

## AGENDA

**Wichita Public Library Board of Directors Meeting**  
**Tuesday, May 15 – 12:00 p.m.**  
**Alford Branch Library – 3447 South Meridian, Wichita KS 67217**

1. Call to Order/Introductions
2. Approval of the Agenda
3. Public Comment
4. Consent Agenda
  - A. April 17, 2018 Meeting Minutes
  - B. April 2018 Revenue Report
  - C. April 2018 Report 204 of General Fund Expenditures
  - D. April 2018 Bills

1. General Fund Bills	\$682,245.85
2. Prior Year Grant Fund Bills	18,459.24
3. Gift & Memorial Fund Bills	2,245.28
<b>Total</b>	<b>\$702,950.37</b>

- E. Grant Fund Summary Report
  - F. Media Report
  - G. Report of the Nominating Committee
  - H. Library Foundation Report
  - I. Director of Libraries Report
5. Unfinished Business
6. New Business
  - A. Election of Officers
  - B. Project Wichita Focus Group
7. Reports of Committees
8. Announcements
  - Conflict of Interest Forms
9. Adjournment



# MONTHLY ACTIVITY REPORT

## April 2018

### SERVICE HIGHLIGHTS

Much of the month of April was spent preparing for summer activities and the move into the Advanced Learning Library.

Members of the youth services team began visiting schools for summer reading promotions. Visits included school assemblies, classroom visits and family nights. Program materials were counted, sorted and distributed to branches earlier than in past years in order to have items disbursed prior to the move of the Children's team.

Collection development staff and teams of volunteers from other Central Library workgroups spent considerable amount of time cross-checking counts of materials collections. Extra effort was needed to consolidate three separate sections of Special Collections materials into a single, consecutive Dewey Decimal sequence. The Collection Development staff also became the first employee team to relocate into the Advanced Learning Library. The change became effective on April 30 so that staff would be in place in the new building as new book shipments and mail were transferred to the new address. Having staff onsite throughout the day also proved helpful for coordination of the multitude of furniture and equipment installers receiving deliveries and completing their companies' work in the building.

On April 23, the Library received delivery of the Advanced Learning Library's automated materials handling system. This is a computerized conveyer system that checks in and automatically sorts materials into designated bins. Items can be added onto the system from interior and exterior materials returns. The system is able to process over 1,100 items per hour. Staff spent the remainder of the month learning how to operate the system and testing the programming.

Representatives from Hallett Movers arrived in Wichita on April 30 to begin preparations for the move of library collections. Work began by cross checking space for each of the unique collections and continued with vacuuming of all of the materials to be moved.

Maintenance issues at the Central Library continue to be a reminder of the importance of a relocation to a new facility. The third floor of the building was without water for a day and a half during April due to issues with a cracked drain pipe. After finding the blueprints and realizing that only half of the third floor made use of the pipe, access to the public restrooms, water fountain and other water services on the front side of the building was restored. Patches to the pipe were installed with full water service restored on the second business day after the leak was identified.

## OTHER NEWS

The Property Management Office has received word that Dillon's intends to exercise an option to break the lease of the Comotara branch library. The space in which the library has been housed since 1986 will be re-purposed to support the store's ClickList service. This may require that the operations of the Comotara branch be consolidated into those of the Rockwell branch by the end of summer.

Landscaping and mulch was installed at the Alford branch library as planned and conducted by Master Gardener Lynn Behnke.

The Evergreen branch library will soon become the site for regular meetings of the District VI Advisory Board. A plan is also being put in place to move District VI coffees to the Advanced Learning Library beginning this summer.

Test proctoring and small business services both were well utilized during April. A total of 27 tests were proctored during the month, with two new students making use of the service for exams and certifications. The SCORE program topic was social media marketing which attracted an audience of 25 potential, new and emerging small business owners.

A social media milestone was achieved in April as the Library's Facebook page reached 10,000 page likes. The Library's page ranks #6 in popularity among the City of Wichita's many Facebook pages.

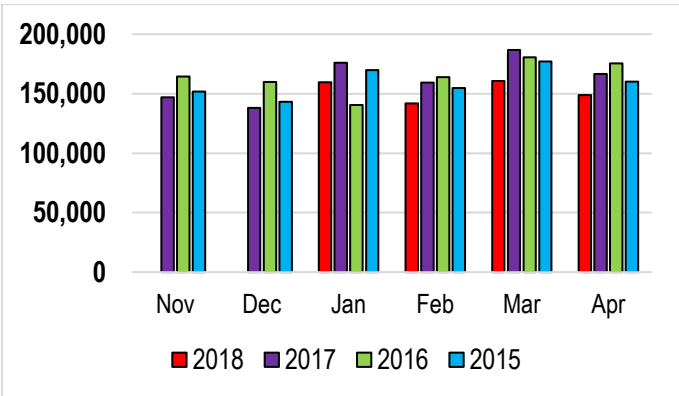
Library staff receive numerous requests for volunteer opportunities throughout the year from teens needing just a few community service hours for school credit. Alford Youth Services Librarian Lena Vogt responded to this community need by organizing a drop-in service program. Nearly 15 service hours were earned in April by teens who stopped by the Alford Branch to help with projects that needed extra hands but minimal training. The teens tackled a large pile of shredding, condition checked books and DVDs, cleaned book and movie covers, replaced broken cases and faded barcodes, as well as created artwork for displays and storytime nametags.

The Genealogy Section had out-of-state visitors from California, Colorado, Illinois, Iowa, Missouri, New York, North Carolina, Oklahoma, Pennsylvania, Rhode Island, and Washington.

Agencies receiving tours, outreach or other special service included: Asbury, Basic Beginnings and Westwood Presbyterian preschools; Little Early Childhood Center; Branches and Honey tree academies; Wichita State University child development center; Fingerprints, Hilltop, 2<sup>nd</sup> street, Shirley Mayes, West Village head start centers; Adams, Benton, Chisholm Trail, Clark, Cloud, Enders, Enterprise, Griffith, Harry Street, Lawrence, L'Ouverture, Park, Riverside, and Washington elementary schools; TutorTime/21<sup>st</sup>, LaPetite/Waco, Kiddy Kollege/Country Acres, Kiddy Kollege/Thurman, KinderCare/Boston, TOP/Northwest and Small Wonders child care centers; Book Marks, Devoreur De Livres and Libros book clubs; LifeVentures; District Advisory Board III, Wichita Children's Home; Wichita Northwest high school; WIC offices at the Sedgwick County Health Department, Colvin and Stanley schools; one girl scout troop and two family care centers. The Library was an exhibitor at the Evergreen Community Fair, the Child Start Growing with Children Conference, and the Middle School Madness event at Exploration Place and also participated in three in-service training sessions for Wichita Public School's library media department.

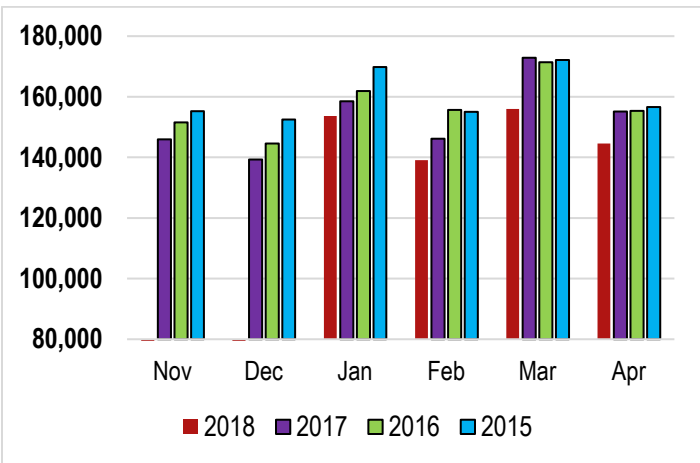
# Service Dashboard

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

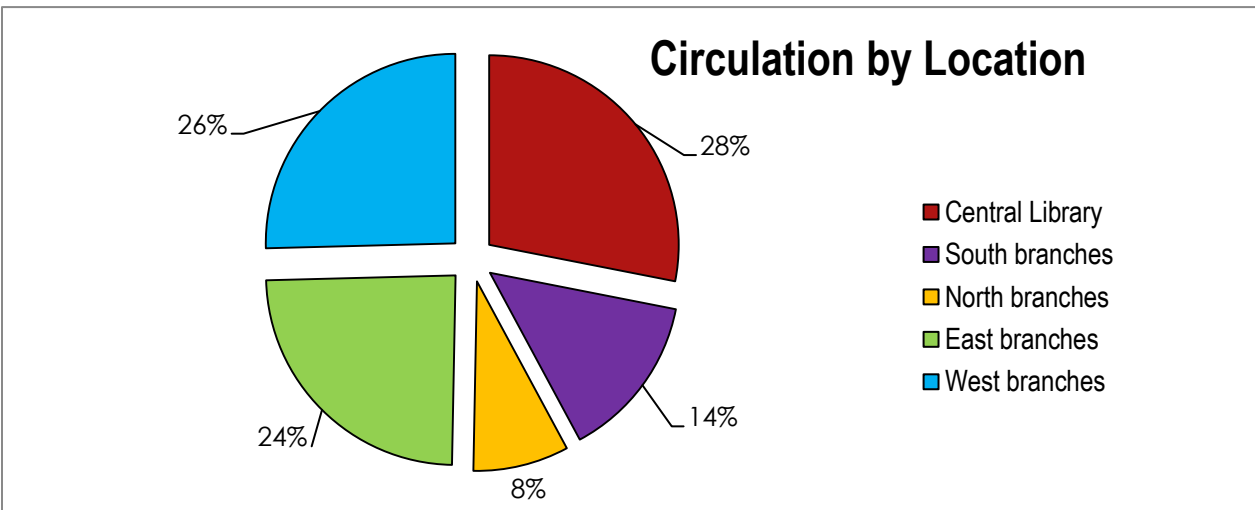


	APRIL		
	2018	2017	% change
Door Counts	60,218	73,604	-18.19%
Catalog Use	42,155	48,982	-13.94%
Website Visits	46,472	44,093	5.40%
Total	148,845	166,679	-10.70%

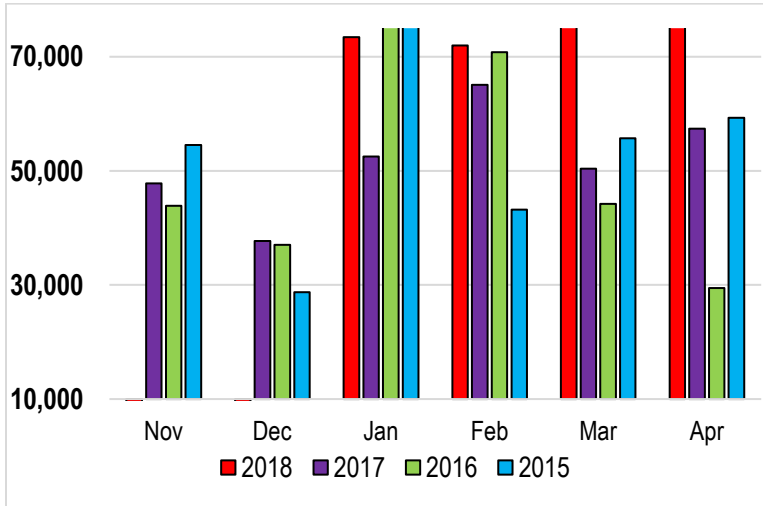
## CHECKOUTS



	APRIL		
	2018	2017	% change
Physical Circ	133,579	146,656	-8.92%
E-book Circ	11,020	8,512	29.46%
Total	144,599	155,168	-6.81%

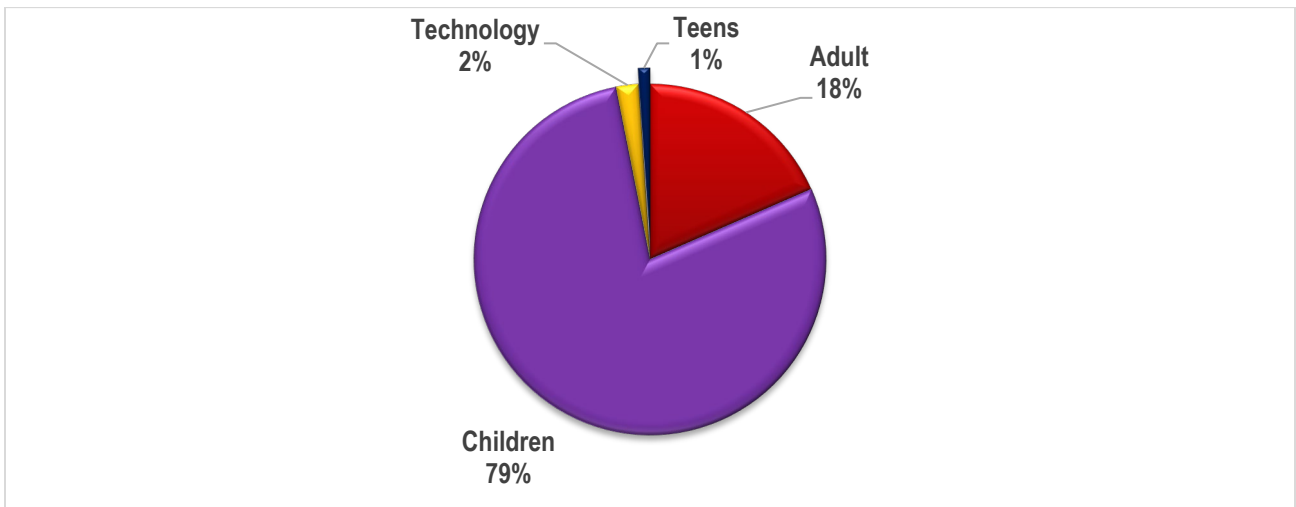


**QUESTIONS ANSWERED (by staff in person/phone and through online services)**



	APRIL		
	2018	2017	% change
In person	9,741	11,210	-13.10%
Online	65,936	46,176	42.79%
Total	75,677	57,386	31.87%

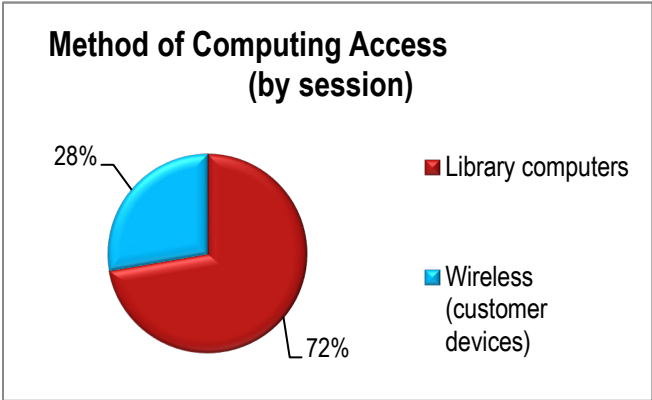
**PROGRAM ATTENDANCE**



**APRIL ATTENDANCE**

	2018	2017	% change
Adult events	1,179	1,571	-24.95%
Children's events	5,018	7,618	-34.13%
Technology training	131	155	-15.48%
Teen events	65	238	-72.69%
TOTAL	6,393	9,582	-33.28%

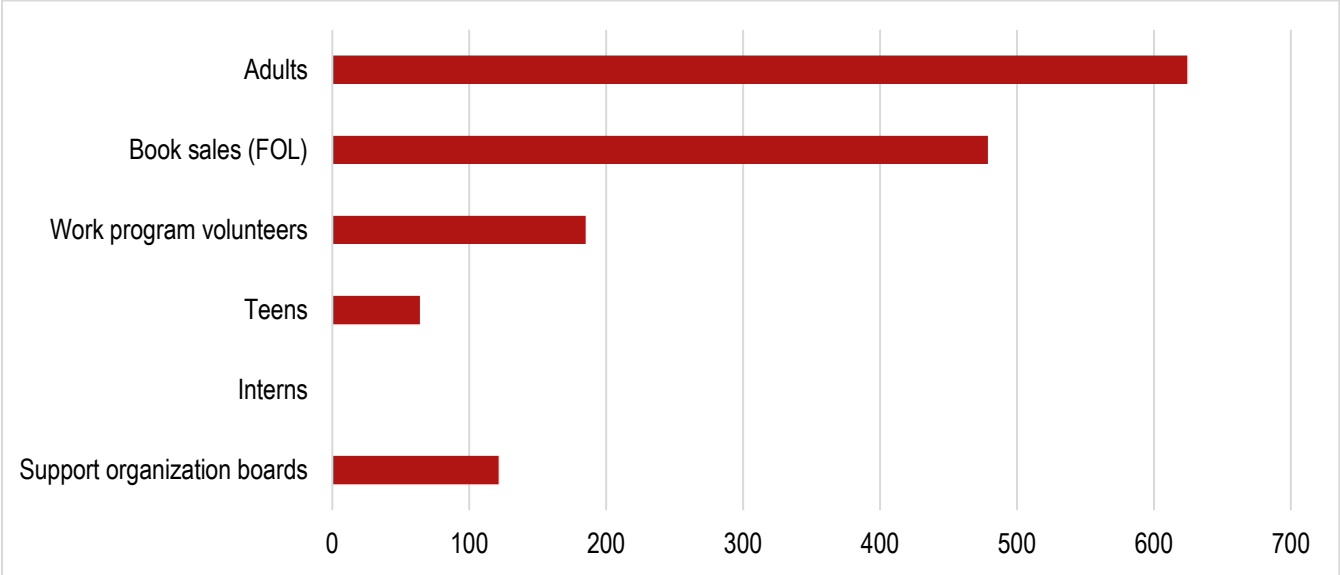
**PUBLIC COMPUTING**



**APRIL**

	2018	2017	% change
Library Workstation Sessions	9,558	10,112	-5.48%
Wi-Fi Sessions	3,665	4,140	-11.47%
Number of Users	1,161	1,257	-7.64%
Hours of Access	7,354	7,204	2.08%

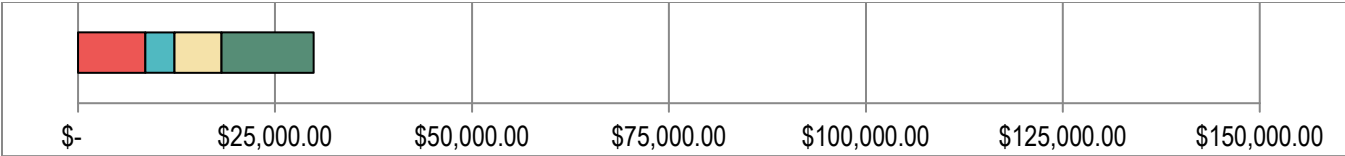
**VOLUNTEERS (hours of service)**



**Number of volunteers YTD = 150**

**Hours of service received = 6,149**

**MATERIALS DONATIONS (value if purchased)**



**Year to date total = \$29,906**

**Items added to Library collections YTD = 1,430**

**WICHITA PUBLIC LIBRARY**

Minutes of a Regular Meeting of the Library Board of Directors  
April 17, 2018.

The regular meeting of the Library Board of Directors was held on Tuesday, April 17, 2018 at the Central Library with the following present: Mr. Lamont Anderson, Mr. David Babich, Ms. Lee Gee, Dr. Justin Henry, Ms. Kellie Hogan, Mr. Randall Johnston, Ms. Shannon Littlejohn, Mr. Kevin McWhorter, Ms. Tadonne Neal, Ms. Shelby Petersen, Ms. Kerin Smith, and Mr. Jonathan Winkler.

Staff Present: Cynthia Berner, Director of Libraries; Cari Eagles-DeVous, Administrative Assistant; Sarah Kittrell, Collection Development Manager; Kristi McEachern, Customer Services Manager; Tammy Penland, Support Services Manager; Julie Sherwood, Partnerships and Community Engagement Manager; Jeff Tate, Digital Services Manager; and Larry Vos, Information Services Manager.

Guests Present: Jim Byrum and Darla DeSpain.

**Staff Presentation**

Partnerships and Community Engagement Manager Julie Sherwood presented information about the Library's recent selection for a grant award from the Public Library Association with assistance from the Knight Foundation. The project is a literacy initiative that uses short stories to encourage reading. As part of the grant, the Library will receive three short story dispenser kiosks to place into the community. A dispenser with stories for children and adults will be put into the waiting room of the University of Kansas School of Medicine's Pediatrics Clinic. A dispenser with general interest stories that can be read in one, three or five minutes will be installed in the clinic waiting room at the Robert J. Dole Veterans Administration Medical Center. A third dispenser will be used by the Library at pop-up events throughout the community.

A second component of the grant involves promotion of a writing contest where local authors will be encouraged to submit short stories that can be published through the dispensers. Wichita is one of four libraries from throughout the United States selected for this initiative.

The grant is valued at approximately \$50,000 and includes two years of product support and supplies for the kiosks.

**Call to Order**

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

**Introductions**

Board members welcomed Tadonne Neal, who has been appointed to the Board by Councilmember Johnson.

**Approval of the Agenda**

Kerin Smith and Director Berner asked that the following items be added to the new business section of the agenda: the 2018 South Central Kansas Library System grant budget, selection of a location for the May board meeting, and establishment of the closing date of the Central Library. David Babich moved (Littlejohn) to approve the agenda as amended. **Motion carried unanimously.**

**Public Comment**

None

**Approval of Minutes**

Minutes of the regular meeting held on March 20, 2018 were presented. Director Berner referred board members to the wording of a motion regarding the establishment of room rental fees. It was the understanding of staff that groups which regularly rent meeting rooms in any of the Library's locations would be afforded the opportunity to make reservations for the remainder of 2018 at current rates if payment is received prior to July 1. The minutes indicated that this waiver of the fee increases was to be applied only to the Advanced Learning Library. She asked for clarification of the Board's intent on this issue.

Mr. Anderson noted that the fee increases might prove to be a hardship for customers of the Maya Angelou Northeast branch and that he was supportive of implementing the waiver at all facilities. Jonathan Winkler (Anderson) moved to correct the wording of the motion and to approve the minutes as amended. **Motion carried unanimously.** The motion and action, as corrected, now read:

On behalf of the Operations Committee, Mr. Winkler moved to allow groups that have historically had regular room reservation contracts at any library location to make reservations throughout 2018 at current rates, provided payment is received before July 1, the effective date of the revised meeting room policy.

**Finance Committee Report**

On behalf of the Finance Committee, Chair Kerin Smith moved to approve the preliminary revenue report and the 204 report of expenditures for March 2018 as included in board packets. **Motion carried unanimously.**

On behalf of the Finance Committee, Ms. Smith moved to approve the preliminary report of bills for March 2018 in the following amounts: General Fund operating bills of \$623,861.08; prior year Grant Fund bills of \$25,912.16; and Gift & Memorial Fund bills of \$1,715.22 for a total of \$651,488.46. **Motion carried unanimously.**

**Operations Committee Report**

On behalf of the Operations Committee, Chair Jonathan Winkler moved that staff be directed to update certain policies to change current references to the Central Library to refer to the



Advanced Learning Library, and that the policies thus revised be deemed to have received Board approval. The text to be changed in each policy describes functions currently carried out at the Central Library and does not include historical references, such as one to its opening in 1967. The policies are:

- ORG-003 – Library Support Organizations
- ORG-003.1 – Friends of the Wichita Public Library
- ORG-003.3 – Wichita Genealogical Society
- CIR-004 – Issuing Cards to Tour Groups and Classrooms
- REF-002 – General Equipment Available for Customer Use
- REF-005 – Photograph Collection Reproduction
- REF-005.1 – Use Fees
- REF-011 – FamilySearch Center Affiliate Program
- REF-012 – Test Proctoring
- CUS-001 – Customer Code of Conduct
- PER-002 – Building Opening and Closing
- PER-008 – Volunteer Program

Additionally, it was recommended the board designate one of its own to proofread the freshly revised policies. Chair Jonathan Winkler was so chosen. **Motion carried unanimously.**

### **Planning & Facilities Committee Report**

Committee Chair David Babich reported shelving continues to be installed in the Advanced Learning Library. Flagpoles are in place and a contract for exterior digital signage is being developed. The Northwest Lions Club has asked to donate and plant a tree at the Advanced Learning Library. The City's arborist has been contacted about this request. The Committee encourages staff to find a way to accept the landscaping gift.

Execution of the volunteer-created landscaping plan at the Alford branch will begin at the end of the week. Color selections and wall treatments have been made so that repairs and routine maintenance at the Maya Angelou Northeast and Westlink branches may be completed.

Mr. Babich asked about the future of the Joan of Arc statue at the Central Library. Director Berner reported that a determination of whether or not the statue is to be relocated is under the purview of the Division of Arts and Culture.

### **Public Affairs Committee Report**

On behalf of the Public Affairs Committee, Chair Lamont Anderson moved to direct the President of the Board to sign and distribute a letter to Senator Roberts and Congressman Estes to elicit support for the renewal of authorization and funding for the Institute of Museum and Library Services. **Motion carried unanimously.**

### **Special Committee Reports**

*Friends of the Library* – No report

Library Foundation – Director Berner reported that an announcement regarding the completion of the Capital Campaign for the Advanced Learning Library will be part of the Mayor’s weekly news briefing.

Wichita Genealogical Society (WGS) – Jim Byrum announced WGS is working with the library in preparation for the upcoming move. The May and June board meetings will be held at the Alford branch. The April monthly meeting will be held at Alford and feature a presentation on Medical Genealogy.

The research trip to St. Louis and Ft. Wayne will happen from September 8-16, 2018.

The Genealogical Conference on October 13 will feature Cyndi Ingle from Cyndi’s List.

### **Director of Libraries Report**

Director Berner distributed copies of a brochure produced by using information from the Library’s 2017 statistical report to populate a template made available by the Public Library Data Service.

As part of the transition to the Advanced Learning Library, some services will need to be temporarily suspended. This includes hold pickup at the Central Library and all operations of the Interlibrary Loan Service. Hallett Movers will return to Wichita on April 30 to begin the moving process. The first week can be completed with the library still in operation but during the second week, public access to materials collections will need to be suspended. For this reason, staff recommends that the Central Library close to the public at the end of business on Sunday, May 6. It is hoped that the grand opening of the Advanced Learning Library can be held on Saturday, June 16.

### **Unfinished Business**

None

### **New Business**

On behalf of the Finance Committee, Chair Kerin Smith moved to approve the 2018 SCKLS Grants in Aid budget and to authorize staff to forward the proposed service contract to the City Council with a request for approval. **Motion carried unanimously.**

Jonathan Winkler moved (Neal) to establish the closing date of the Central Library as the end of business on Sunday, May 6. **Motion carried unanimously.**

Kerin Smith moved (Anderson) to hold the May Library Board meeting at the Alford branch library. **Motion carried unanimously.**

Jonathan Winkler reported on proposed changes to policies CUS-002 Reinstatement of Library Privileges and CUS-003 Right of Appeal. The staff report and suggested revisions that were contained in board packets would have created separate appeals processes for operational and

policy issues. The Library Board would hear appeals only for policy issues and customer bans involving the carrying of illegal weapons into the library; other cases would be handled by the Director of Libraries and the City Manager. The Operations Committee took the view that as an administrative body, the Library Board should continue to hear all appeals from customers. Copies of alternate versions of the two policies were distributed. In the new versions, the Library Board retains authority to hear all appeals, while added language states that the City Council retains the discretion to hear appeals of Library Board decisions or to allow them to stand without further review.

On behalf of the Operations Committee, Chair Jonathan Winkler moved to accept the proposed changes to CUS-002 Reinstatement of Library Privileges and CUS-003 Right of Appeal as distributed during the meeting. **Motion carried unanimously.**

**Announcements**

None

**Adjournment**

The meeting was adjourned at 12:54 p.m.

The next regularly scheduled meeting will be May 15, 2018.

Respectfully submitted,

Cynthia Berner  
Director of Libraries

**WICHITA PUBLIC LIBRARY**General Fund**Revenue Analysis Through April 2018**

	Revenue <b>Adopted</b> 2018 Budget	Year to date Receipts	End of year Projection	Year-end Surplus (Deficit)	Percent Received To Date (Goal = 33.33%)
7700 Library desk receipts (fines)	<b>\$350,400.00</b>	\$ 90,780.13	\$ 152,000.00	\$ (107,619.87)	25.91%
7701 Copy machine revenue	<b>\$13,000.00</b>	\$ 4,659.47	\$ 6,600.00	\$ (1,740.53)	35.84%
7703 Public computing	<b>\$34,000.00</b>	\$ 10,722.86	\$ 16,000.00	\$ (7,277.14)	31.54%
9601 Meeting Rooms	<b>\$22,500.00</b>	\$ 8,017.50	\$ 24,000.00	\$ 9,517.50	35.63%
9602 Rent/Lease-Office space	<b>\$0.00</b>	\$ -	\$ -	\$ -	--
9810 Jury Duty	<b>\$0.00</b>	\$ 80.00	\$ -	\$ -	--
9811 Reimbursements	<b>\$0.00</b>	\$ 11.75	\$ -	\$ -	--
9819 Miscellaneous Revenue	<b>\$0.00</b>	\$ -	\$ -	\$ -	--
9840 Cash over (short)	<b>\$0.00</b>	\$ -	\$ -	\$ -	--
9841 Kansas set-off program collections	<b>\$74,000.00</b>	\$ 28,750.50	\$ 40,000.00	\$ (5,249.50)	38.85%
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$ 493,900.00</b>	<b>\$ 143,022.21</b>	<b>\$ 238,600.00</b>	<b>\$ (112,369.54)</b>	<b>28.96%</b>



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

FISCAL MONTH 4

FISCAL YEAR 2018

Department Range: 10 to 10

Board of Directors  
Consent Agenda Item #4C

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	281,780.57	0.00	0.00	281,780.57	1,109,204.65	3,312,818.35	25.08%
1,101	Longevity	54,996.00	4,526.50	0.00	0.00	4,526.50	15,859.00	39,137.00	28.84%
1,104	Shift differential	4,000.00	232.01	0.00	0.00	232.01	905.81	3,094.19	22.65%
1,125	Paid leaves	0.00	26,117.62	0.00	0.00	26,117.62	151,345.70	(151,345.70)	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	55,239.96	0.00	0.00	55,239.96	208,870.84	628,483.16	24.94%
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	446.16	0.00	0.00	446.16	1,778.03	5,221.97	25.40%
1,208	Cellular phone allowance	1,800.00	150.00	0.00	0.00	150.00	450.00	1,350.00	25.00%
1,230	Bonus Pay	0.00	0.00	0.00	0.00	0.00	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	890.76	0.00	0.00	890.76	3,398.11	(3,398.11)	N/A
1,301	Straight	0.00	8.28	0.00	0.00	8.28	309.85	(309.85)	N/A
1,400	FICA	406,155.00	26,877.51	0.00	0.00	26,877.51	109,242.02	296,912.98	26.90%
1,401	Employee pension	573,550.00	38,137.81	0.00	0.00	38,137.81	153,737.23	419,812.77	26.80%
1,403	Workers compensation	54,779.00	3,702.77	0.00	0.00	3,702.77	14,806.67	39,972.33	27.03%
1,404	Unemployment compensation	10,637.00	351.47	0.00	0.00	351.47	1,417.86	9,219.14	13.33%
1,405	Group health insurance	942,668.00	68,097.60	0.00	0.00	68,097.60	279,343.80	663,324.20	29.63%
1,406	Group life insurance	17,688.00	578.10	0.00	0.00	578.10	2,029.88	15,658.12	11.48%
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>\$507,137.12</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$507,137.12</b>	<b>\$2,055,120.82</b>	<b>\$4,947,596.18</b>	<b>29.35%</b>
2,100	Electricity	186,252.00	13,835.12	0.00	0.00	13,835.12	51,894.38	134,357.62	27.86%
2,101	Gas-ONEOK Kansas Gas Service	9,075.00	797.40	0.00	0.00	797.40	3,712.98	5,362.02	40.91%
2,102	Gas-Black Hills	5,990.00	642.88	0.00	0.00	642.88	4,120.30	1,869.70	68.79%
2,104	Water	15,750.00	1,695.20	0.00	0.00	1,695.20	4,259.09	11,490.91	27.04%
2,107	Trash service	4,000.00	304.82	0.00	0.00	304.82	1,219.28	2,780.72	30.48%
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	1,159.00	0.00	0.00	1,159.00	4,427.00	6,745.00	39.63%
2,201	PBX - instrument charges	17,460.00	1,880.00	0.00	0.00	1,880.00	7,107.50	10,352.50	40.71%
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	665.46	0.00	0.00	665.46	1,716.43	(816.43)	190.71%



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

FISCAL MONTH 4

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	318.97	0.00	0.00	318.97	1,683.35	11,816.65	12.47%
2,207	Postage - regular	23,000.00	1,174.55	0.00	0.00	1,174.55	5,080.72	17,919.28	22.09%
2,211	Express mail	4,000.00	597.99	0.00	0.00	597.99	895.07	3,104.93	22.38%
2,214	Air cards - mobile	0.00	50.00	0.00	0.00	50.00	100.00	(100.00)	N/A
2,215	Plexar	8,136.00	554.00	0.00	0.00	554.00	2,092.00	6,044.00	25.71%
2,216	Voice mail	1,512.00	133.00	0.00	0.00	133.00	525.00	987.00	34.72%
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	0.00	0.00	0.00	0.00	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	42.60	0.00	0.00	42.60	42.60	1,862.40	2.24%
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	340.20	0.00	0.00	340.20	466.05	2,673.95	14.84%
2,543	Bank charges	5,000.00	556.91	0.00	0.00	556.91	1,884.12	3,115.88	37.68%
2,599	Other professional services	37,970.00	1,914.95	0.00	0.00	1,914.95	6,253.05	31,716.95	16.47%
2,600	Data center charges	684,492.00	53,611.04	0.00	0.00	53,611.04	219,822.53	464,669.47	32.11%
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	1,240.00	2,480.00	33.33%
2,703	Maintenance - equipment	5,421.00	0.00	0.00	0.00	0.00	170.00	5,251.00	3.14%
2,708	Uniform rental service	2,806.00	110.00	0.00	0.00	110.00	413.40	2,392.60	14.73%
2,804	Pest control services	13,000.00	2,439.00	0.00	0.00	2,439.00	4,878.00	8,122.00	37.52%
2,805	Janitorial services	55,032.00	3,590.00	0.00	0.00	3,590.00	10,770.00	44,262.00	19.57%
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	1,156.50	0.00	0.00	1,156.50	5,255.03	18,216.97	22.39%
2,928	Permits and Fees	0.00	0.00	0.00	0.00	0.00	65.00	(65.00)	N/A
2,999	Other contractals	77,583.00	7,116.07	0.00	0.00	7,116.07	27,857.69	49,725.31	35.91%
<b>OBJECT TOTAL</b>	<b>2 Contractual services</b>	<b>\$1,406,114.00</b>	<b>\$94,995.66</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$94,995.66</b>	<b>\$367,989.90</b>	<b>\$1,038,124.10</b>	<b>26.17%</b>
3,101	Computer/printer supplies	900.00	2,652.00	0.00	0.00	2,652.00	2,652.00	(1,752.00)	294.67%



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

FISCAL MONTH 4

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	4,769.43	0.00	0.00	4,769.43	11,764.91	16,285.09	41.94%
3,199	Other office supplies	21,050.00	894.43	0.00	0.00	894.43	4,504.32	16,545.68	21.40%
3,405	Fuel	2,812.00	245.98	0.00	0.00	245.98	804.08	2,007.92	28.59%
3,499	Other equipment parts	450.00	11.94	0.00	0.00	11.94	1,429.52	(979.52)	317.67%
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	375.98	0.00	0.00	375.98	1,166.58	8,823.42	11.68%
3,811	Library materials < \$5,000 each	697,530.00	31,295.09	0.00	0.00	31,295.09	106,308.63	591,221.37	15.24%
3,901	Custodial supplies	6,000.00	362.32	0.00	0.00	362.32	1,402.58	4,597.42	23.38%
3,990	Purchasing Card Clearing	0.00	39,505.90	0.00	0.00	39,505.90	88,133.39	(88,133.39)	N/A
<b>OBJECT TOTAL</b>	<b>3</b> Materials and supplies	<b>\$801,939.00</b>	<b>\$80,113.07</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$80,113.07</b>	<b>\$218,166.01</b>	<b>\$583,772.99</b>	<b>27.20%</b>
<b>FUND TOTAL</b>	<b>100</b> General Fund	<b>\$9,210,770.00</b>	<b>\$682,245.85</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$682,245.85</b>	<b>\$2,641,276.73</b>	<b>\$6,569,493.27</b>	



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

FISCAL MONTH 4

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>\$682,245.85</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$682,245.85</u>	<u>\$2,641,276.73</u>	<u>\$6,569,493.27</u>	



# Wichita Public Library General Fund Bills

April

2018

OCA: 101014 TO 101014

Board of Directors

Consent Agenda Item #4.D.1.

1 Personnel services

110 Regular salaries

1,100 Bi-weekly wages

Payroll, 20180406 141,877.81

Payroll, 20180420 139,902.76

Total	1,100 Bi-weekly wages	281,780.57
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1,101 Longevity

Payroll, 20180406 2,259.00

Payroll, 20180420 2,267.50

Total	1,101 Longevity	4,526.50
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1,104 Shift differential

Payroll, 20180406 116.48

Payroll, 20180420 115.53

Total	1,104 Shift differential	232.01
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1,125 Paid leaves

Payroll, 20180406 12,454.07

Payroll, 20180420 13,663.55

Total	1,125 Paid leaves	26,117.62
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Total	110 Regular salaries	312,656.70
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120 Special salaries

1,200 Part time/seasonal

Payroll, 20180406 27,427.46

Payroll, 20180420 27,812.50

Total	1,200 Part time/seasonal	55,239.96
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1,205 Auto allowance

Payroll, 20180406 223.20

Payroll, 20180420 222.96

Total	1,205 Auto allowance	446.16
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1,208 Cellular phone allowance

Payroll, 20180406 150.00

Total	1,208 Cellular phone allowance	150.00
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Total	120 Special salaries	55,836.12
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130 Overtime

1,300 Premium-Overtime

Payroll, 20180406 321.82

Payroll, 20180420 568.94

Total	1,300 Premium-Overtime	890.76
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1,301 Straight

Payroll, 20180406 8.28

Total	1,301 Straight	8.28
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Total	130 Overtime	899.04
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140 Employee benefits

1,400 FICA

Payroll, 20180406 13,492.92

Payroll, 20180420 13,384.59

Total	1,400 FICA	26,877.51
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1,401 Employee pension

Payroll, 20180406 19,098.87

Payroll, 20180420 19,038.94

Total	1,401 Employee pension	38,137.81
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1,403 Workers compensation

Wichita Public Library General Fund Bills

April

2018

OCA: 101014 TO 101014

		Payroll, 20180406	1,862.66
		Payroll, 20180420	1,840.11
Total	1,403	Workers compensation	3,702.77
	1,404	Unemployment compensation	
		Payroll, 20180406	176.44
		Payroll, 20180420	175.03
Total	1,404	Unemployment compensation	351.47
	1,405	Group health insurance	
		Payroll, 20180406	34,048.80
		Payroll, 20180420	34,048.80
Total	1,405	Group health insurance	68,097.60
	1,406	Group life insurance	
		Payroll, 20180406	291.64
		Payroll, 20180420	286.46
Total	1,406	Group life insurance	578.10
Total	140	Employee benefits	137,745.26
Total	1	Personnel services	507,137.12

OCA: 101014 TO 101014

2 Contractual services

210 Utilities

2,100 Electricity

City of Wichita 637.96

WESTAR ENERGY - EDI 13,197.16

Total	2,100 Electricity	13,835.12
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2,101 Gas-ONEOK Kansas Gas Service

CENTERPOINT ENERGY SERVICES INC 476.94

ONE GAS INC 320.46

Total	2,101 Gas-ONEOK Kansas Gas Service	797.40
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2,102 Gas-Black Hills

BLACK HILLS UTILITY HOLDING INC 642.88

Total	2,102 Gas-Black Hills	642.88
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2,104 Water

City of Wichita 1,695.20

Total	2,104 Water	1,695.20
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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	17,275.42
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220 Communications

2,200 PBX - line charges

City of Wichita 1,159.00

Total	2,200 PBX - line charges	1,159.00
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2,201 PBX - instrument charges

City of Wichita 1,880.00

Total	2,201 PBX - instrument charges	1,880.00
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2,203 Long distance service

AT&T 647.06

City of Wichita 18.40

Total	2,203 Long distance service	665.46
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2,204 Local services

City of Wichita 318.97

Total	2,204 Local services	318.97
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2,207 Postage - regular

City of Wichita 1,174.55

Total	2,207 Postage - regular	1,174.55
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2,211 Express mail

City of Wichita 597.99

Total	2,211 Express mail	597.99
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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 554.00

Total	2,215 Plexar	554.00
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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	6,532.97
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230 Transportation and training

# Wichita Public Library General Fund Bills

April

2018

OCA: 101014 TO 101014

2,308 Transportation - out of town

CITY OF WICHITA TREASURER'S OFFICE

42.60

Total	2,308 Transportation - out of town	42.60
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Total	230 Transportation and training	42.60
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250 Professional services

2,519 Background checks

HIRERIGHT LLC

340.20

Total	2,519 Background checks	340.20
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2,543 Bank charges

City of Wichita

556.91

Total	2,543 Bank charges	556.91
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2,599 Other professional services

MELA DEE CAIN

63.00

SIGN LANGUAGE INTERPRETING SERVICES

126.00

UNIQUE MANAGEMENT SERVICES INC

1,725.95

Total	2,599 Other professional services	1,914.95
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Total	250 Professional services	2,812.06
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260 Data processing

2,600 Data center charges

City of Wichita

53,611.04

Total	2,600 Data center charges	53,611.04
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Total	260 Data processing	53,611.04
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270 Equipment charges

2,700 Motor pool - scheduled charges

City of Wichita

310.00

Total	2,700 Motor pool - scheduled charges	310.00
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2,708 Uniform rental service

ARAMARK UNIFORM & CAREER APPAREL GRP II

110.00

Total	2,708 Uniform rental service	110.00
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Total	270 Equipment charges	420.00
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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
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2,805 Janitorial services

STEPHENS INDUSTRIES INC

3,590.00

Total	2,805 Janitorial services	3,590.00
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Total	280 Buildings and grounds charges	6,029.00
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290 Other contractals

2,917 Printing and copying

City of Wichita

1,156.50

Total	2,917 Printing and copying	1,156.50
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2,999 Other contractals

ARAMARK UNIFORM & CAREER APPAREL GRP II

58.75

City of Wichita

5,225.82

DURACON CONSTRUCTION LLC

1,825.00

UNDERGROUND VAULTS & STORAGE INC

6.50

Total	2,999 Other contractals	7,116.07
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Total	290 Other contractals	8,272.57
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OCA: 101014 TO 101014

Total	2	Contractual services	94,995.66
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# Wichita Public Library General Fund Bills

April

2018

OCA: 101014 TO 101014

**3 Materials and supplies**

310 Office supplies

3,101 Computer/printer supplies

City of Wichita

2,652.00

Total	3,101	Computer/printer supplies	2,652.00
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3,103 Office supplies

City of Wichita

4,769.43

Total	3,103	Office supplies	4,769.43
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3,199 Other office supplies

City of Wichita

894.43

Total	3,199	Other office supplies	894.43
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Total	310	Office supplies	8,315.86
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340 Equipment parts

3,405 Fuel

City of Wichita

245.98

Total	3,405	Fuel	245.98
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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	257.92
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380 Non-capitalizable equipment < \$5000 each

3,805 Furniture & equipment <\$5000 each

City of Wichita

375.98

Total	3,805	Furniture & equipment <\$5000 each	375.98
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3,811 Library materials < \$5,000 each

CENGAGE LEARNING

679.17

City of Wichita

30,615.92

Total	3,811	Library materials < \$5,000 each	31,295.09
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Total	380	Non-capitalizable equipment < \$5000 each	31,671.07
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390 Other commodities

3,901 Custodial supplies

City of Wichita

362.32

Total	3,901	Custodial supplies	362.32
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3,990 Purchasing Card Clearing

City of Wichita

39,505.90

Total	3,990	Purchasing Card Clearing	39,505.90
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Total	390	Other commodities	39,868.22
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Total	3	Materials and supplies	80,113.07
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OCA: 101014 TO 101014

**Grand Total**

**682,245.85**

# Library Grant Bills

April 2018

Board of Directors  
Consent Agenda Items #4.D.2 & 3

**Grant 810702 South Central Kansas Library System 2017**

2 Contractual services

220 Communications

2,217 Internet Service

COX COMMUNICATIONS 10,509.91

Total	2,217 Internet Service	10,509.91
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Total	220 Communications	10,509.91
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230 Transportation and training

2,301 Meals and lodging allowance

CARLA HEIDEMAN -771.49

CYNTHIA BAILEY -429.49

JULIE SHERWOOD 639.82

SARA DIXON -448.17

SAVANNAH BALL -667.17

Total	2,301 Meals and lodging allowance	-1,676.50
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2,302 Out of town registration fees

City of Wichita 279.00

SOUTH CENTRAL KANSAS LIB 1,816.00

Total	2,302 Out of town registration fees	2,095.00
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Total	230 Transportation and training	418.50
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290 Other contractals

2,906 Membership dues

URBAN LIBRARIES COUNCIL 2,500.00

Total	2,906 Membership dues	2,500.00
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Total	290 Other contractals	2,500.00
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Total	2 Contractual services	13,428.41
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3 Materials and supplies

310 Office supplies

3,101 Computer/printer supplies

City of Wichita 4,748.83

Total	3,101 Computer/printer supplies	4,748.83
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Total	310 Office supplies	4,748.83
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380 Non-capitalizable equipment < \$5000 each

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

City of Wichita 282.00

Total	3,811 Library materials < \$5,000 each	282.00
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Total	380 Non-capitalizable equipment < \$5000 each	282.00
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Total	3 Materials and supplies	5,030.83
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<b>Total 810702</b>	<b>South Central Kansas Library System 201</b>	<b>18,459.24</b>
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Library  
Grant Bills

April

2018

**All Grants Total**

**18,459.24**

**GIFT AND MEMORIAL FUND**

**RECEIPTS/REIMBURSEMENTS**

Baird (dividends)	\$162.28
Baird (interest)	\$44.03
Friends of the Library (Monthly Donation)	\$1,736.00
Friends of the Library (Gold and Platinum Membership Reimbursements)	\$1,905.00
Honorariums (Book Talks)	\$65.00
Memorial Donations	\$111.99
<b>TOTAL RECEIPTS</b>	<b>\$4,024.30</b>

**EXPENDITURES**

*Designated Funds*

Ingram Library Supplies (Memorials)*	16.99
Ingram Library Supplies (materials purchases)	20.69
Midwest Tape (materials purchases)	2,070.57

*Undesignated Funds*

Commerce Bank/Awards Factory (Retiring Board President Gift)	76.90
Tammy Penland (Hallett Moving Meetings)	60.13

**TOTAL EXPENDITURES** **\$2,245.28**

\*Reimbursed expenses

Ms. Berner:

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

\_\_\_\_\_ President \_\_\_\_\_ Treasurer

**Grant Fund Summary Report  
April 2018**

Board Consent Agenda  
Item #4.E.

Grant	Beginning Balance 04/01/18	Revenue Received	Contractuals	Materials	Supplies & Petty Cash	Equipment	Monthly Encumbrances	Total Expenditures	Remaining Balance 04/30/18
<b>SCKLS 2017</b>	\$ 130,512.69		\$ 13,428.41	\$ 282.00	\$ 4,748.83	\$ -	\$ (10,923.52)	\$ 7,535.72	\$ 133,900.49
<b>State Aid 2018</b>	\$ 111,902.29	\$ -						\$ -	\$ 111,902.29
<b>Totals</b>	<b>\$ 242,414.98</b>	<b>\$ -</b>	<b>\$ 13,428.41</b>	<b>\$ 282.00</b>	<b>\$ 4,748.83</b>	<b>\$ -</b>	<b>\$ (10,923.52)</b>	<b>\$ 7,535.72</b>	<b>\$ 245,802.78</b>

## April 2018 Media Report

### PRINT/DIGITAL:

The Chung Report (4/10) “Digital Literacy Explained” featuring Digital Services Manager Jeff Tate and Library Board Member Lamont Anderson <https://thechungreport.com/digital-literacy-explained/>.

“Higher tech, better furniture coming to new library after fundraising beats goal” by Dion Lefler The Wichita Eagle (4/20) <http://www.kansas.com/news/politics-government/article209357329.html>

“Get an early peek at Wichita's new public library” by Travis Heying, The Wichita Eagle (4/27) <http://www.kansas.com/news/politics-government/article209985589.html>

“A sneak peek inside Wichita's new Advanced Learning Library: Bolder, brighter, better” by Dion Lefler The Wichita Eagle (4/28) <http://www.kansas.com/news/local/article209979184.html>

“Library tour shows bright, versatile building” by Bryan Horwath Wichita Business Journal (4/27) [https://www.bizjournals.com/wichita/news/2018/04/27/library-tour-shows-bright-versatile-building.html?ana=e\\_wich\\_bn\\_newsalert&u=k9bD6uxTklzJX2GsVJ9ARw045cdade&t=1524934258&j=81284921](https://www.bizjournals.com/wichita/news/2018/04/27/library-tour-shows-bright-versatile-building.html?ana=e_wich_bn_newsalert&u=k9bD6uxTklzJX2GsVJ9ARw045cdade&t=1524934258&j=81284921)

### RADIO:

“Closing date announced for downtown library”, KDFI News (4/19) <http://www.kfdi.com/news/closing-date-announced-for-downtown-library>

“An Advance Look Inside Wichita's Advanced Learning Library” by Nadya Faulx KMUW (4/27) <http://kmuw.org/post/advance-look-inside-wichitas-advanced-learning-library>

Wichita Central Library Closing Early May For Transition To Advanced Learning Library by Deborah Schaar (4/20) <http://kmuw.org/post/wichita-central-library-closing-early-may-transition-advanced-learning-library>

### TELEVISION:

“Sneak Peak at Wichita’s Advanced Learning Library” by Katie Taube, KSN News (4/27) <http://www.ksn.com/news/local/sneak-peak-wichitas-new-advanced-learning-library/1147056421>

“Sneak Peek: Wichita's new Advanced Learning Library to open in June” KAKE News (4/27) <http://www.kake.com/story/38062939/sneak-peek-wichitas-new-advanced-learning-library-to-open-in-june>

Wichita Public Library Board of Directors  
Nominating Committee Report  
2018-2019

The Nominating Committee recommends the following slate of officers for the  
2018-2019 Board year:

President – Kevin McWhorter

First Vice-President – Lamont Anderson

Second Vice-President – Shelby Petersen

Secretary – Jonathan Winkler

Treasurer – Jennifer Goheen

Assistant Secretary-Treasurer – Cynthia Berner

Submitted by the Nominating Committee

Kellie Hogan, Chair

Shelby Petersen

Jonathan Winkler

Wichita Public Library Foundation Report – May 2018  
Tom Borrego, President

**Campaign Updates**

The following is a breakdown of the funds raised to date.

Cash and Pledges:	\$ 8,411,587
In-Kind Pledges:	\$ 250,000
Deferred Gifts:	\$ 100,000
<b>Total:</b>	<b>\$ 8,761,587</b>

**Post Campaign Updates**

**Donor Wall and Named Areas:** John Stegman (DeStyle, Inc.) is finalizing the donor wall. Some modifications to the donor wall was made due to the security camera location and the lowered ceiling in the coffee and snack area. Named area signs are in production.

**End of Campaign Announced:** Letters were mailed to all donors on April 11, 2018 from Mary Lynn Oliver and Don Barry announcing the successful completion of the capital campaign. An announcement was made at the Mayor’s Briefing on April 19 followed by an article in the Wichita Eagle, Wichita Business Journal, television networks and area radio stations.

**Donor Event:** Event scheduled for May 31, 2018. Invitation is finished and in the mail.

**Donor Publication and Honor Roll of Donors:** 1<sup>st</sup> draft of the donor publication for the donor event is finished. All donors to the campaign will be recognized in the donor publication.

**Donor Recognition Gifts:** Reviewing donor gift ideas.

**Campaign Leadership Committee Wrap Up:** A tour of the Advanced Learning Library for the CLC was conducted on April 20, 2018 following the Friends of the Library Luncheon Event.

**Software Updates**

**Raisers Edge:** The Foundation has purchased Blackbaud’s software, Raisers Edge, to manage its contributions, pledges and constituent records. Haynes Consulting has transferred our data from Quick Books to Raisers Edge. The Foundation will begin the process of building reports to for the Foundation Board and Library Board.

**Foundation Grants and Projects:**

The Foundation has submitted its application for the 2019 Cultural Arts Fund. Berner and Borrego made a presentation to the committee on May 1, 2018. An application was submitted to the Aspen Institute for a pilot program called, “The Better Argument Project.” The Better Arguments Project allows Americans to reach across political, cultural and economic divides to have arguments that bring people closer together. The Better Arguments Project is a partnership among Facing History and Ourselves, The Aspen Institute Citizenship and American Identity Program, and The Allstate Corporation. The Foundation application was denied.

**Save the Date!**

The grand opening of the Advanced Learning Library will be held on Saturday, June 16. Details of the opening ceremony and special events to be held throughout the day are being finalized. We hope you will be able to join us for this special event.

**Budget Update**

The City Council has concurred with the recommendations of “untouchable” services of the library. The next step in the budget process is creation of one or more “decision packages” that may represent significant service changes. It is our understanding that the only package to be required of the library is one related to the branch library system. Each of the branch operations will be evaluated in relation to its ability to help achieve the three pillars of department service: digital inclusion, equitable access to information and literacy support. Additional considerations to be incorporated into the report will include findings and recommendations from the 2017 Branch Library Review. A first discussion on this issue will occur during the library budget hearing scheduled for May 18.

**Mary Jo Ohlemeier Estate Gift**

During last month’s report, I shared news of an estate gift from Mary Jo Ohlemeier. The trustee did agree to modify language in the release and indemnification form as requested by the City Law Department. It was also agreed that the distribution will be made directly to the Library Foundation.

**Staffing Updates**

Selections have been completed for the second IT Systems Analyst, Children’s and Teen Librarians. The Human Resources Department is in the process of extending job offers. Over 50 applications for the Library’s Communications Specialist position were received. An initial screening of the candidates has been completed. As soon as the HR department releases the resumes and complete applications for candidates with the highest screening scores, a formal ranking of applications and invitations to interview will be completed.

Several of the new part-time positions at the Advanced Learning Library have been opened for transfer and promotion by current staff members. A part-time clerk candidate pool is being created with the expectation of the need to backfill several openings which will result from these transfers and promotions.

## **PROJECT WICHITA**

Project Wichita is a community engagement process to discover the community's vision for Wichita in the next 10 years. Wichita State University's Public Policy and Management Center will facilitate the engagement process with a series of surveys, focus groups and interviews. As a result of the survey process, an action plan will be created to identify strategic steps for the future of our home. Project Wichita Co-Chairs include Fidelity Bank President Aaron Bastian, Spirit AeroSystems Vice President Debbie Gann, Lubrication Engineers President and CEO Scott Schwindaman and Boys & Girls Club Executive Director Juston White. Approximately 70 businesses and organizations have already committed to participate in Project Wichita as Vision Partners.

Over the next few months the Project Wichita process will feature three main steps: **Listen, Focus and Share.**

**LISTEN.** During the Listen phase of the process, WSU will conduct traditional and non-traditional focus groups across the region gathering broad ideas and feedback on what is important to the community. Based on the key themes and topics identified by the focus groups, WSU will then create an online survey to be shared with the regional community asking for opinions and priorities on those topics. More details on community focus groups and how the public can get involved will be available next week.

**FOCUS.** During the Focus phase of the process research and community findings will be analyzed for trends and patterns. Those findings will be discussed by the Vision Team – a group charged with shepherding the Project Wichita plan – in order to build work teams. These work teams will identify and review priorities driven by community feedback and will work with subject experts and those affected to help build an action plan.

**SHARE.** During the Share phase of the process, WSU and the Vision Team will share final results and recommendations with the community including regional vision and priorities. The estimated timeline for the report is late Fall 2018. In addition to a regional vision, the community engagement process will produce an action plan focused on the next 10 years.

During our May Library Board of Directors meeting, we will participate in the Listen phase of this process as we discuss our thoughts about the following questions:

1. What's the one best feature of the Wichita region?
2. What is your big dream for the Wichita region in 10 years?
3. In 10 years, how do we attract, keep and develop people?
4. In 10 years, how does the region need to change physically (attractions, roads, parks, etc.)?
5. In 10 years, how do we thrive economically?
6. What will make you want to live in the Wichita region 10 years from now?