

A G E N D A

Wichita Public Library Board of Directors Meeting

Tuesday, September 18, 2018 – 12:00 p.m.

Advanced Learning Library Board Room (2nd Floor) – 711 W 2nd, Wichita KS 67203

1. Call to Order/Introductions
 - Introduction of new board member Donna Douglas
2. Approval of the Agenda
3. Public Comment
4. Approval of the Minutes of the August 21, 2018 Meeting
5. Finance Committee Report
 - Approval of Finance Reports
 - Approval of Bills

General Fund Bills	\$679,096.60
Grant Fund Bills	50,530.27
Prior Year Grant Fund Bills	46,727.98
Gift & Memorial Fund Bills	417,003.28
<u>Total</u>	\$1,193,358.10

- Approval of Bills Exceeding \$10,000 – AtoZ Databases
 - Approval of Bills Exceeding \$10,000 - EBSCO
6. Operations Committee Report
 - Proposed Policy Revision – CIR-015 Confidentiality of Library Records
 - Proposed Policy Revision – REF-009.2 Advanced Learning Library AV Maker Studio
 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
 13. Announcements
 14. Adjournment



MONTHLY ACTIVITY REPORT

August 2018

SERVICE HIGHLIGHTS

Although the transition from end of summer to start of a new school year is often a less busy time for the Wichita Public Library, use of service and attendance at programs this August remained robust throughout the library system.

Circulation of items from the Advanced Learning Library continues to significantly outpace use of collections from the Central Library. Increases in use materials for youth as opposed to the same month in 2017 were particularly impressive. Board books (+136%), picture books (+145%), easy readers (+128%), children's fiction (+94%), children's non-fiction (+112%) and teen fiction (+140%) collections all had substantial gains in circulation. Adult collections are being better used as well with use of fiction up 51% and non-fiction collections up 64%. More than 8,000 unique borrowers accessed materials from the Advanced Learning Library during August as opposed to only 4,348 borrowers from the Central Library in August, 2017.

The Advanced Learning Library was not the only location that experienced strong increases in materials use during August. A Back to School Event at the Maya Angelou Branch helped to drive August growth in circulation at that location by 29% when compared to the same time period last year.

August programs also proved popular with Library customers. In partnership with the Sedgwick County Extension Master Gardeners, a series of programs on fall gardening began during the month at the Westlink branch and the Advanced Learning Library. Topics included rose care, container gardening, bulbs and lawn care. Total attendance for the four programs at Westlink was 160 with 207 at the Advanced Learning Library.

The department's participation in the 2018 SayYES! program concluded on August 31. Many families took advantage of the program as \$11,356.79 in outstanding fees was waived from 123 student accounts, enabling those youth to regain their borrowing privileges and access to public computing services.

The three short story dispensers in place throughout the community are being well received. On August 8th, staff celebrated the unveiling of a dispenser at the Robert J. Dole Veteran's Administration Medical Center. Two weeks later, a dispenser was added to the waiting room at the University of Kansas Pediatrics Clinic. By month's end, 253 stories were printed at the VA clinic, 134 stories at the KU clinic and 715 stories from the third dispenser housed in the Reverie Coffee Roaster East Douglas location.

OTHER NEWS

Work upgrading staff and public computers to the Windows 10 operating system is continuing. All locations with the exception of the Rockwell and Westlink branches are now complete. The upgrade is an Information Technology Department initiative for the entire City of Wichita organization, with the Library's work well ahead of the work in most other departments.

The Library completed the 2018 Edge Initiative Assessment Survey for Libraries. The Edge Survey is an online survey created by a coalition of national libraries that allows organizations to assess their policies, practices, and planning related to public technology services. Staff will use the survey for strategic planning and to adjust technology practices and procedures across the system.

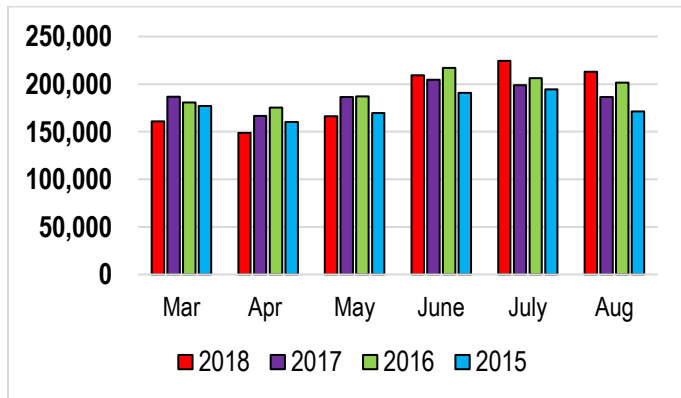
On August 29th, Local Historian Michelle Enke and Collection Development Manager Sarah Kittrell accepted a donation of 113 items from the Wichita Chapter of The Links, Incorporated. A local non-profit organization with a membership of professional African American women, Links works to improve and enrich the lives of those of African American descent and to positively impact the African American community. This is the first historical research collection that the Library has accepted since the move to the opening of the Advanced Learning Library

Agencies receiving tours, outreach or other special service included: Adams, Clark and Colvin elementary schools; Hadley and Mayberry middle schools; Hilltop, 2nd Street and West Village head start centers; TutorTime/Maple; Baby Love child care center; Bug Lady Science, Honey Tree, New Song and Temple Baptist academies; Envision, Loving Arms and Wichita State University child development centers; Princeton Early Learning Center; YMCA/East; University of Kansas School of Medicine Pediatric Clinic; Colvin, Stanley and Sedgwick County Health Department Women, Infant and Children (WIC) offices; Wichita State University History Department Graphic Novel Committee; Westerly Book Club; Chapter IP P.E.O.; Mid Kansas Jewish Federation; Larkfield Place; Presbyterian Manor; Sedgwick County Access Advisory Board; Adventurous Babes Society; Chick-fil-A East; Rainbows United Connecting Point Screen for Success clinics (east and west); Augusta Public Library, Central Kansas Library System, Kansas City Kansas Public Library, McPherson College Library and Whitewater Memorial Library and three family child care homes. Library employees also made presentations for in-service training for USD259 high school library clerks and language arts staff.

The Genealogy Section had out-of-state visitors from Illinois, Missouri, Oklahoma, Tennessee, Texas, Washington, and the countries of Portugal and Canada.

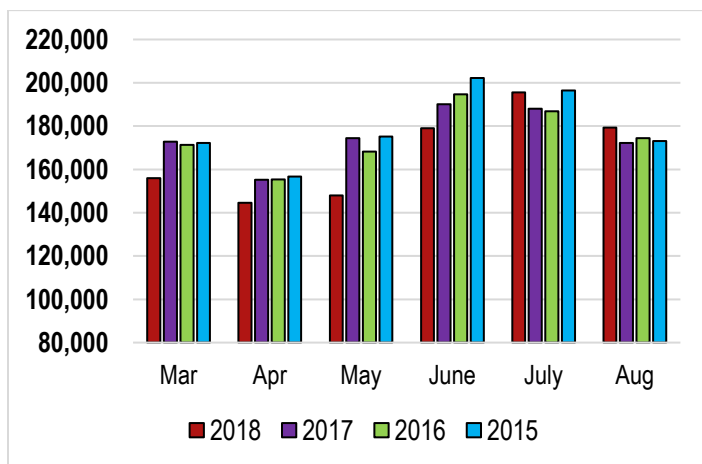
Service Dashboard

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



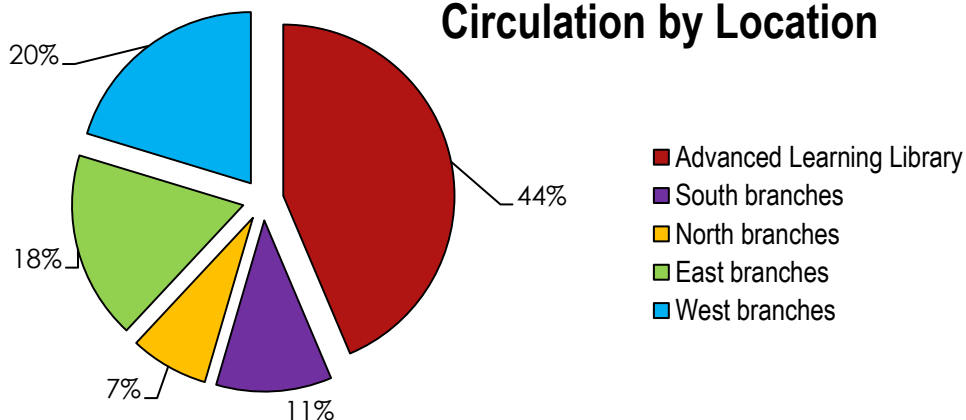
	AUGUST		
	2018	2017	% change
Door Counts	94,521	82,205	14.98%
Catalog Use	49,941	56,633	-11.82%
Website Visits	68,434	47,736	43.36%
Total	212,896	186,574	14.11%

CHECKOUTS



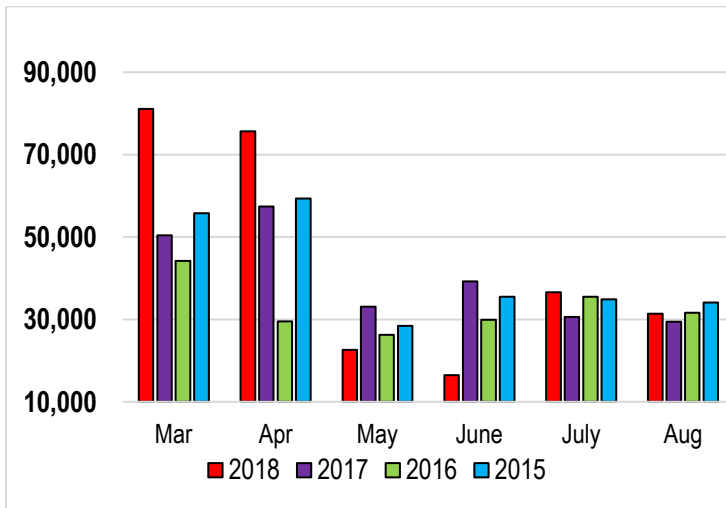
	AUGUST		
	2018	2017	% change
Physical Circ	166,297	162,307	2.46%
E-book Circ	13,017	9,844	32.23%
Total	179,314	172,151	4.16%

Circulation by Location



Note: The Central Library closed on May 6. The Advanced Learning Library opened on June 16. The Comotara Branch Library closed on July 13.

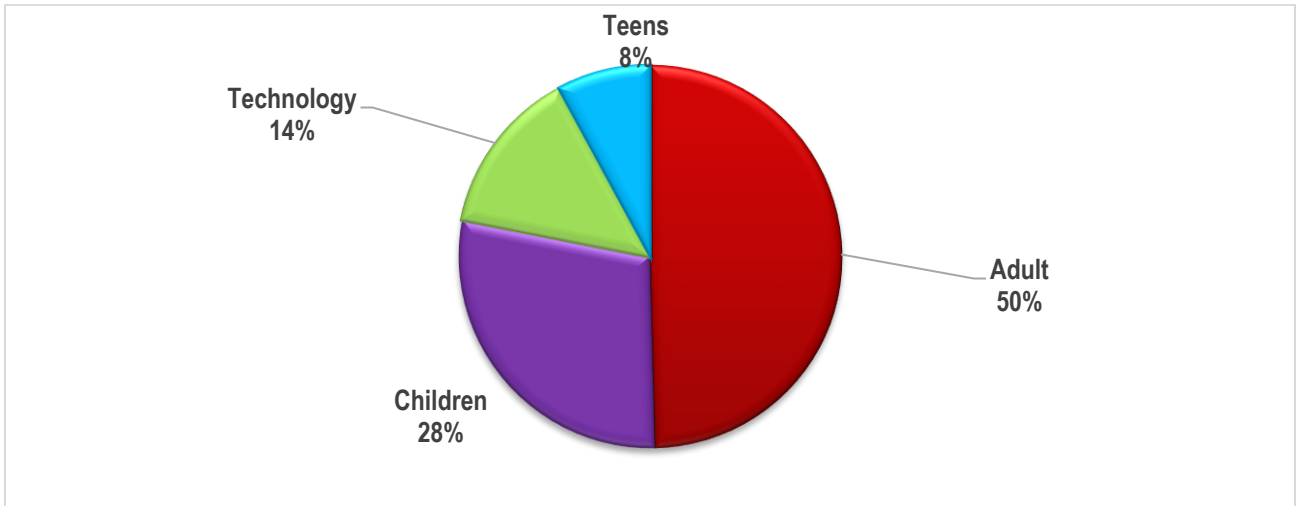
QUESTIONS ANSWERED (by staff in person/phone and through online services)



AUGUST

	2018	2017	% change
In person	11,554	9,848	17.32%
Online	19,804	19,555	1.27%
Total	31,358	29,403	6.65%

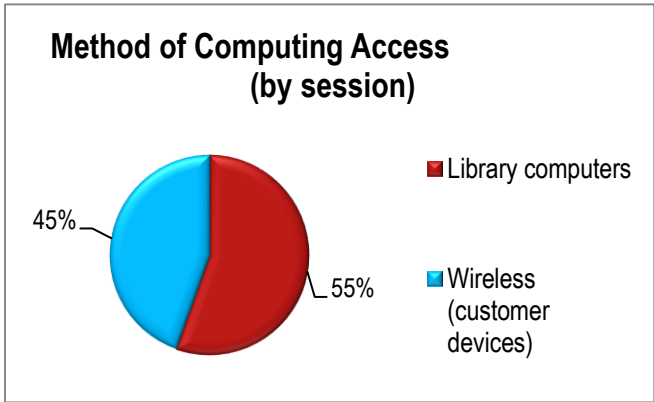
PROGRAM ATTENDANCE



AUGUST ATTENDANCE

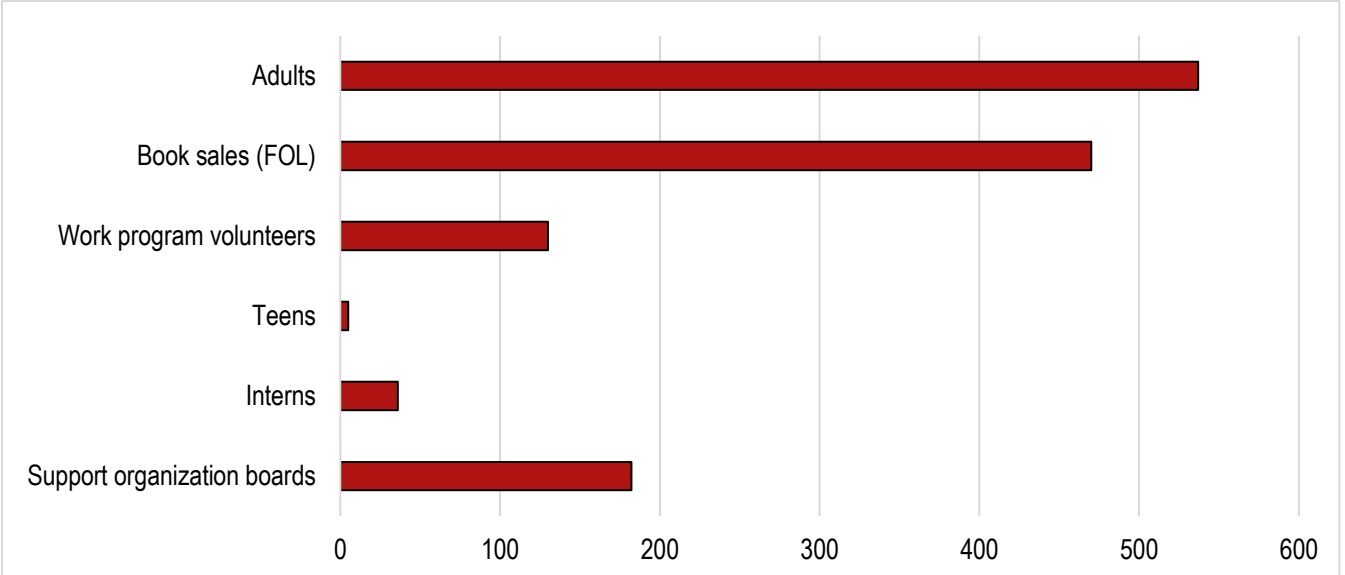
	2018	2017	% change
Adult events	1,393	1,347	3.41%
Children's events	801	794	0.88%
Technology training	394	132	198.48%
Teen events	221	27	718.52%
TOTAL	2,809	2,300	22.13%

PUBLIC COMPUTING



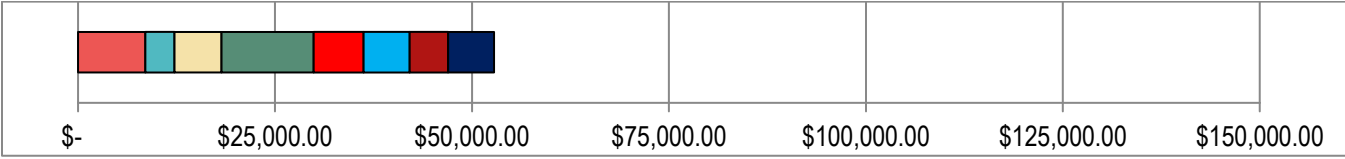
	AUGUST		
	2018	2017	% change
Library Workstation Sessions	11,779	10,646	10.64%
Wi-Fi Sessions	9,473	4,369	116.82%
Number of Users	2,202	1,386	58.87%
Hours of Access	13,583	8,277	64.11%

VOLUNTEERS (hours of service)



Number of volunteers YTD = 281 Hours of service received = 12,492

MATERIALS DONATIONS (value if purchased)



Year to date total = \$52,804 Items added to Library collections YTD = 2,762

SERVICE SNAPSHOT: Changes in Library Use – July & August, 2018

New Accounts:	July-Aug 2018	July-Aug 2017	Difference
Alford	270	336	-19.64%
Linwood	126	113	11.50%
Evergreen	166	171	-2.92%
Angelou Northeast	95	87	9.20%
Rockwell	379	368	2.99%
Comotara*	11	96	-88.54%
Westlink	445	462	-3.68%
ALL (Central)	3323	1268	162.07%
Total	4815	2901	65.98%

Visits:	July-Aug 2018	July-Aug 2017	Difference
Alford	16,211	19,998	-18.94%
Linwood	8,803	10,089	-12.75%
Evergreen	11,387	13,696	-16.86%
Angelou Northeast	6,871	6,576	4.49%
Rockwell	28,912	26,245	10.16%
Comotara*	1,753	12,035	-85.43%
Westlink	39,177	44,438	-11.84%
ALL (Central)	87,857	43,427	102.31%
Total	200,971	176,504	13.86%

Public Computing Sessions:	July-Aug 2018	July-Aug 2017	Difference
Alford	2,515	2,613	-3.75%
Linwood	1,367	1,298	5.32%
Evergreen	1,871	2,322	-19.42%
Angelou Northeast	747	847	-11.81%
Rockwell	3,191	3,053	4.52%
Comotara*	83	400	-79.25%
Westlink	2,640	2,978	-11.35%
ALL (Central)	10,383	6,975	48.86%
Total	22,797	20,486	11.28%

Wireless Computing Sessions:	July-Aug 2018	July-Aug 2017	Difference
Alford	1,285	1,246	3.13%
Linwood	532	505	5.35%
Evergreen	541	503	7.55%
Angelou Northeast	380	243	56.38%
Rockwell	1,290	1,360	-5.15%
Comotara*	10	31	-67.74%
Westlink	1,094	1,031	6.11%
ALL (Central)	13,068	3,741	249.32%
Total	18,200	8,660	110.16%

Materials Use:	July-Aug 2018	July-Aug 2017	Difference
Alford	31,408	42,169	-25.52%
Linwood	10,851	12,171	-10.85%
Evergreen	20,642	23,737	-13.04%
Angelou Northeast	6,239	5,347	16.68%
Rockwell	64,945	64,868	0.12%
Comotara*	3,278	17,303	-81.06%
Westlink	78,084	91,152	-14.34%
ALL (Central)	133,104	83,747	58.94%
E-Books	26,308	19,683	33.66%
Total	374,859	360,177	4.08%

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors
August 21, 2018.

The regular meeting of the Library Board of Directors was held on Tuesday, August 21, 2018 at the Advanced Learning Library with the following present: Mr. Lamont Anderson, Mr. David Babich, Ms. Erinn Bock, Ms. Lee Gee, Ms. Jennifer Goheen, Dr. Justin Henry, Ms. Kellie Hogan, Mr. Randall Johnston, Ms. Shannon Littlejohn, Mr. Kevin McWhorter, Ms. Tadonne Neal, Ms. Shelby Petersen, and Mr. Jonathan Winkler.

Staff Present: Cynthia Berner, Director of Libraries; Kristi Dowell, Customer Services Manager; Cari Eagles-DeVos, Administrative Assistant; Sarah Kittrell, Collection Development Manager; Jennifer Lane, Communications Specialist; 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: Tom Borrego, Jim Byrum, Darla DeSpain, and Marge Zakoura-Vaughan.

Call to Order

President Kevin McWhorter called the meeting to order at 12:02 p.m., a quorum being present.

Introductions

New board member Erinn Bock, an appointee of Vice Mayor Bryan Frye, was introduced.

Approval of the Agenda

Kellie Hogan moved (Neal) to approve the agenda as published. **Motion carried unanimously.**

Public Comment

None

Approval of Minutes

Minutes of the regular meeting held on July 17, 2018 were presented. Shannon Littlejohn moved (Gee) to approve the minutes as included in board packets. **Motion carried unanimously.**

Finance Committee Report

On behalf of the Finance Committee, Mr. McWhorter moved to approve the revenue report, the 204 report of expenditures, and the report of bills for July 2018 in the following amounts: General Fund operating bills of \$718,843.68; Grant Fund Bills of \$1,056.00; prior year Grant Fund bills of \$32,429.59; and Gift & Memorial Fund bills of \$797.11, for a total of

\$753,126.38. **Motion carried unanimously.**

Operations Committee Report

On behalf of the Operations Committee, Chair Jonathan Winkler moved to accept the revisions to policy REF-009.2 AV Maker Studio as included in board packets. **Motion carried unanimously.**

Planning & Facilities Committee Report

Committee Member Randy Johnston reported that the Comotara branch library is now officially closed and the space has been turned back to Dillon's.

Landscaping work continues at the Advanced Learning Library. Moisture sensors have been installed with the sprinklers. Recent rains have exposed a few roof leaks and work continues on the HVAC systems in the conference center.

The auction for surplus items at the Central library has begun and will close on September 18.

Public Affairs Committee Report

Committee Chair Lamont Anderson reported that the committee did not meet. Mr. Anderson mentioned that the Back to School event that took place at the Angelou branch library was well-attended and thanked all of those involved for the great work that was done on this event.

Special Committee Reports

Friends of the Library – Marge Zakoura-Vaughan reported that the Friends of Library Board is reviewing member benefits.

David Babich arrived.

Library Foundation – Tom Borrego reported that nominations for the Foundation Board are being reviewed for election in November.

Wichita Genealogical Society (WGS) – Jim Byrum reported that the WGS will again partner with the library for the Big Read. Membership is steady at 207 members. Monthly meetings will continue to be held at the Alford branch library, although the WGS board meetings are now being held at the Advanced Learning Library.

Director of Libraries Report

Director Berner reported that the agenda for the September Library Board meeting will include items of business that need to be completed in advance of the Foundation annual meeting. These include a review of the spending policy for the checking account and an affirmation of nominated Library Directors to the Foundation Board.

The library continues to pay e-rate funds back to the federal government. The total amount required to be paid back is just under \$150,000. This money was received in respect of broadband Internet in the branches, which the library sourced through a series of requests for proposals. The grants were rescinded because the RFP evaluations failed to show that cost was the ruling criterion for contract award, although cost was considered and the cheapest vendor was chosen in all cases. The library has now exhausted all appeals short of the Federal Communications Commission itself. Shelby Petersen recommended that contact to the office of a US Senator or Congressman be made to see if assistance with the appeal of the repayments might be provided.

In addition to the ongoing strong interest in tours of the Advanced Learning Library, several new partnerships for programming and services have been developed:

- A Memorandum of Understanding with Wichita State University for GoCreate maker programming in the TEC-novation Room has been scheduled for City Council review on September 4.
- The American Society of Civil Engineers will be presenting monthly STEM programming for youth in exchange for using the conference center for the group's monthly meetings.
- The partnership with Peer to Peer University is expanding with Wichita to receive some additional funding through a grant from the Institute of Museum and Library Services.
- Starting in September, the 1 Million Cups weekly events will be held at the Advanced Learning Library.

Unfinished Business

None

New Business

Director Berner presented information about recently announced changes to the membership benefits of the Friends of the Library. The gold card membership program was created in 1995 as a way to promote awareness of the Friends, and the principal benefits are free (unmetered) holds and three days' grace before fines begin accruing on overdue materials. While these are popular with library customers, they appear to have done little to create affinity between these individuals and the Friends organization and its purpose. As budgets have become more restrictive, the Friends Board was asked to evaluate whether benefits tied to library accounts still make good business sense for both the Friends and the Library. In late July, the Friends announced a restructuring of the gold card program that phases out free holds and overdue grace. Two groups expressed strong displeasure with these changes: homeschooling families and high-volume readers. It was also observed that Wichita is nearly isolated among large US urban library systems in charging a hold fee at all. The Friends have since delayed implementation of any changes until at least the end of the year.

Director Berner asked for feedback on the topic. Conversation included a discussion of whether or not holds should be considered part of the base package of library services, or as specialty provision that should be subject to cost recovery following the same principles as turnpike tolls and medical co-pays. Issues of equity were also raised. It was suggested that it is inequitable to

assess hold fees for some customers but not others; conversely, it was argued that the gold card holds benefit promotes equity by making access to large numbers of holds affordable for those who might not be able to afford fees per item.

It was noted that the library board had previously considered options for modifying the gold card program at its meetings in April and May of 2012. Besides outright elimination of the benefits, the board considered raising the fee per hold to \$0.25 for gold card holders and \$0.50 for other library users. No action was taken on any of these proposals and the program was left unchanged. Total circulation, total number of holds, and the split in holds between Friends card holders and other library users were essentially the same in 2012 as in 2017. Renewal fees remitted by Friends card holders are approximately equal to the standard hold fee multiplied by the number of holds they place, so there is little if any cross-subsidy between Friends card holders and other library users, although the library subsidizes holds for both groups since the estimated average cost to fill each hold (\$0.314) is higher than the hold fee (\$0.25). Moreover, all but five dollars from each renewal goes to the Friends and so is not immediately available to meet the cost of filling holds.

Since current policy allows just a two-dollar window within which fees can accumulate before an account is blocked, concern was also expressed about the staff resource required to collect fees from each volume user of the hold function through a series of small cash transactions.

Tadonne Neal left.
Randy Johnston left.
Justin Henry left.

It was agreed that staff would take the information from the discussion and return to the Board in a future meeting with proposals for further action.

Announcements

Director Berner introduced Jennifer Lane, the Library's new Communications Specialist.

Adjournment

The meeting was adjourned at 1:14 p.m.

The next regularly scheduled meeting will be September 18, 2018.

Respectfully submitted,

Cynthia Berner
Director of Libraries

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS

Finance Committee Agenda

Tuesday, September 18, 2018, 11:30 a.m.

Advanced Learning Library – Collaboration Room 205 (Yellow)

711 W 2nd Street, 2nd floor

Wichita, KS 67203

1. Call to Order
2. Approval of Minutes
 - August 21, 2018 Committee Meeting
3. Approval of Finance Reports
 - 204 Report of Expenditures
 - Revenue Report
 - Grant Fund Summary Report

4. Approval of August Bills

General Fund Bills	\$679,096.60
Grant Fund Bills	50,530.27
Prior Year Grant Fund Bills	46,727.98
Gift & Memorial Fund Bills	417,003.28
Total	\$1,193,358.10

5. Approval of Bills Exceeding \$10,000
 - A to Z Databases - \$15,710.00
 - EBSCO - \$49,569.08
6. Updates
 - Universal Service (E-Rate) Reimbursements
 - Friends of the Library Membership Benefits
7. Other Items from Committee Members
8. Adjournment

Wichita Public Library Board of Directors
Finance Committee Meeting
August 21, 2018

Present: Board members Kevin McWhorter and Erinn Bock; Director of Libraries Cynthia Berner

The meeting was called to order by Kevin McWhorter at 11:35 a.m.

Director Berner and Board President McWhorter presented an overview of the financial reports provided to the board at each meeting. It was noted that the bills for July were all routine in nature with the exception of one purchase for telephone equipment for the new library listed in the general fund bills, object level 2601. It was further noted that although it appears that the department has been operating significantly below budget, many of the larger expenditures are paid annually in the last half of the year. Mr. McWhorter (Bock) moved to recommend approval of the finance reports and bills as included in board packets. The motion carried.

Director Berner reported that the budget has been approved by the City Council. There are no significant changes to the Library budget with the understanding that a special committee will be established to develop an updated plan for branch libraries that addresses recommendations from the branch review while ensuring sustainability of future operations.

Director Berner also reported that the Library has been notified of the need to make an additional repayment to the Universal Service Administrative Company regarding prior year e-rate disbursements deemed ineligible by audit.

The meeting was adjourned at 11:57 a.m.

WICHITA PUBLIC LIBRARY
General Fund

Revenue Analysis Through August 2018

Adopted Budget	Revised Budget		Revenue Revised 2018 Budget	Year to date Receipts	End of year Projection	Year-end Surplus (Deficit)	Percent Received To Date (Goal = 66.67%)
\$350,400.00	\$300,000.00	7700 Library desk receipts (fines)	\$300,000.00	\$ 192,321.32	\$ 96,000.00	\$ (11,678.68)	64.11%
\$13,000.00	\$13,000.00	7701 Copy machine revenue	\$13,000.00	\$ 9,711.27	\$ 4,000.00	\$ 711.27	74.70%
\$34,000.00	\$34,000.00	7703 Public computing	\$34,000.00	\$ 19,581.30	\$ 8,000.00	\$ (6,418.70)	57.59%
\$22,500.00	\$22,500.00	9601 Meeting Rooms	\$22,500.00	\$ 18,229.00	\$ 10,000.00	\$ 5,729.00	81.02%
\$0.00	\$0.00	9602 Rent/Lease-Office space	\$0.00	\$ -	\$ -	\$ -	--
\$0.00	\$0.00	9810 Jury Duty	\$0.00	\$ 160.00	\$ -	\$ -	--
\$0.00	\$0.00	9811 Reimbursements	\$0.00	\$ 11.75	\$ -	\$ -	--
\$0.00	\$0.00	9819 Miscellaneous Revenue	\$0.00	\$ -	\$ -	\$ -	--
\$0.00	\$0.00	9840 Cash over (short)	\$0.00	\$ (0.15)	\$ -	\$ -	--
\$74,000.00	\$74,000.00	9841 Kansas set-off program collections	\$74,000.00	\$ 46,984.17	\$ 6,000.00	\$ (21,015.83)	63.49%
\$493,900	\$443,500	TOTAL GENERAL FUND REVENUES	\$ 443,500.00	\$ 286,998.66	\$ 124,000.00	\$ (32,672.94)	64.71%



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

FISCAL MONTH 8

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	281,838.91	0.00	0.00	281,838.91	2,395,912.76	2,026,110.24	54.18%
1,101	Longevity	54,996.00	2,353.00	0.00	0.00	2,353.00	34,424.00	20,572.00	62.59%
1,104	Shift differential	4,000.00	256.05	0.00	0.00	256.05	1,793.76	2,206.24	44.84%
1,125	Paid leaves	0.00	43,811.14	0.00	0.00	43,811.14	308,759.42	(308,759.42)	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	60,218.05	0.00	0.00	60,218.05	462,326.69	375,027.31	55.21%
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	440.65	0.00	0.00	440.65	3,967.37	3,032.63	56.68%
1,208	Cellular phone allowance	1,800.00	0.00	0.00	0.00	0.00	850.00	950.00	47.22%
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	2,946.59	0.00	0.00	2,946.59	11,028.76	(11,028.76)	N/A
1,301	Straight	0.00	141.80	0.00	0.00	141.80	1,272.85	(1,272.85)	N/A
1,400	FICA	406,155.00	29,110.51	0.00	0.00	29,110.51	235,621.20	170,533.80	58.01%
1,401	Employee pension	573,550.00	40,224.02	0.00	0.00	40,224.02	332,324.48	241,225.52	57.94%
1,403	Workers compensation	54,779.00	3,891.48	0.00	0.00	3,891.48	31,944.59	22,834.41	58.32%
1,404	Unemployment compensation	10,637.00	380.51	0.00	0.00	380.51	3,070.24	7,566.76	28.86%
1,405	Group health insurance	942,668.00	36,321.40	0.00	0.00	36,321.40	562,646.75	380,021.25	59.69%
1,406	Group life insurance	17,688.00	276.95	0.00	0.00	276.95	4,207.61	13,480.39	23.79%
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	\$502,211.06	\$0.00	\$0.00	\$502,211.06	\$4,392,571.85	\$2,610,145.15	62.73%
2,100	Electricity	186,252.00	17,542.15	0.00	0.00	17,542.15	115,030.71	71,221.29	61.76%
2,101	Gas-ONEOK Kansas Gas Service	9,075.00	74.60	0.00	0.00	74.60	4,318.90	4,756.10	47.59%
2,102	Gas-Black Hills	5,990.00	73.94	0.00	0.00	73.94	4,666.32	1,323.68	77.90%
2,104	Water	15,750.00	933.27	0.00	0.00	933.27	8,026.66	7,723.34	50.96%
2,107	Trash service	4,000.00	644.82	0.00	0.00	644.82	3,029.13	970.87	75.73%
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	1,054.50	0.00	0.00	1,054.50	8,740.00	2,432.00	78.23%
2,201	PBX - instrument charges	17,460.00	1,678.75	0.00	0.00	1,678.75	14,001.25	3,458.75	80.19%
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	(63.64)	0.00	0.00	(63.64)	2,704.79	(1,804.79)	300.53%



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

FISCAL MONTH 8

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	500.42	0.00	0.00	500.42	3,685.03	9,814.97	27.30%
2,207	Postage - regular	23,000.00	1,915.21	0.00	0.00	1,915.21	9,893.17	13,106.83	43.01%
2,211	Express mail	4,000.00	37.46	0.00	0.00	37.46	1,264.83	2,735.17	31.62%
2,214	Air cards - mobile	0.00	50.00	0.00	0.00	50.00	300.00	(300.00)	N/A
2,215	Plexar	8,136.00	674.00	0.00	0.00	674.00	4,668.00	3,468.00	57.37%
2,216	Voice mail	1,512.00	126.00	0.00	0.00	126.00	1,008.00	504.00	66.67%
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	314.18	2,225.82	12.37%
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	456.80	1,448.20	23.98%
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
2,505	Contractors	0.00	0.00	0.00	0.00	0.00	500.00	(500.00)	N/A
2,519	Background checks	3,140.00	282.45	0.00	0.00	282.45	1,339.90	1,800.10	42.67%
2,543	Bank charges	5,000.00	635.08	0.00	0.00	635.08	4,061.40	938.60	81.23%
2,599	Other professional services	37,970.00	2,202.20	0.00	0.00	2,202.20	15,314.85	22,655.15	40.33%
2,600	Data center charges	684,492.00	53,567.71	0.00	0.00	53,567.71	434,093.37	250,398.63	63.42%
2,601	Maintenance - data equipment	22,046.00	0.00	0.00	0.00	0.00	33,383.28	(11,337.28)	151.43%
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	2,480.00	1,240.00	66.67%
2,703	Maintenance - equipment	5,421.00	0.00	0.00	0.00	0.00	680.00	4,741.00	12.54%
2,708	Uniform rental service	2,806.00	136.00	0.00	0.00	136.00	930.80	1,875.20	33.17%
2,804	Pest control services	13,000.00	0.00	0.00	0.00	0.00	7,137.15	5,862.85	54.90%
2,805	Janitorial services	55,032.00	3,590.00	0.00	0.00	3,590.00	30,471.20	24,560.80	55.37%
2,806	Security/Fire services	0.00	248.28	0.00	0.00	248.28	368.28	(368.28)	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	2,990.33	0.00	0.00	2,990.33	13,120.76	10,351.24	55.90%
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	5,311.67	0.00	0.00	5,311.67	44,696.15	32,886.85	57.61%
OBJECT TOTAL	2 Contractual services	\$1,406,114.00	\$94,515.20	\$0.00	\$0.00	\$94,515.20	\$770,473.31	\$635,640.69	54.79%



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

FISCAL MONTH 8

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
3,101	Computer/printer supplies	900.00	0.00	0.00	0.00	0.00	2,652.00	(1,752.00)	294.67%
3,103	Office supplies	28,050.00	2,270.47	0.00	0.00	2,270.47	20,604.11	7,445.89	73.45%
3,199	Other office supplies	21,050.00	1,443.61	0.00	0.00	1,443.61	9,050.32	11,999.68	42.99%
3,405	Fuel	2,812.00	561.50	0.00	0.00	561.50	1,950.41	861.59	69.36%
3,499	Other equipment parts	450.00	11.94	0.00	0.00	11.94	1,668.19	(1,218.19)	370.71%
3,804	Data processing equipment < \$5,000 ea	35,157.00	0.00	0.00	0.00	0.00	623.71	34,533.29	1.77%
3,805	Furniture & equipment <\$5000 each	9,990.00	38.00	0.00	0.00	38.00	2,017.43	7,972.57	20.19%
3,811	Library materials < \$5,000 each	697,530.00	57,110.17	0.00	0.00	57,110.17	292,883.90	404,646.10	41.99%
3,812	Communication equipment < \$5,000 eac	0.00	0.00	0.00	0.00	0.00	184.00	(184.00)	N/A
3,901	Custodial supplies	6,000.00	417.14	0.00	0.00	417.14	2,795.66	3,204.34	46.59%
3,990	Purchasing Card Clearing	0.00	20,517.51	0.00	0.00	20,517.51	77,856.82	(77,856.82)	N/A
OBJECT TOTAL	3 Materials and supplies	\$801,939.00	\$82,370.34	\$0.00	\$0.00	\$82,370.34	\$412,286.55	\$389,652.45	51.41%
FUND TOTAL	100 General Fund	\$9,210,770.00	\$679,096.60	\$0.00	\$0.00	\$679,096.60	\$5,575,331.71	\$3,635,438.29	



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

FISCAL MONTH 8

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>\$679,096.60</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$679,096.60</u>	<u>\$5,575,331.71</u>	<u>\$3,635,438.29</u>	

**Grant Fund Summary Report
August 2018**

Grant	Beginning Balance 08/01/18	Revenue Received	Contractuals	Materials	Supplies & Petty Cash	Equipment	Monthly Encumbrances	Total Expenditures	Remaining Balance 08/31/18
SCKLS 2017	\$ 46,727.98	\$ -	\$ 43,595.00	\$ 3,132.98	\$ -	\$ -	\$ -	\$ 46,727.98	\$ -
SCKLS 2018	\$ 118,607.00	\$ -	\$ -	\$ 1,724.19	\$ -	\$ 3,009.50	\$ 425.09	\$ 5,158.78	\$ 113,023.14
								\$ -	
State Aid 2018	\$ 107,402.29	\$ -	\$ 45,371.49	\$ -	\$ -	\$ -	\$ -	\$ 45,371.49	\$ 62,030.80
Totals	\$ 272,737.27	\$ -	\$ 88,966.49	\$ 4,857.17	\$ -	\$ 3,009.50	\$ 425.09	\$ 97,258.25	\$ 175,053.94

OCA: 101014 TO 101014

1 Personnel services

110 Regular salaries

1,100 Bi-weekly wages

Payroll, 20180810 142,829.11

Payroll, 20180824 139,009.80

Total	1,100 Bi-weekly wages	281,838.91
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1,101 Longevity

Payroll, 20180810 2,353.00

Total	1,101 Longevity	2,353.00
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1,104 Shift differential

Payroll, 20180810 125.13

Payroll, 20180824 130.92

Total	1,104 Shift differential	256.05
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1,125 Paid leaves

Payroll, 20180810 20,265.19

Payroll, 20180824 23,545.95

Total	1,125 Paid leaves	43,811.14
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Total	110 Regular salaries	328,259.10
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120 Special salaries

1,200 Part time/seasonal

Payroll, 20180810 29,873.61

Payroll, 20180824 30,344.44

Total	1,200 Part time/seasonal	60,218.05
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1,205 Auto allowance

Payroll, 20180810 165.17

Payroll, 20180824 275.48

Total	1,205 Auto allowance	440.65
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Total	120 Special salaries	60,658.70
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130 Overtime

1,300 Premium-Overtime

Payroll, 20180810 1,541.80

Payroll, 20180824 1,404.79

Total	1,300 Premium-Overtime	2,946.59
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1,301 Straight

Payroll, 20180810 33.12

Payroll, 20180824 108.68

Total	1,301 Straight	141.80
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Total	130 Overtime	3,088.39
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140 Employee benefits

1,400 FICA

Payroll, 20180810 14,320.95

Payroll, 20180824 14,789.56

Total	1,400 FICA	29,110.51
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1,401 Employee pension

Payroll, 20180810 20,268.44

Payroll, 20180824 19,955.58

Total	1,401 Employee pension	40,224.02
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1,403 Workers compensation

Payroll, 20180810 1,945.58

Payroll, 20180824 1,945.90

Total	1,403 Workers compensation	3,891.48
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OCA: 101014 TO 101014

1,404 Unemployment compensation

 Payroll, 20180810 187.21

 Payroll, 20180824 193.30

Total	1,404	Unemployment compensation	380.51
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1,405 Group health insurance

 Payroll, 20180810 36,321.40

Total	1,405	Group health insurance	36,321.40
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1,406 Group life insurance

 Payroll, 20180810 276.95

Total	1,406	Group life insurance	276.95
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Total	140	Employee benefits	110,204.87
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Total	1	Personnel services	502,211.06
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OCA: 101014 TO 101014

2 Contractual services

210 Utilities

2,100 Electricity

WESTAR ENERGY - EDI

17,542.15

Total	2,100 Electricity	17,542.15
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2,101 Gas-ONEOK Kansas Gas Service

CENTERPOINT ENERGY SERVICES INC

5.08

ONE GAS INC

69.52

Total	2,101 Gas-ONEOK Kansas Gas Service	74.60
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2,102 Gas-Black Hills

BLACK HILLS UTILITY HOLDING INC

73.94

Total	2,102 Gas-Black Hills	73.94
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2,104 Water

City of Wichita

933.27

Total	2,104 Water	933.27
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2,107 Trash service

WASTE CONNECTIONS OF KANSAS INC - EDI

644.82

Total	2,107 Trash service	644.82
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Total	210 Utilities	19,268.78
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220 Communications

2,200 PBX - line charges

City of Wichita

1,054.50

Total	2,200 PBX - line charges	1,054.50
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2,201 PBX - instrument charges

City of Wichita

1,678.75

Total	2,201 PBX - instrument charges	1,678.75
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2,203 Long distance service

AT&T

-63.64

Total	2,203 Long distance service	-63.64
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2,204 Local services

City of Wichita

500.42

Total	2,204 Local services	500.42
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2,207 Postage - regular

City of Wichita

1,915.21

Total	2,207 Postage - regular	1,915.21
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2,211 Express mail

City of Wichita

37.46

Total	2,211 Express mail	37.46
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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

674.00

Total	2,215 Plexar	674.00
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2,216 Voice mail

City of Wichita

126.00

Total	2,216 Voice mail	126.00
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Total	220 Communications	5,972.70
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250 Professional services

2,519 Background checks

HIRERIGHT LLC

282.45

Wichita Public Library General Fund Bills

August

2018

OCA: 101014 TO 101014

Total	2,519	Background checks	282.45
	2,543	Bank charges	
		City of Wichita	635.08
Total	2,543	Bank charges	635.08
	2,599	Other professional services	
		INFORMATION NETWORK OF KANSAS	184.50
		SIGN LANGUAGE INTERPRETING SERVICES	210.00
		UNIQUE MANAGEMENT SERVICES INC	1,807.70
Total	2,599	Other professional services	2,202.20
Total	250	Professional services	3,119.73
	260	Data processing	
	2,600	Data center charges	
		City of Wichita	53,567.71
Total	2,600	Data center charges	53,567.71
Total	260	Data processing	53,567.71
	270	Equipment charges	
	2,700	Motor pool - scheduled charges	
		City of Wichita	310.00
Total	2,700	Motor pool - scheduled charges	310.00
	2,708	Uniform rental service	
		ARAMARK UNIFORM & CAREER APPAREL GRP II	136.00
Total	2,708	Uniform rental service	136.00
Total	270	Equipment charges	446.00
	280	Buildings and grounds charges	
	2,805	Janitorial services	
		STEPHENS INDUSTRIES INC	3,590.00
Total	2,805	Janitorial services	3,590.00
	2,806	Security/Fire services	
		TOTAL SECURITY SOLUTIONS LLC	248.28
Total	2,806	Security/Fire services	248.28
Total	280	Buildings and grounds charges	3,838.28
	290	Other contractals	
	2,917	Printing and copying	
		City of Wichita	2,990.33
Total	2,917	Printing and copying	2,990.33
	2,999	Other contractals	
		ARAMARK UNIFORM & CAREER APPAREL GRP II	70.50
		City of Wichita	5,234.67
		UNDERGROUND VAULTS & STORAGE INC	6.50
Total	2,999	Other contractals	5,311.67
Total	290	Other contractals	8,302.00
Total	2	Contractual services	94,515.20

OCA: 101014 TO 101014

3 Materials and supplies

310 Office supplies

3,103 Office supplies

City of Wichita

2,270.47

Total	3,103	Office supplies	2,270.47
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3,199 Other office supplies

City of Wichita

1,443.61

Total	3,199	Other office supplies	1,443.61
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Total	310	Office supplies	3,714.08
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340 Equipment parts

3,405 Fuel

City of Wichita

561.50

Total	3,405	Fuel	561.50
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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	573.44
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380 Non-capitalizable equipment < \$5000 each

3,805 Furniture & equipment <\$5000 each

City of Wichita

38.00

Total	3,805	Furniture & equipment <\$5000 each	38.00
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3,811 Library materials < \$5,000 each

City of Wichita

42,162.30

CITY OF WICHITA- LIBRABRY

-298.33

OVERDRIVE INC

15,246.20

Total	3,811	Library materials < \$5,000 each	57,110.17
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Total	380	Non-capitalizable equipment < \$5000 each	57,148.17
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390 Other commodities

3,901 Custodial supplies

City of Wichita

417.14

Total	3,901	Custodial supplies	417.14
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3,990 Purchasing Card Clearing

City of Wichita

20,517.51

Total	3,990	Purchasing Card Clearing	20,517.51
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Total	390	Other commodities	20,934.65
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Total	3	Materials and supplies	82,370.34
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OCA: 101014 TO 101014

Grand Total

679,096.60

Library Grant Bills

August

2018

Grant 810702	South Central Kansas Library System 2017
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2 Contractual services
 220 Communications
 2,217 Internet Service
 City of Wichita 43,595.00

Total	2,217 Internet Service	43,595.00
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Total	220 Communications	43,595.00
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Total	2 Contractual services	43,595.00
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3 Materials and supplies
 380 Non-capitalizable equipment < \$5000 each
 3,811 Library materials < \$5,000 each
 City of Wichita 700.72
 OVERDRIVE INC 2,432.26

Total	3,811 Library materials < \$5,000 each	3,132.98
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Total	380 Non-capitalizable equipment < \$5000 each	3,132.98
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Total	3 Materials and supplies	3,132.98
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Total 810702	South Central Kansas Library System 201	46,727.98
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Library Grant Bills

August

2018

Grant	810801	Library-State Grants-In-Aid 2018
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2 Contractual services
 220 Communications
 2,217 Internet Service
 City of Wichita 23,605.00
 COX COMMUNICATIONS 15,299.64

Total	2,217 Internet Service	38,904.64
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Total	220 Communications	38,904.64
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260 Data processing
 2,601 Maintenance - data equipment
 DEMCO INC 6,466.85

Total	2,601 Maintenance - data equipment	6,466.85
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Total	260 Data processing	6,466.85
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Total	2 Contractual services	45,371.49
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Total	810801	Library-State Grants-In-Aid 2018	45,371.49
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Library Grant Bills

August

2018

Grant	810802	South Central Kansas Library System 2018	
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3 Materials and supplies

380 Non-capitalizable equipment < \$5000 each

3,805 Furniture & equipment <\$5000 each

City of Wichita

3,009.50

Total	3,805 Furniture & equipment <\$5000 each		3,009.50
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3,811 Library materials < \$5,000 each

City of Wichita

1,724.19

Total	3,811 Library materials < \$5,000 each		1,724.19
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Total	380 Non-capitalizable equipment < \$5000 each		4,733.69
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Total	3 Materials and supplies		4,733.69
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Total	810802	South Central Kansas Library System 201	
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4,733.69

Library
Grant Bills

August 2018

All Grants Total

96,833.16

GIFT AND MEMORIAL FUND**RECEIPTS/REIMBURSEMENTS**

Baird (dividends)	\$223.11	
Baird (interest)	\$1,194.51	
CD Redeemed	\$75,000.00	
Friends of the Library (Monthly Donation)	\$1,822.00	
Friends of the Library (Gold and Platinum Membership Reimbursements)	\$1,420.00	
Gift (ebooks)	\$200.00	
Memorial Donations	\$52.00	
Premier Food Service (Vending Commissions)	\$42.35	
	TOTAL RECEIPTS	\$79,953.97

EXPENDITURES*Designated Funds*

Commerce/Amazon.com (Memorials)*	27.52
Commerce/Amazon.com (Tablet Scanner/Printer/Roving Reference Covers)	1,654.86
Ingram Library Supplies (Memorials)*	67.66
Midwest Tape (Materials purchases)	23.99

Undesignated Funds

8 CDs Purchased	\$416,003.28
Kroger (Staff Flower Fund Courtesies)*	38.68

TOTAL EXPENDITURES **\$417,815.99**

*Reimbursed expenses

Ms. Berner:

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

_____ President

_____ Treasurer



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Sarah Kittrell
SUBJECT: Approval of Invoices Exceeding \$10,000 – AtoZ Databases
DATE: September 4, 2018

Background: The AtoZ database provides customers and staff with access to business and contact information for over 15 million businesses, 240 million people and 7 million jobs. The current subscription expires at the end of 2018.

Analysis: AtoZ is an invaluable resource for current and perspective business owners as it provides contact information for businesses and executives, industry profiles, and competitor information. It also provides a searchable telephone directory for individuals – service that is becoming more valuable as the Library is no longer able to acquire telephone books from outside of the Wichita metro area.

There are a limited number of similar products available. Library staff have evaluated these and believe that AtoZ remains the best choice based upon the depth and accuracy of service for the price.

Financial Considerations: The cost to renew the subscription for 2019 is \$15,710.00. This price was negotiated last year as a set price for a period of three years. The cost per use for the past twelve months was \$0.45 per search.

Legal Considerations: There are no changes to the license agreement that was previously approved as to form by the Law Department.

Recommendations/Actions: It is recommended that the Board approve renewal of the subscription and authorize payment of the invoice.

Attachments: None



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Sarah Kittrell, Collection Development Manager
SUBJECT: Approval of Invoices Exceeding \$10,000 - EBSCO
DATE: September 12, 2018

Background: EBSCO, a magazine subscription manager, is used by the Library to manage subscriptions magazines and newspapers.

Analysis: Magazines and newspapers remain an important part of the Library's information service delivery. As newspaper subscriptions have become more expensive, residents look to the Library as a place to access this information. Non-circulating titles add depth to the reference collections. In recent years, circulating magazines have grown as an overall percentage of the periodical collection. Between September 1, 2017, and August 31, 2018, circulating magazines were borrowed a total of 18,552 times.

Financial Considerations: Subscriptions are set on the fiscal year with scheduled to expire at the end of 2018. The cost to renew the Library's magazines managed by EBSCO for 2019 is \$49,569.08. This includes a \$246.61 service charge, which covers managing the renewals, searching the lost copy bank for missing issues, and other services provided by EBSCO.

Of the 618 subscriptions, 452 are \$50 or less, 81 are between \$50.01-100.00, and 85 are \$100 or more.

The majority of titles falling into the \$100.01+ category are newspapers or business periodicals, including *The Wichita Eagle*, the *New York Times*, the *Kansas City Star*, the *Wall Street Journal*, *USA Today*, and the *Topeka Capital-Journal*.

The most expensive title is *CQ Magazine*, at \$3,449.00. This is an important tool for those desiring information about the federal government and the work of Congress. The *New York Times* is \$1,156.00. The Library also has four print subscriptions to *ValueLine Investment Survey*, which is \$1,050.00 per copy.

Legal Considerations: None.

Recommendations/Actions: It is recommended that the Board approve the invoice from EBSCO in the amount of \$49,569.08 for the 2019 renewal of 618 magazine and newspaper subscriptions.

Attachments: None.

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS

Operations Committee Agenda

Tuesday, September 18, 2018, 11:30 a.m.

Advanced Learning Library, Collaboration Room #204 (Purple)

711 W 2nd Street, 2nd floor

Wichita, KS 67203

1. Call to Order
2. Approval of Minutes of the August 21, 2018 meeting
3. Proposed Policy Revisions
 - CIR-015 Confidentiality of Library Records
 - REF-009.2 Advanced Learning Library AV Maker Studio
4. Status Report on Operations Reviews in Progress
5. Updates to Agenda Items from Previous Meetings
6. New Business from Committee Members
7. Adjournment

Wichita Public Library Board of Directors
Operations Committee Meeting
August 21, 2018

Present: Committee members Jonathan Winkler and Lee Gee; staff members Kristi Dowell and Jeff Tate; guest Darla DeSpain.

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

Ms. Gee (Winkler) moved to approve the minutes of the July 17th, 2018 meeting. The motion carried.

The committee reviewed proposed revisions to Policy REF-009.2 AV Maker Studio as approved to form and recommended by the Law Department. Changes from the policy previously approved by the Board include testing of AV equipment prior to and following each use by customers. Ms. Gee (Winkler) moved to recommend approval of the revisions to the policy as recommended by the Law Department. The motion carried.

Chair Winkler reviewed the Friends of the Library Board actions relating to changes to membership benefits. Ms. Dowell and Mr. Tate discussed a few Library operations perspectives that surround Gold Cards account types and benefits. No action was taken.

Chair Winkler asked if anyone had any comments regarding the report received from the South Central Kansas Library System regarding Interlibrary Loan Borrowing Fees. There were no comments.

With no further business, the meeting was adjourned at 11:53 a.m.



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Cynthia Berner, Director of Libraries *Cynthia Berner*
SUBJECT: Proposed Changes to Library Policy CIR-015 Confidentiality of Library Records
DATE: September 12, 2018

Background: Earlier this year, the Library Board denied a request from the Wichita Public Library Foundation for access to names from the customer database to be used for fundraising solicitations. The Board directed staff to review options to assist the Foundation while working within the constraints of the Confidentiality of Library Records policy.

Analysis: Staff consulted with peers from the Urban Libraries Council to find best practices for ways that libraries can work in partnership with their foundations for fundraising and grant writing. A solicitation similar to the one planned by the Wichita Public Library Foundation was found to have been sent out by a library foundation in Kentucky. In speaking with the Executive Director of that library's foundation, staff learned that the solicitation was sent by the library to a list of customers matching a profile established by the foundation. Only those who responded to the fundraising solicitation by making a gift or by asking to be added to the foundation's newsletter became contacts available for the foundation. All other customers remained anonymous to the foundation.

Staff from the Library and the Library Foundation have determined that a similar process would be worth testing in Wichita. The process involves a new section of the Confidentiality of Library Records policy authorizing the Library Board of Directors to allow staff to distribute a solicitation on behalf of one of the department's supporting organizations under certain conditions. In addition, a new privacy policy section will be added to the Library's website with opt out procedures for contacts described and, to the extent possible, electronically facilitated from that web page.

Financial Considerations: All costs related to assisting with a solicitation would be reimbursed by the supporting organization.

Legal Considerations: The Law Department has assisted with development of the language in the proposed change so that it is approved as to form and General Data Protection Regulation (GDPR) compliant.

Recommendations/Actions: It is recommended that the Board approve changes to policy CIR-015 Confidentiality of Library Records as proposed by staff and included in Board packets.

Attachments: CIR-015 Confidentiality of Library Records

CIR-015 CONFIDENTIALITY OF LIBRARY RECORDS

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

Records which libraries are NOT required to disclose include:

1. Customer registration records and circulation or loan records which pertain to identifiable individuals.
2. Library, archive and museum materials, if restrictions have been imposed as conditions of a contribution.
3. Personnel records and performance ratings; however employee names, positions, salaries, and length of service are designated as public information.
4. Building security information.
5. Correspondence between the Library and a private individual, including print and electronic formats.
6. Software programs for electronic data processes; however, each public agency must maintain a register that describes the information that is maintained on computer faculties, and the form in which the information can be made available using existing computer programs.

K.S.A. 45-218, K.S.A. 45-219 and K.S.A. 45-220 define the conditions and procedures related to requesting access including, but not limited to, the charging of fees for providing access or furnishing copies of public records.

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

Requests to examine or obtain information relating to circulation or registration records will immediately be referred to the Librarian-in-Charge, who will explain the confidentiality policy.

Upon the receipt of an order, subpoena, or warrant, the Director of Libraries shall consult with the appropriate legal officer assigned to the Wichita Public Library to determine if the subpoena is facially valid, requiring adherence.

The Library Board of Directors may authorize Library staff to distribute materials to customers using Library records, with the cost to be reimbursed by Library support organizations. The Board's authorization will only be given when responsive customer action would be mutually beneficial to the Library and the support organization. Library staff will only distribute materials to addresses within the United States or its political possessions. These materials must be prepared in such a manner that a customer will be required to opt in before receiving additional information directly from the support organization. Additionally, the customer will have the ability at any time to opt out of distributions from the Library support organizations, the Library, or both.

Related Statutes

K.S.A. 45-215

K.S.A. 45-218

K.S.A. 45-219

K.S.A. 45-220

K.S.A. 45-221



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Cynthia Berner, Director of Libraries *Cynthia Berner*
SUBJECT: PROPOSED CHANGES TO LIBRARY POLICY REF-009.2 Advanced Learning
Library AV Maker Studio
DATE: September 12, 2018

Background: In August, the Library Board approved changes to policy REF-009.2 – Advanced Learning Library AV Maker Studio as approved to form by the Law Department. Additional equipment for the studio has since been received and needs to be added to the fee schedule for lost and damaged equipment.

Analysis: The new equipment expands the capacity of the AV Maker Studio to support audio and video recording and editing. Items added include a camera, additional microphones, speakers and a controller.

Financial Considerations: The proposed fee schedule reflects the anticipated actual cost for full replacement of the equipment.

Legal Considerations: The Law Department has approved the additions as to form.

Recommendations/Actions: It is recommended that the Board approve changes to policy REF-009.2 Advanced Learning Library AV Maker Studio as proposed by staff and included in Board packets.

Attachments: REF-009.2 Advanced Learning Library AV Maker Studio

REF-009.2 Advanced Learning Library AV Maker Studio

The Advanced Learning Library AV Maker Studio may be reserved on a first-come, first-served basis up to seven days in advance of the desired use date. One three-hour reservation per day may be scheduled per individual or group. There is no charge for a reservation. When not previously reserved, rooms are available on a first-come, first served basis.

Customer reserving the AV Maker Studio must have a Wichita Public Library account in good standing. Unaccompanied usage of the Studio is limited to customers 14 years of age or older. Each studio user age 14 through 17 must have an individual Wichita Public Library account associated with an account in good standing of a responsible adult. Customers under 14 years of age must be accompanied by a responsible adult.

Fees for Studio audiovisual items and equipment lost or damaged during the usage period will be based upon the Library's costs of repair or replacement. Staff walkthroughs at the beginning and end of each usage period will be used as a way to confirm that all items have been left in place and in working condition.

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

Library staff may prohibit usage inside the Studio of outside equipment, instruments, or other items when such use may disrupt others' use of the Library.

Equipment Replacement Fee Schedule

Equipment	Replacement Cost*
Omnirax Presto Studio Workstation (Desk)	\$ 750.00
Middle Atlantic PD-1820R-RN Rack Mount Power	200.00
Chief MSSUB Medium Flat Panel Swivel Table Stand	450.00
NEC E326 32" LED Flat Panel Monitor	400.00
Dell Optiplex 7050 Computer	2,600.00
Black Magic Design Intensity Shuttle	200.00
Shuttle Xpress Video Edit Transport	60.00
Audio-Technica ATH-M50X Headphones	150.00
Art Pro Eight Output Stereo Headphone Amp	65.00
Focusrite 2 Channel USB audio interface FOS2/22G	150.00
Zoom 16 Track Recorder R16	400.00
JVC BLU-RAY Disc & HDD Recorder	2,000.00
HDMI Cable 6'	5.00

<i>Mackie CR3 CR Series 3" Creative Reference Multimedia Speakers</i>	80.00
<i>Audio-Technica AT2020 Cardioid Condenser Studio XLR Microphone</i>	100.00
<i>Akai Professional MPK Mini MKII 25-Key Ultra-Portable USB MIDI Drum Pad & Keyboard Controller</i>	100.00
<i>Canon EOS Rebel T6i Digital SLR with EF-S 18-55mm IS STM Lens</i>	600.00
<i>TAKSTAR SGC-598 Interview Microphone</i>	27.00
<i>Wide Angle/Macro Lens for Canon</i>	10.00
<i>58mm 2.2x Telephoto Lens</i>	7.00
<i>Digital Slave Flash with Bracket</i>	12.00
<i>Whirlwind MK4 XLR Cable 25'</i>	32.00
<i>AmazonBasics Tripod Boom Microphone</i>	20.00
<i>Vivitar VPT3662 62-Inch Tripod</i>	40.00
*If exact make/model cannot be purchased, cost will be based on closest model that has equal functionality	

Agenda

Wichita Public Library Board of Directors Planning & Facilities Committee

Tuesday, September 18, 2018 – 11:30 a.m.
Advanced Learning Library, Collaboration Room 203 (Green)
711 W 2nd, Wichita, KS 67203

1. Call to order
2. Approval of Minutes of August 21, 2018 Committee Meeting
3. Advanced Learning Library Punch List Update
4. Review of Outstanding Branch Facilities Issues
5. New Business from Committee Members
6. Adjournment

Planning & Facilities Committee Meeting Minutes
August 21, 2018

Present: Board members Justin Henry and Randall Johnston; staff members Tammy Penland and Sarah Kittrell.

The meeting was called to order at 11:39 a.m.

Ms. Penland provided an update on the Advanced Learning Library punch list. Some trees have been replaced, the sprinklers are on sensors and are being monitored to make sure that they are working. During the recent rainstorm, two leaks were discovered in the Learning Pavilion. Climate control in the Conference Center is not yet working correctly but engineers and mechanical and building controls contractors are meeting regularly to find and repair the source(s) of the problems. Library staff will be meeting with peers from the Public Works & Utilities Department to establish a preventative maintenance schedule.

An update was provided regarding the former Comotara branch. The space has been completely vacated and keys returned to Dillons. Surplus furniture and equipment was moved to the Central Library for the Purple Wave auction, which is currently online and will continue through September 18th.

Ms. Penland noted that there were no significant maintenance issues pending at branches.

Dr. Henry inquired as to other unexpected issues with the building. Ms. Penland stated that most issues related to not knowing the building yet. Mr. Johnston asked for an update on Reverie. Ms. Penland reported that the shop is open from 10-4, Monday through Saturday. Business appears to be strong and customer feedback enthusiastic.

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

August Media Report

Newspaper

Wichita, it's time to consider a tax increase. It's past time, actually, Editorial Board, Wichita Eagle, Aug. 17, 2018 <https://www.kansas.com/article216790960.html>

Want to own part of the old downtown Wichita library? The city is having an auction, Julie Mah, Wichita Eagle, Aug. 17, 2018 <https://www.kansas.com/article216897940.html>

Wichita's 1 Million Cups program will have new downtown home, Brittany Schowalter, Wichita Business Journal, Aug. 21 2018 <https://www.bizjournals.com/wichita/news/2018/08/21/wichitas-1-million-cups-program-will-have-new.html>

Radio

Former Wichita Central Library Items Up For Auction, Deborah Shaar, KMUW, Aug. 16, 2018 <http://www.kmuw.org/post/former-wichita-central-library-items-auction>

New Wichita Library Sets Record In First Month, Deborah Shaar, KMUW, Aug. 23, 2018 <http://www.kmuw.org/post/new-wichita-library-sets-record-first-month>

Television

Back-to-school event held at Wichita library, KWCH, Aug. 11, 2018 <http://www.kwch.com/content/news/Back-to-school-event-held-at-Wichita-library--490641101.html>

Wichita City Council passes budget that keeps libraries and golf course open, KSN, Aug, 14, 2018 <https://www.ksn.com/news/local/wichita-city-council-passes-budget-that-keeps-libraries-and-golf-course-open/1368160568>

Helpful library resources for your student, Katie Johnson, KWCH, Aug. 22, 2018 <http://www.kwch.com/content/news/Helpful-library-resources-for-your-student-491434442.html>

Hundreds of Central Public Library items up for auction, KWCH, Aug 24, 2018 <http://www.kwch.com/content/news/Central-Public-Library-liquidation-sale-491645381.html>

Westar Energy gifts \$100,000 to Advanced Learning Library for technology training center, KSN, Aug. 28, 2018 <https://www.ksn.com/news/local/westar-energy-gifts-100-000-to-advanced-learning-library-for-technology-training-center/1402250132>