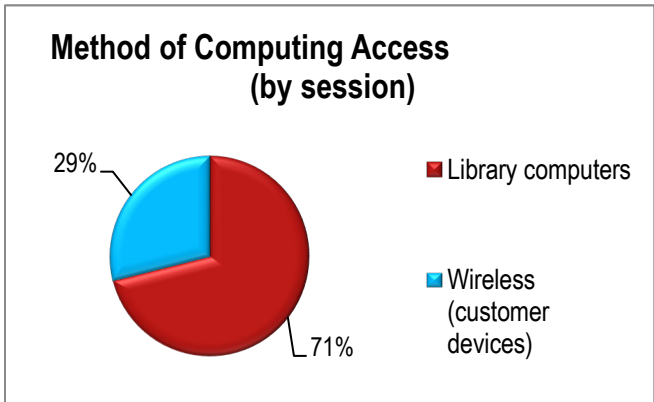
PROGRAM ATTENDANCE



MARCH ATTENDANCE

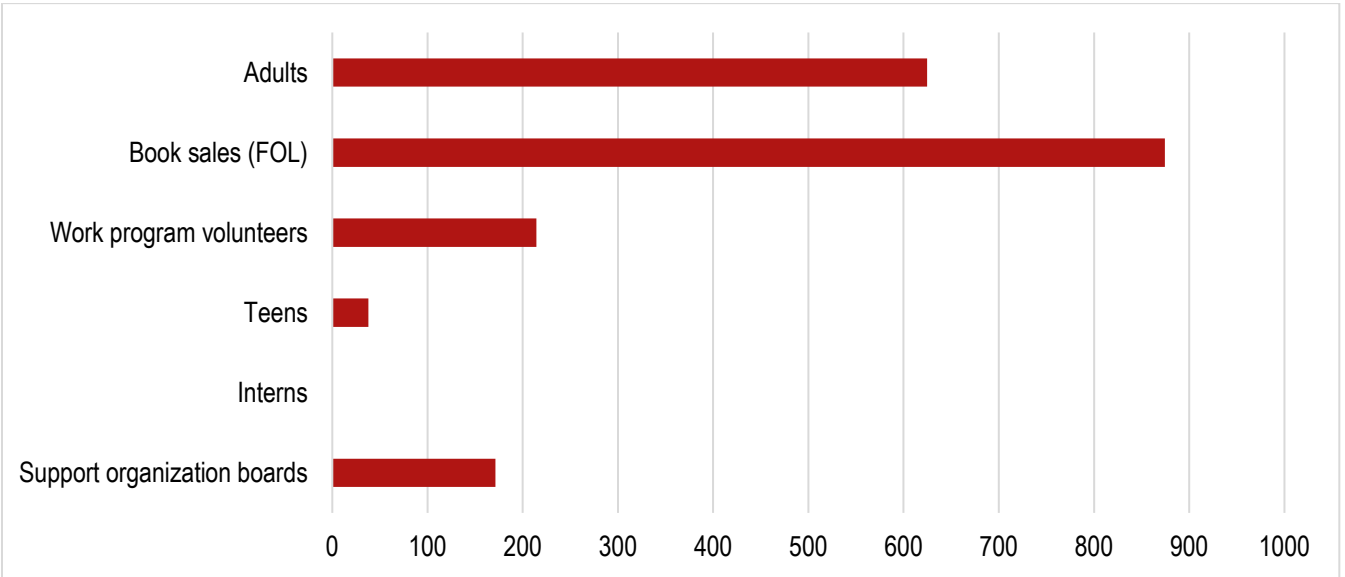
	2018	2017	% change
Adult events	1,876	1,685	11.34%
Children's events	4,352	5,099	-14.65%
Technology training	123	148	-16.89%
Teen events	81	9	800.00%
TOTAL	6,432	6,941	-7.33%

PUBLIC COMPUTING



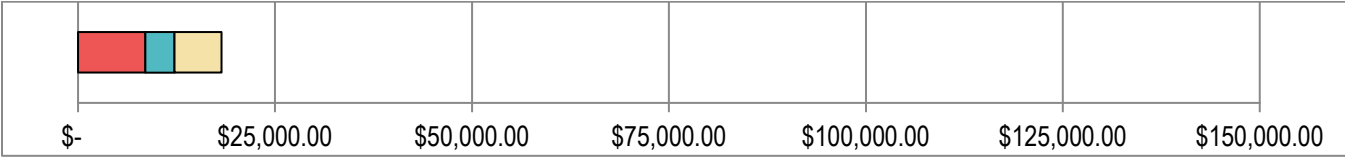
	MARCH		
	2018	2017	% change
Workstation Sessions	10,109	10,811	-6.49%
Wi-Fi Sessions	4,108	4,233	-2.95%
Number of Users	1,239	1,331	-6.91%
Hours of Access	7,965	7,551	5.48%

VOLUNTEERS (hours of service)



Number of volunteers YTD = 141 Hours of service received = 4,675

MATERIALS DONATIONS (value if purchased)



Year to date total = \$18,210.63 Items added to Library collections YTD = 703

WICHITA PUBLIC LIBRARY

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

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

Staff Present: Cynthia Berner, Director of Libraries; Cari Eagles-DeVous, Administrative Assistant; Stephanie Huff, Marketing and Communications Manager; Sarah Kittrell, Collection Development Manager; Kristi McEachern, Customer Services 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: Jim Byrum, Darla DeSpain, Tadonne Neal, and Marge Zakoura-Vaughan.

Staff Presentation

Director Berner recognized retiring board members Lee Gee, Kellie Hogan, Marcia Newton, and Kerin Smith by presenting books that will be placed into the library collection in their honor.

Call to Order

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

Introductions

Visitors Tadonne Neal and Marge Zakoura-Vaughan were introduced.

Approval of the Agenda

Jonathan Winkler moved (Littlejohn) to approve the agenda as published. **Motion carried unanimously.**

Public Comment

None

Consent Agenda

President Hogan asked if there were items to be removed from the consent agenda. No items were identified. Shannon Littlejohn moved (Anderson) to approve the consent agenda as presented. **Motion carried unanimously.** Actions taken through this motion included approval of:

- Minutes of the February 20, 2018 Library Board meeting
- February 2018 Revenue Report
- February 2018 Report 204 of General Fund Expenditures
- February 2018 Bills
 - General Fund Bills: \$706,417.26
 - Prior Year Grand Fund Bills: \$18,822.72
 - Gift & Memorial Fund Bills: \$197.87
- Proposed 2018 State Grants-in Aid Budget
- Director of Libraries Report
- Library Foundation Report

Unfinished Business

None

New Business

Director Berner shared a presentation containing background information on City budget challenges over the next five years. An increasing structural budget deficit is projected for 2019-2022, as a result of predicted costs to meet existing service commitments outpacing growth in revenue. Income is either stable or declining from sales tax receipts, court fines, franchise fees, the gas tax, and assessed valuation growth. For the Library, federal and state grants have decreased 45% since 2000, with four out of six major grant programs being abolished. Over the past few years the Library has implemented numerous changes to meet budget requirements. These include consolidating and closing locations, reducing public service hours, eliminating services, changing staffing models to make greater use of part-time employees, increasing fees, and aggressively using collection and state setoff processes.

Director Berner explained that departments are being asked to identify services and activities core to their missions as well as items so intrinsic to the work of each department that its mission would not be fulfilled if they were no longer offered. Board members were asked for guidance on these issues at the activity, goal and branch library levels.

After much discussion, board members determined that each of the library’s service responses and all branch locations should be considered untouchable in the initial department budget submission.

On behalf of the Operations Committee, Chair Jonathan Winkler moved to approve proposed changes to the meeting room policy (REF-009) as proposed by staff. **Motion carried unanimously.**

On behalf of the Operations Committee, Mr. Winkler moved to allow groups that have historically been under annual room reservation contracts at the Central Library to book the equivalent rooms at the Advanced Learning Library for the remainder of 2018 at the same rates as in their current contracts, provided payment is received before July 1, the effective date of the revised meeting room policy. **Motion carried unanimously.**

On behalf of the Operations Committee, Mr. Winkler moved to deny the request by the Foundation to use an extract from the customer database for a targeted direct-mail fundraising appeal. **Motion carried unanimously.** Staff were directed to develop proposals for revision of the policy on confidentiality of library records that outline the circumstances under which the Board will agree to releases of customer data for fundraising designed to benefit the Library and its supporting organizations.

President Hogan invited board members to contact her if they wished to serve on a Nominating Committee to choose officers for the coming year.

Planning and Facilities Committee

Staff received the requested planting plan for the Alford branch landscaping from the gardening volunteer. The plan has been favorably reviewed by the Park Department and staff have confirmed that the materials can be obtained at wholesale pricing. On behalf of the Planning and Facilities Committee, Chair David Babich moved to accept the volunteer planting plan for a one-year trial. **Motion carried unanimously.**

The City's Property Management Office has been notified by Dillons of the desire to remodel the Tallgrass grocery store, in which the Library's Comotara branch is located. Dillons' real estate team forwarded a proposed reconfiguration of the library space that would decrease it by more than 50% to less than 300 square feet. Staff from the Library and Property Management reviewed this information and replied that the proposal would not meet the Library's needs. The Library's current lease with Dillons states that either party can terminate the agreement with 120 days' notice. No response from Dillons has been received.

Announcements

None

Adjournment

The meeting was adjourned at 1:06 p.m.

The next regularly scheduled meeting will be April 17, 2018.

Respectfully submitted,

Cynthia Berner
Director of Libraries

Agenda

Wichita Public Library Board of Directors Finance Committee Agenda

Tuesday, April 17, 2018, 11:30 a.m.
Central Library Auditorium (3rd floor)
223 S. Main, Wichita KS 67202

1. Call to Order
2. Approval of Minutes of March 20, 2018 Meeting
3. Approval of Finance Reports

PROPOSED MOTION: Recommend approval of the March revenue reports and the 204 report of expenditures as included in board packets

4. Approval of March Bills

General Fund Bills	\$623,861.08
Prior Year Grant Fund Bills	25,912.16
Gift & Memorial Fund Bills	1,715.22
<u>Total</u>	\$651,488.46

PROPOSED MOTION: Recommend approval the March bills as included in board packets

5. Other Items from Committee Members
6. Adjournment

Wichita Public Library Board of Directors
Finance Committee Meeting
March 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 11:33 a.m.

Ms. Smith (McWhorter) moved to approve the minutes of the February 20, 2018 meeting. The motion carried.

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

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

Mr. McWhorter (Smith) moved to recommend approval of the 2018 State Grants-in-Aid Budget as included in the board packets. The motion carried.

Ms. Penland noted that the SCKLS contract is expected in the next month and that the majority of the Library Board meeting will be dedicated to discussion regarding the upcoming budget challenges.

The meeting was adjourned at 11:41 a.m.

WICHITA PUBLIC LIBRARY

General Fund

Revenue Analysis Through March 2018

	Revenue Adopted 2018 Budget	Year to date Receipts	End of year Projection	Year-end Surplus (Deficit)	Percent Received To Date (Goal = 25.00%)
7700 Library desk receipts (fines)	\$350,400.00	\$ 71,382.66	\$ 200,000.00	\$ (79,017.34)	20.37%
7701 Copy machine revenue	\$13,000.00	\$ 4,230.12	\$ 9,600.00	\$ 830.12	32.54%
7703 Public computing	\$34,000.00	\$ 8,325.05	\$ 22,400.00	\$ (3,274.95)	24.49%
9601 Meeting Rooms	\$22,500.00	\$ 6,460.00	\$ 20,000.00	\$ 3,960.00	28.71%
9602 Rent/Lease-Office space	\$0.00	\$ -	\$ -	\$ -	--
9810 Jury Duty	\$0.00	\$ -	\$ -	\$ -	--
9811 Reimbursements	\$0.00	\$ 11.75	\$ -	\$ -	--
9819 Miscellaneous Revenue	\$0.00	\$ -	\$ -	\$ -	--
9840 Cash over (short)	\$0.00	\$ -	\$ -	\$ -	--
9841 Kansas set-off program collections	\$74,000.00	\$ 23,505.90	\$ 49,500.00	\$ (994.10)	31.76%
TOTAL GENERAL FUND REVENUES	\$ 493,900.00	\$ 113,915.48	\$ 301,500.00	\$ (78,496.27)	23.06%



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

FISCAL MONTH 3

FISCAL YEAR 2018

Department Range: 10 to 10

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	289,537.72	0.00	0.00	289,537.72	827,424.08	3,594,598.92	18.71%
1,101	Longevity	54,996.00	2,256.50	0.00	0.00	2,256.50	11,332.50	43,663.50	20.61%
1,104	Shift differential	4,000.00	240.95	0.00	0.00	240.95	673.80	3,326.20	16.84%
1,125	Paid leaves	0.00	29,222.85	0.00	0.00	29,222.85	125,228.08	(125,228.08)	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	52,879.23	0.00	0.00	52,879.23	153,630.88	683,723.12	18.35%
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	451.56	0.00	0.00	451.56	1,331.87	5,668.13	19.03%
1,208	Cellular phone allowance	1,800.00	0.00	0.00	0.00	0.00	300.00	1,500.00	16.67%
1,230	Bonus Pay	0.00	2,421.37	0.00	0.00	2,421.37	2,421.37	(2,421.37)	N/A
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	565.08	0.00	0.00	565.08	2,507.35	(2,507.35)	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	28,046.81	0.00	0.00	28,046.81	82,364.51	323,790.49	20.28%
1,401	Employee pension	573,550.00	38,964.06	0.00	0.00	38,964.06	115,599.42	457,950.58	20.16%
1,403	Workers compensation	54,779.00	3,720.06	0.00	0.00	3,720.06	11,103.90	43,675.10	20.27%
1,404	Unemployment compensation	10,637.00	366.76	0.00	0.00	366.76	1,066.39	9,570.61	10.03%
1,405	Group health insurance	942,668.00	34,744.14	0.00	0.00	34,744.14	211,246.20	731,421.80	22.41%
1,406	Group life insurance	17,688.00	291.46	0.00	0.00	291.46	1,451.78	16,236.22	8.21%
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%
OBJECT TOTAL	1 Personnel services	\$7,002,717.00	\$483,708.55	\$0.00	\$0.00	\$483,708.55	\$1,547,983.70	\$5,454,733.30	22.11%
2,100	Electricity	186,252.00	12,187.32	0.00	0.00	12,187.32	38,059.26	148,192.74	20.43%
2,101	Gas-ONEOK Kansas Gas Service	9,075.00	877.16	0.00	0.00	877.16	2,915.58	6,159.42	32.13%
2,102	Gas-Black Hills	5,990.00	1,005.31	0.00	0.00	1,005.31	3,477.42	2,512.58	58.05%
2,104	Water	15,750.00	957.03	0.00	0.00	957.03	2,563.89	13,186.11	16.28%
2,107	Trash service	4,000.00	304.82	0.00	0.00	304.82	914.46	3,085.54	22.86%
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	3,268.00	7,904.00	29.25%
2,201	PBX - instrument charges	17,460.00	1,886.25	0.00	0.00	1,886.25	5,227.50	12,232.50	29.94%
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	832.42	0.00	0.00	832.42	1,050.97	(150.97)	116.77%



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

FISCAL MONTH 3

FISCAL YEAR 2018

Department Range: 10 to 10

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
2,204	Local services	13,500.00	865.15	0.00	0.00	865.15	1,364.38	12,135.62	10.11%
2,207	Postage - regular	23,000.00	688.55	0.00	0.00	688.55	3,906.17	19,093.83	16.98%
2,211	Express mail	4,000.00	297.08	0.00	0.00	297.08	297.08	3,702.92	7.43%
2,214	Air cards - mobile	0.00	50.00	0.00	0.00	50.00	50.00	(50.00)	N/A
2,215	Plexar	8,136.00	430.00	0.00	0.00	430.00	1,538.00	6,598.00	18.90%
2,216	Voice mail	1,512.00	133.00	0.00	0.00	133.00	392.00	1,120.00	25.93%
2,299	Other-Communications	(7,314.00)	0.00	0.00	0.00	0.00	1,550.00	(8,864.00)	-21.19%
2,301	Meals and lodging allowance	2,540.00	195.93	0.00	0.00	195.93	195.93	2,344.07	7.71%
2,302	Out of town registration fees	670.00	0.00	0.00	0.00	0.00	(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	0.00	0.00	0.00	0.00	125.85	3,014.15	4.01%
2,543	Bank charges	5,000.00	465.49	0.00	0.00	465.49	1,327.21	3,672.79	26.54%
2,599	Other professional services	37,970.00	1,676.55	0.00	0.00	1,676.55	4,338.10	33,631.90	11.43%
2,600	Data center charges	684,492.00	55,403.83	0.00	0.00	55,403.83	166,211.49	518,280.51	24.28%
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	930.00	2,790.00	25.00%
2,703	Maintenance - equipment	5,421.00	170.00	0.00	0.00	170.00	170.00	5,251.00	3.14%
2,708	Uniform rental service	2,806.00	139.00	0.00	0.00	139.00	303.40	2,502.60	10.81%
2,804	Pest control services	13,000.00	0.00	0.00	0.00	0.00	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	7,180.00	47,852.00	13.05%
2,806	Security/Fire services	0.00	0.00	0.00	0.00	0.00	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	1,801.98	0.00	0.00	1,801.98	4,098.53	19,373.47	17.46%
2,928	Permits and Fees	0.00	65.00	0.00	0.00	65.00	65.00	(65.00)	N/A
2,999	Other contractals	77,583.00	10,579.32	0.00	0.00	10,579.32	20,741.62	56,841.38	26.73%
OBJECT TOTAL	2 Contractual services	\$1,406,114.00	\$96,079.69	\$0.00	\$0.00	\$96,079.69	\$272,994.24	\$1,133,119.76	19.41%
3,101	Computer/printer supplies	900.00	0.00	0.00	0.00	0.00	0.00	900.00	0.00%



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

FISCAL MONTH 3

FISCAL YEAR 2018

Department Range: 10 to 10

FUND: **100** General Fund

OBJ LVL 3	DESCRIPTION	APPROPRIATION YEAR TO DATE	EXPENDITURES CURRENT MONTH	ENCUMBRANCES CURRENT MONTH	PRE-ENCUM CURRENT MONTH	EXP+ENC+PREEN CURRENT MONTH	EXP+ENC+PREEN CURRENT YTD	BALANCE	PERCENT EXPENDED
3,103	Office supplies	28,050.00	3,815.11	0.00	0.00	3,815.11	6,995.48	21,054.52	24.94%
3,199	Other office supplies	21,050.00	898.68	0.00	0.00	898.68	3,609.89	17,440.11	17.15%
3,405	Fuel	2,812.00	169.30	0.00	0.00	169.30	558.10	2,253.90	19.85%
3,499	Other equipment parts	450.00	11.94	0.00	0.00	11.94	1,417.58	(967.58)	315.02%
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	639.99	0.00	0.00	639.99	790.60	9,199.40	7.91%
3,811	Library materials < \$5,000 each	697,530.00	43,049.72	0.00	0.00	43,049.72	75,013.54	622,516.46	10.75%
3,901	Custodial supplies	6,000.00	861.86	0.00	0.00	861.86	1,040.26	4,959.74	17.34%
3,990	Purchasing Card Clearing	0.00	(5,373.76)	0.00	0.00	(5,373.76)	48,627.49	(48,627.49)	N/A
OBJECT TOTAL	3 Materials and supplies	\$801,939.00	\$44,072.84	\$0.00	\$0.00	\$44,072.84	\$138,052.94	\$663,886.06	17.21%
FUND TOTAL	100 General Fund	\$9,210,770.00	\$623,861.08	\$0.00	\$0.00	\$623,861.08	\$1,959,030.88	\$7,251,739.12	



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

FISCAL MONTH 3

FISCAL YEAR 2018

Department Range: 10 to 10

FUND: 100 General Fund

OBJ LVL 3	DESCRIPTION	APPROPRIATION YEAR TO DATE	EXPENDITURES CURRENT MONTH	ENCUMBRANCES CURRENT MONTH	PRE-ENCUM CURRENT MONTH	EXP+ENC+PREEN CURRENT MONTH	EXP+ENC+PREEN CURRENT YTD	BALANCE	PERCENT EXPENDED
GRAND TOTAL		<u>\$9,210,770.00</u>	<u>\$623,861.08</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$623,861.08</u>	<u>\$1,959,030.88</u>	<u>\$7,251,739.12</u>	

**Grant Fund Summary Report
March 2018**

Grant	Beginning Balance 03/01/18	Revenue Received	Contractuals	Materials	Supplies & Petty Cash	Equipment	Monthly Encumbrances	Total Expenditures	Remaining Balance 03/31/18
SCKLS 2017	\$ 156,424.85		\$ 13,287.16	\$ 3,325.00		\$ 9,300.00		\$ 25,912.16	\$ 130,512.69
State Aid 2018		\$ 111,902.29						\$ -	\$ 111,902.29
Totals	\$ 156,424.85	\$ 111,902.29	\$ 13,287.16	\$ 3,325.00	\$ -	\$ 9,300.00	\$ -	\$ 25,912.16	\$ 242,414.98

OCA: 101014 TO 101014

1 Personnel services

110 Regular salaries

1,100 Bi-weekly wages

Payroll, 20180309 145,685.03

Payroll, 20180323 143,852.69

Total	1,100 Bi-weekly wages	289,537.72
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1,101 Longevity

Payroll, 20180309 2,256.50

Total	1,101 Longevity	2,256.50
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1,104 Shift differential

Payroll, 20180309 117.41

Payroll, 20180323 123.54

Total	1,104 Shift differential	240.95
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1,125 Paid leaves

Payroll, 20180309 14,962.47

Payroll, 20180323 14,260.38

Total	1,125 Paid leaves	29,222.85
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Total	110 Regular salaries	321,258.02
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120 Special salaries

1,200 Part time/seasonal

Payroll, 20180309 27,808.92

Payroll, 20180323 25,070.31

Total	1,200 Part time/seasonal	52,879.23
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1,205 Auto allowance

Payroll, 20180309 209.68

Payroll, 20180323 241.88

Total	1,205 Auto allowance	451.56
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1,230 Bonus Pay

Payroll, 20180309 2,421.37

Total	1,230 Bonus Pay	2,421.37
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Total	120 Special salaries	55,752.16
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130 Overtime

1,300 Premium-Overtime

Payroll, 20180309 332.67

Payroll, 20180323 232.41

Total	1,300 Premium-Overtime	565.08
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Total	130 Overtime	565.08
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140 Employee benefits

1,400 FICA

Payroll, 20180309 14,091.64

Payroll, 20180323 13,955.17

Total	1,400 FICA	28,046.81
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1,401 Employee pension

Payroll, 20180309 19,904.47

Payroll, 20180323 19,059.59

Total	1,401 Employee pension	38,964.06
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1,403 Workers compensation

Payroll, 20180309 1,867.48

Payroll, 20180323 1,852.58

Total	1,403 Workers compensation	3,720.06
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1,404 Unemployment compensation

Wichita Public Library General Fund Bills

March

2018

OCA: 101014 TO 101014

		Payroll, 20180309	184.31
		Payroll, 20180323	182.45
Total	1,404	Unemployment compensation	366.76
	1,405	Group health insurance	
		Payroll, 20180309	34,744.14
Total	1,405	Group health insurance	34,744.14
	1,406	Group life insurance	
		Payroll, 20180309	291.46
Total	1,406	Group life insurance	291.46
Total	140	Employee benefits	106,133.29
Total	1	Personnel services	483,708.55

OCA: 101014 TO 101014

2 Contractual services

210 Utilities

2,100 Electricity

WESTAR ENERGY - EDI

12,187.32

Total	2,100 Electricity	12,187.32
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2,101 Gas-ONEOK Kansas Gas Service

CENTERPOINT ENERGY SERVICES INC

379.75

ONE GAS INC

497.41

Total	2,101 Gas-ONEOK Kansas Gas Service	877.16
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2,102 Gas-Black Hills

BLACK HILLS UTILITY HOLDING INC

1,005.31

Total	2,102 Gas-Black Hills	1,005.31
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2,104 Water

City of Wichita

957.03

Total	2,104 Water	957.03
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2,107 Trash service

WASTE CONNECTIONS OF KANSAS INC - EDI

304.82

Total	2,107 Trash service	304.82
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Total	210 Utilities	15,331.64
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220 Communications

2,200 PBX - line charges

City of Wichita

1,168.50

Total	2,200 PBX - line charges	1,168.50
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2,201 PBX - instrument charges

City of Wichita

1,886.25

Total	2,201 PBX - instrument charges	1,886.25
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2,203 Long distance service

AT&T

816.82

City of Wichita

15.60

Total	2,203 Long distance service	832.42
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2,204 Local services

City of Wichita

865.15

Total	2,204 Local services	865.15
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2,207 Postage - regular

City of Wichita

688.55

Total	2,207 Postage - regular	688.55
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2,211 Express mail

City of Wichita

297.08

Total	2,211 Express mail	297.08
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2,214 Air cards - mobile

City of Wichita

50.00

Total	2,214 Air cards - mobile	50.00
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2,215 Plexar

City of Wichita

430.00

Total	2,215 Plexar	430.00
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2,216 Voice mail

City of Wichita

133.00

Total	2,216 Voice mail	133.00
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Total	220 Communications	6,350.95
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230 Transportation and training

2,301 Meals and lodging allowance

Wichita Public Library General Fund Bills

March

2018

OCA: 101014 TO 101014

MICHELLE ENKE 195.93

Total	2,301	Meals and lodging allowance	195.93
Total	230	Transportation and training	195.93
	250	Professional services	
	2,543	Bank charges	
		City of Wichita	465.49
Total	2,543	Bank charges	465.49
	2,599	Other professional services	
		SIGN LANGUAGE INTERPRETING SERVICES	84.00
		UNIQUE MANAGEMENT SERVICES INC	1,592.55
Total	2,599	Other professional services	1,676.55
Total	250	Professional services	2,142.04
	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
	2,703	Maintenance - equipment	
		KANSAS FIRE EQ CO INC	170.00
Total	2,703	Maintenance - equipment	170.00
	2,708	Uniform rental service	
		ARAMARK UNIFORM & CAREER APPAREL GRP II	139.00
Total	2,708	Uniform rental service	139.00
Total	270	Equipment charges	619.00
	280	Buildings and grounds charges	
	2,805	Janitorial services	
		STEPHENS INDUSTRIES INC	3,590.00
Total	2,805	Janitorial services	3,590.00
Total	280	Buildings and grounds charges	3,590.00
	290	Other contractals	
	2,917	Printing and copying	
		City of Wichita	1,455.98
		HOUCHEN BINDERY LTD	346.00
Total	2,917	Printing and copying	1,801.98
	2,928	Permits and Fees	
		City of Wichita	65.00
Total	2,928	Permits and Fees	65.00
	2,999	Other contractals	
		ARAMARK UNIFORM & CAREER APPAREL GRP II	47.00
		City of Wichita	5,250.82
		DURACON CONSTRUCTION LLC	5,275.00
		UNDERGROUND VAULTS & STORAGE INC	6.50
Total	2,999	Other contractals	10,579.32
Total	290	Other contractals	12,446.30

Total	2	Contractual services	96,079.69
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OCA: 101014 TO 101014

3 Materials and supplies

310 Office supplies

3,103 Office supplies

City of Wichita

3,815.11

Total	3,103	Office supplies	3,815.11
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3,199 Other office supplies

City of Wichita

898.68

Total	3,199	Other office supplies	898.68
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Total	310	Office supplies	4,713.79
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340 Equipment parts

3,405 Fuel

City of Wichita

169.30

Total	3,405	Fuel	169.30
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3,499 Other equipment parts

City of Wichita

11.94

Total	3,499	Other equipment parts	11.94
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Total	340	Equipment parts	181.24
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380 Non-capitalizable equipment < \$5000 each

3,805 Furniture & equipment <\$5000 each

City of Wichita

639.99

Total	3,805	Furniture & equipment <\$5000 each	639.99
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3,811 Library materials < \$5,000 each

CENGAGE LEARNING

163.74

City of Wichita

42,885.98

Total	3,811	Library materials < \$5,000 each	43,049.72
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Total	380	Non-capitalizable equipment < \$5000 each	43,689.71
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390 Other commodities

3,901 Custodial supplies

City of Wichita

861.86

Total	3,901	Custodial supplies	861.86
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3,990 Purchasing Card Clearing

City of Wichita

-5,373.76

Total	3,990	Purchasing Card Clearing	-5,373.76
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Total	390	Other commodities	-4,511.90
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Total	3	Materials and supplies	44,072.84
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OCA: 101014 TO 101014

Grand Total

623,861.08

Library Grant Bills

March 2018

Grant 810702 South Central Kansas Library System 2017

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
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Total	220 Communications	12,068.08
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230 Transportation and training

2,301 Meals and lodging allowance

KRISTI MCEACHERN 1,219.08

Total	2,301 Meals and lodging allowance	1,219.08
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2,302 Out of town registration fees

City of Wichita 690.00

SOUTH CENTRAL KANSAS LIB -690.00

Total	2,302 Out of town registration fees	0.00
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Total	230 Transportation and training	1,219.08
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Total	2 Contractual services	13,287.16
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3 Materials and supplies

380 Non-capitalizable equipment < \$5000 each

3,804 Data processing equipment < \$5,000 each

AWE ACQUISITION 9,300.00

Total	3,804 Data processing equipment < \$5,000	9,300.00
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3,811 Library materials < \$5,000 each

STATE LIBRARY OF KANSAS 3,325.00

Total	3,811 Library materials < \$5,000 each	3,325.00
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Total	380 Non-capitalizable equipment < \$5000 each	12,625.00
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Total	3 Materials and supplies	12,625.00
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Total	810702 South Central Kansas Library System 2017	25,912.16
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Library
Grant Bills

March 2018

All Grants Total

25,912.16

GIFT AND MEMORIAL FUND**RECEIPTS/REIMBURSEMENTS**

Baird (dividends)	\$142.91	
Baird (interest)	\$43.83	
Flower Fund (Staff Donations)	\$30.00	
Friends of the Library (Monthly Donation)	\$1,202.00	
Friends of the Library (Gold and Platinum Membership Reimbursements)	\$3,261.10	
Honorariums (Book Talks)	\$85.00	
Memorial Donations	\$1,705.00	
	TOTAL RECEIPTS	\$6,469.84

EXPENDITURES*Designated Funds*

Kroger (Employee Anniversary Supplies)	116.94
Ingram Library Supplies (Memorials)*	16.22
Ingram Library Supplies (materials purchases)	561.06
Midwest Tape (materials purchases)	954.27

Undesignated Funds

Kroger (Library Board Supplies)	66.73
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TOTAL EXPENDITURES **\$1,715.22**

*Reimbursed expenses

Ms. Berner:

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

_____ President

_____ Treasurer

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS

Operations Committee Agenda

Tuesday, April 17, 2018, 11:30 a.m.

Central Library Auditorium

223 South Main, 3rd floor

Wichita, KS 67202

1. Call to Order
2. Approval of Minutes of the March 20, 2018 meeting
3. Proposed Changes to CUS-002 Reinstatement of Library Privileges and CUS-003 Right of Appeal
4. Update for Changes to CIR-015 Confidentiality of Library Records
5. Process for Policy Updates Relating to Transition from Central Library to Advanced Learning Library
6. Adjournment

Wichita Public Library Board of Directors
Operations Committee
Meeting Minutes
March 20, 2018

Present: Board members Jonathan Winkler, Lee Gee, and Jennifer Goheen; Programming & Outreach Manager Julie Sherwood

The meeting was called to order at 11:30 am.

The minutes of the last meeting were approved as distributed.

The Committee discussed proposed changes to the meeting room policy (REF-009) which would increase rental rates, establish limited exceptions to the rate increases for groups currently renting on an annual basis if fees are paid by June 30, and set parameters for reserving the free collaboration rooms at the new library. There was concern by team members about the rate increases, particularly the 400% increase in the rental rate of the new Board Room from \$10 to \$50. However, in light of the hard choices required by the current budget situation, the team felt that this was necessary. By consensus, the Committee agreed to recommend the new policy to be effective July 1 and to allow groups who rent space on an annual basis to be given the old rate through the end of the year if they pay by June 30. This would include branch room fees through the end of the year for reservations made and paid by June 30.

The second order of business involved a request by the Library Foundation for the release of selected records from the customer database for the purpose of doing a fundraising solicitation. The Library's Confidentiality of Library Records (CIR-015) policy restricts the sharing of customer record information. After much discussion on whether this has precedent and whether or not the Foundation and Friends organizations are considered special cases for the sharing of customer data, the Committee agreed by consensus to recommend that the Board deny the request of the Foundation based on CIR-015. The Committee also decided to recommend that the Board direct staff to revisit the Confidentiality policy for possible revisions which would clarify the standing of these affiliated organizations when it comes to accessing customer data for the purpose of fundraising.

The meeting was adjourned at 11:58 am.



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Cynthia Berner, Director of Libraries *Cynthia Berner*
SUBJECT: Proposed Changes to Policies CUS-002 Reinstatement of Library Privileges and CUS-003 Right of Appeal
DATE: April 10, 2018

Background: In August 2017, a library customer was banned from Wichita Public Library locations by staff based upon violations of the customer code of conduct. Per policies CUS-002 and CUS-003, a request for reinstatement of library privileges was submitted and denied by the Director of Libraries in December of 2017 and then by the Library Board of Directors in February of 2018. Following her notification of the Board's decision, the customer visited the City Council and City Manager's Offices seeking to initiate additional appeals of her banning.

Analysis: The proposed changes to the two policies seek to clarify and address three issues.

- 1) Upon receiving the request to appeal the decision of the Library Board, staff realized that the procedures for handling and processing such an appeal were not clear. This policy seeks to add clarity to the process while also affording the City Council the discretionary option to hear appeals.
- 2) During the Library Board's hearing of the appeal in February, some Board members inquired about other ways to handle similar issues in the future. As drafted, appeals relating to customer service and operational problems are handled by the Director of Libraries and City Manager. Appeals relating to policies, threats to other persons or possession of weapons prohibited by state law would continue to be reviewed by the Library Board of Directors.
- 3) Language relating to possession of weapons has been updated to clarify that many weapons must be allowed in library facilities per state law.

Legal Considerations: The proposed changes have been reviewed and approved as to form by the Law Department.

Recommendations/Actions: Potential actions for the Board include:

- 1) Approving the changes to one or both policies as outlined in the two attached policy revisions;
- 2) Make changes to the proposed language which eliminate the Library Board from some banning appeals.
- 3) Approve revisions to one or both policies with any additional changes Board members wish to make, subject to a subsequent review and approval as to form by the Law Department.

Attachments: CUS-002 Reinstatement of Library Privileges; CUS-003 Right of Appeal

CUS-002 REINSTATEMENT OF LIBRARY PRIVILEGES

Customers who have been permanently banned from the Library may request a re-evaluation of the banning and reinstatement of their library privileges.

Code of Conduct Related Bannings

Requests for reinstatement of privileges lost due to behavior in conflict with the Customer Code of Conduct must be submitted in writing to the Director of Libraries. Requests should include a statement demonstrating an understanding of why the behavior that resulted in the loss of privileges is unacceptable in Library facilities and an affirmation that the customer is aware of and understands the expectations for appropriate behavior within the Library.

Factors to be considered during the evaluation of the reinstatement request include the details of the incident that led to the banning, the length of time since the banning, the status of the customer's Library account, completion of any requirements imposed by the Court as a result of the incident that resulted in the banning and any other information that would attest to the fact that remediation of the behavior that led to the banning has been achieved.

Health and Safety Service Suspensions

Customers who have had Library privileges suspended under CUS-001.2 Suspension of Privileges for Health and Safety Reasons may request reinstatement upon the ability to demonstrate that the situation that resulted in loss of privileges has been resolved.

For reinstatement requests relating to suspensions due to pest infestation, decisions will be made based upon evidence showing that the address in question has been inspected with no sign of infestation or that the residence has been treated. Confirming information may include copies of receipts for treatment, a letter from a licensed pest control company or a written statement from the owner or property manager of a multi-family rental residence. In some circumstances, proof of a change of residential address may also be accepted.

Decision and Appeal Authority

The Director of Libraries will make decisions about reinstatement of privileges in all cases except those based upon threats or physical harm to another person or possession of a weapon within a Library facility. Decisions of the Director may be appealed to the **City Manager or his designee** **Library Board**. Decisions to reinstate privileges of customers banned for possession of a weapon **prohibited by state law** within a Library facility or because of threats or physical harm to another person will be made by the Library Board of Directors.

The City Council may exercise its discretion to hear an appeal from the City Manager's Office or from the Library Board, or may allow those decisions to stand.

Last Review: April 2018

Online Manual Listing: <http://wichitalibrary.org/About/Policies/Pages/reinstatement-of-privileges.aspx>

CUS-003 RIGHT OF APPEAL

The Wichita Public Library recognizes that there may be times when customers disagree with Library decisions, actions or policies. Customers may **appeal** *question* actions of the Library in a variety of manners including, **but not limited to**, speaking with staff, use of customer comment forms available from service desks in all library locations, email and letters.

Problems not resolved to a customer's satisfaction may be appealed first to the Director of Libraries, then to the Library Board of Directors and finally to the City Manager and City Council.

Customer service and operational problems not resolved to a customer's satisfaction may be appealed to the Director of Libraries and, if still unresolved, then to the City Manager or his designee.

Problems relating to Library policies may be appealed to the Director of Libraries, and if still unresolved, then to the Library Board of Directors. The City Council may exercise its discretionary right to review all decisions of the Director of Libraries or the Library Board, or may allow those decisions to stand.

Related Forms

Customer feedback form

Related Ordinances

City of Wichita Code section 2.12.020 (10).

Last Review: April 2018

Agenda

Wichita Public Library Board of Directors Planning & Facilities Committee

Tuesday, April 17, 2018 – 11:30 a.m.
Central Library Auditorium (3rd floor)
223 South Main, Wichita, KS 67202

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

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

Present: Board Members: Committee Chair David Babich, committee members Justin Henry and Randall Johnston; Customer Service Manager Kristi McEachern

The meeting was called to order at 11:30 a.m. by Committee Chair David Babich

Minutes of the previous committee meeting were approved by consensus.

Ms. McEachern informed committee members that there are several installations underway at the Advanced Learning Library including shelving and office furnishings. The next deliveries expected will be for open office systems, ergonomic systems and study pods. There are a few delays including the automated materials handler expected in May, the High Density shelving in which there is a wait for floor modifications, the Rundstrom mobile expected between now and June and the 3rd flagpole that was received damaged should be here anytime. Chair Babich asked for status reports on other expected art work in which Director Berner joined the group (11:50) to report that the stainless steel piece is in fabrication and the bollard overlays will be installed last to avoid any cracks when the AMH drops are installed. Ms. Berner stated the flag pole has actually arrived today.

Ms. McEachern reminded the group that there will be a tour at the ALL for Library Board members to see the status of the building and installations following the Library Board meeting.

Ms. Newton was absent therefore there was no update on the Delano Plan Advisory Committee Report. Mr. Johnston asked where they could find the report in which Ms. McEachern stated that it is located on the City of Wichita's website.

Ms. McEachern provided updates regarding outstanding facilities issues. Angelou and Alford branches still have not received mulch this winter. Mr. Henry asked for clarification on the mulching schedule in which Ms. McEachern stated that the Parks and Recreation department had stated they would try to mulch in winter and had provided the Library pricing for each location should we wish to pay for applications at other times of the year. Ms. McEachern updated committee members on the status of the Alford landscape information received from the gardening volunteer. Staff received the requested planting plan, Parks and Recreation approved the plantings, and the greenhouse approved the Library receiving wholesale pricing at approximately \$223 for the plants. In addition, staff would need to purchase mulch and lightweight hoses. Staff recommends trying this planting approach for a year before proceeding with the Boards original recommendation for installation of concrete. Discussion was held and the committee unanimously made a decision to support the staff recommendation with their approval.

Ms. McEachern updated the members of the committee regarding the fact that 3-D scans of all branches are complete. Public Works and Utilities staff and Library staff will have access to the stored scans.

The conversation turned to the fact that the City's property management office has been notified by Dillon's of the desire to do remodeling at the Tallgrass grocery store, in which the Library's Comotara branch is located, to add Clicklist service to that location. Dillon's real estate team sent a proposed reconfiguration of the Comotara branch library that would decrease the space of the branch by more than 50% to less than 300 square feet. Library staff and staff from property management met and reviewed the information and replied that the proposal would not meet the Library's needs. The Library is in a current lease (rent free) that states each party can terminate the lease with 120 days' notice. The City is waiting to hear back from Dillon's. Mr. Randall asked how many staff work at Comotara and in what year the lease commenced. Ms. McEachern replied there are currently 3 staff working at Comotara, Ms. Berner clarified that the lease began in 1986.

Ms. McEachern informed the committee that the Library is suspending effort on the branch master plan while discussions regarding upcoming budget challenges occur.

There was no new business.

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

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS

Planning & Facilities Committee Agenda

Tuesday, June 19, 2018, 11:15 a.m.

Advanced Learning Library Yellow Collaboration Room

711 W 2nd Street, 2nd floor

Wichita, KS 67203

1. Call to Order
2. Approval of Minutes of the April 17, 2018 Meeting
3. Federal and State Issues Updates
4. Advanced Learning Library Grand Opening Update Debrief
5. Review of Recent and Expected Earned Media
6. Other Issues from Committee Members
7. Adjournment

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

Present: Board members A. Lamont Anderson, Sr., Shelby Petersen and Shannon Littlejohn; Staff members Stephanie Huff and Cynthia Berner, Director of Libraries.

The meeting was called to order by Committee Chair A. Lamont Anderson, Sr. at 11:22 a.m.

A motion was called and 2nd to approve the February committee meeting minutes.

Ms. Berner provided an overview of state and federal library issues including the litigation of Net Neutrality. It has been assigned to the 9th Circuit. No Kansas legislator has signed on to the measures. The Library Board had reached out to Senator Moran in this regard, but he declined with the reason that he doesn't endorse budgetary issues. The committee discussed reaching out to Representative Estes on this matter as well as involving him with issues pertaining to the Advanced Learning Library.

Regarding the Advanced Learning Library, Ms. Berner reported June 16 is the potential date for the grand opening. A discussion continued regarding opportunities to provide some event or messaging to customers who wish to enjoy the current Central Library before it closes.

It was announced that Stephanie Huff would be departing her role as the Marketing/Communications Manager with the Library, and that efforts to continue her work garnering earned media intend to continue in the future.

Ms. Petersen brought up an issue of concern regarding getting and retaining teenagers with the new Library as well as the home school community. New opportunities with a Teen Pavilion and recruitment of younger members to the Friends of the Wichita Public Library board were discussed.

Mr. Anderson brought up the need to stay on top of the contact list for our local and state legislators. Ms. Petersen identified the timeliness of the legislative break which begins April 6 as an opportunity. A conversation was had about the Library's past in Wichita and its impact on the community, in regards to finding a way to best spread that message to the public about our past, present and future.

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

MARCH 2018 MEDIA REPORT

TELEVISION:

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

KAKE (3/3) Morning news mention of the Academy Award Shorts film fest

KWCH (3/6) Morning news interview with FWPL on March used book sale

KAKE (3/15) 4pm News interview with Erin Howerton on Spring Break children's programs

KWCH (3/24) Saturday Morning NewsTalk segment with Stephanie Huff on Academy Award Shorts Film Fest

RADIO:

Radio Lobo (3/11) interview with EVE staff member (in Spanish) on services and March programs.

PRINT/DIGITAL:

Wichita Eagle (3/27) "When borrowing your uncle's truck just won't do: Wichita prepping to move main library" by Dion Lefler <http://www.kansas.com/news/politics-government/article206860074.html>

School Library Journal (3/28) "Short Story Dispensers Spread Power of Literature by Kara Yorio <https://www.slj.com/2018/03/industry-news/short-story-dispensers-spread-power-literature/#>

Director of Libraries Report – April 2018

Advanced Learning Library Update

Much is happening at the Advanced Learning Library!

- Installation of shelving is progressing nicely.
- AV systems installations continue to progress as well. One of the most notable changes is the start of construction of the video wall. Work on this unit will continue throughout most of April.
- Open office systems furniture is under construction.
- Bids for the reading terrace furniture are open for solicitation.
- The long-awaited automated materials handling system is scheduled to be received on April 23. Installation should take about one week.
- A contract with Hallett Movers was approved by the City Council. Firm representatives were in Wichita April 2-4 for meetings with staff and to prepare project lists for staff to complete before the teams return on April 30 to start the moving processes.

Budget Update

Following conversation in the March Board meeting, the Leadership Team has spent additional time reviewing department services and activities in order to make budget prioritizations. It was determined that the three essential pillars of public library service are digital inclusion, equitable access to information and supporting a literate community. Within each of these pillars, activities were prioritized and identified as core, non-core or supporting activities. A narrowed list of activities were identified as untouchable in the sense that if they were eliminated, the ability of the department to fulfill its purpose would be compromised. The attached page summarizes the results of these reviews. This information will be reviewed with the City Council during a budget retreat on April 24.

Mary Jo Ohlemeier Estate Gift

The Library has been notified of an estate gift from former customer Mary Jo Ohlemeier. The estate trustee has provided a copy of a release and indemnification form which must be completed prior to processing of distributions. A review by the City Law Department identified some language in the proposed agreement not in the best interest of the Library/City. A Legal Services Request has been initiated to have a representative of the Law Department assigned to seek negotiated changes to the document on behalf of the Library. During the process, the option to have the gift transmitted in the name of the Wichita Public Library Foundation will also be explored with the trustee.

Staffing Updates

One IT Systems Analyst position has been filled. Interviews have been scheduled for the new Children's and Teen Librarians. Interviews are pending for the second Systems Analyst. Applications for the Communications Specialist position are now being accepted.

Reminder of Annual Meeting

The May meeting is now the annual meeting of the board which will include the election of officers.

Director of Libraries Report – April 2018

Program	Activity	Activity Type	Untouchable?	Ranking
Literate Community	PreK early literacy services	Core	Yes	1
Digital Inclusion	Public Computing	Core	Yes	2
Equitable Access to Information	Reference Service - in library and virtual	Core	Yes	3
Literate Community	K-5 literacy and learning programs	Core	Yes	4
Equitable Access to Information	Interlibrary Loan Service	Core	Yes	5
Literate Community	Reading, Listening & Viewing for Pleasure	Core	Yes	6
Equitable Access to Information	Genealogy/Local History Services	Core	Yes	7
Literate Community	Virtual Branch Collection	Core	Yes	8
Support Services	Department Administration	Support	Yes	9
Support Services	Intralibrary Courier	Support		10
Digital Inclusion	Technology Training	Support		11
Literate Community	Teen literacy and learning programs	Core		12
Equitable Access to Information	Community Collaboration Spaces	Core		13
Equitable Access to Information	Employment Programming	Core		14
Equitable Access to Information	Small Business Support	Non-Core		15
Equitable Access to Information	K-12 School Research Visits	Core		16
Support Services	Volunteer Management	Support		17
Equitable Access to Information	Current Events Programming	Non-Core		18
Digital Inclusion	Mobile Printing	Non-Core		19
Equitable Access to Information	DIY Programming	Non-Core		20
Equitable Access to Information	Foundation (Grant-Writing) Center	Non-Core		21
Digital Inclusion	Public Fax Service	Non-Core		22
Equitable Access to Information	Test Proctoring	Non-Core		23
Support Services	Marketing	Support		24