

AGENDA

Wichita Public Library Board of Directors Meeting

Tuesday, June 18, 2019 – 12:00 p.m.

Advanced Learning Library Conference Center Rooms A-B (1st Floor)

711 W 2nd, Wichita KS 67203

STAFF PRESENTATION: Teen Hack-a-Thon, by Cindy Bailey and Erin Howerton

1. Call to Order/Introductions
2. Approval of the Agenda
3. Public Comment
 - Craig Coffey
4. Approval of the Minutes of the May 21, 2019 Meeting
5. Finance Committee Report
 - Approval of Finance Reports
 - Approval of Bills

General Fund Bills	\$905,705.68
Grant Fund Bills	13,421.88
Gift & Memorial Fund Bills	101,151.43
Total	\$1,020,278.99

6. Operations Committee Report
7. Planning & Facilities Committee Report
8. Public Affairs Committee Report
9. Special Committee Reports
 - Friends of the Library
 - Library Foundation
 - Wichita Genealogical Society
10. Director of Libraries Report
11. Unfinished Business
12. New Business
13. Announcements
14. Adjournment



MONTHLY ACTIVITY REPORT

May 2019

SERVICE HIGHLIGHTS

Adoption of a new master plan for branch libraries, the start of summer reading programs, and early celebrations of D-day were priorities for the month of May.

Focused on Community: A Master Plan for the City of Wichita's Branch Library System, 2019-2023 was adopted by the Library Board of Directors on May 21. The plan outlines five years of activities to enhance branch library service. Focus areas for each branch will anchor collections, programs and services. A new location for the Linwood branch and expansion of the Westlink branch are also recommendations in the plan that will be presented to the City Council for endorsement in June.

Summer reading programs began on May 28. Parents and caregivers continue to be enthusiastic about library-sponsored activities that help children avoid summer learning loss. On the first day of the sessions, 1,785 infants through teens registered for the program. At the end of the first week, 6,825 youth were participating in the Baby Bookworms, Kids Read or Teens Read programs. Interest in the programs also was affirmed by use of library collections. At the Advanced Learning Library, May 28 became the second busiest for checkouts of materials, falling only behind borrowing on last year's grand opening day.

Managing the extra activity of summer reading programs would not be possible without the assistance of an energetic group of volunteers. One hundred twenty-four teens began summer volunteer service in May. These youth will register children for reading programs and help to track their summer reading progress. Teens also offer invaluable support with shelving of returned materials, providing crowd control at programs, and assisting with special projects in many library locations.

May's Senior Wednesday presentation by Larry Ruse featured information about the Kansas Honor Flight program. Many in attendance had been part of the return celebration for an Honor Flight to Eisenhower Airport only two days before, increasing interest in helping to share information about how veterans can apply to participate in the program.

The Prairie Winds Woodwind Quintet, a performance team of the Kansas National Guard's 35th Infantry Division Band, presented a lunchtime concert of patriotic songs honoring all branches of the service at the 75th anniversary of D-day on May 29. The program included a history of the Kansas National Guard. More than 100 people attended the event, including many who made their first visit to the Library.

OTHER NEWS

Test proctoring services at the Advanced Learning Library are important for students participating in online and distance learning educational programs. During May, 22 exams were proctored in the Advanced Learning Library by staff members.

On May 16, the Wichita Public Library conducted its first storytime at a laundromat. Julie Rains, an intern working with the 1000 Books before Kindergarten program, made a visit to the Aqua Blast Laundromat during the location's Project Laundry event. Aqua Blast is one of five laundromats in Wichita that host monthly events where families are able to wash up to three loads of laundry at no charge. During Julie's visit, she conducted an impromptu storytime and registered children for the 1000 Books before Kindergarten program.

E-book circulation was 2,090 in May 2019, up 18% compared to May 2018. There were 2,957 unique readers who used Wichita E-Reads in May 2019, an increase of 26% from the previous year.

The Burns Research Pavilion hosted out of state researchers from California, Colorado, Georgia, Indiana, Louisiana, Missouri, Oklahoma, South Carolina, Virginia, and Washington. Over the course of 2019, visitors from 20 states have come to Wichita for research visits.

Agencies receiving special programs or services during May included: Parklane Head Start; LaPetite/Waco, Loving Arms, Princeton, and Tutor Time/Maple child care centers; Primrose School of Wichita East; Envision, Via Christi and Wichita State University child development centers; Adams, Anderson, Benton, Black, Cessna, Chisholm Trail, Cloud, Enterprise, Griffith, Irving, Jefferson, Kensler, Lawrence, L'Ouverture, Peterson, Price-Harris, and Washington elementary schools; Brooks, Marshall, and Mead middle schools; Wichita East and Northwest high schools; Blessed Sacrament, Central Christian, Christ the King, Enders Open Magnet, St Joseph, St Jude, St Margaret Mary, Resurrection, and St Elizabeth Ann Seton schools; the Classical School; Christa McAuliffe, Gordon Parks and Urban Preparatory academies; Dunlap Transition Campus at Chisholm; YMCA/East Early Learning Center; Greater Wichita YMCA; Orion Education and Training; Great Plains Nature Center; Chaucer Estates; Oxford Villa; Bookmarks and Libros book clubs; Chapter FM P.E.O.; West Heights UMC Mary Martha Circle; the Kansas Department of Children and Families; and four family child care homes. One hundred sixty-one agencies have now received programs or special services from the Library in 2019.

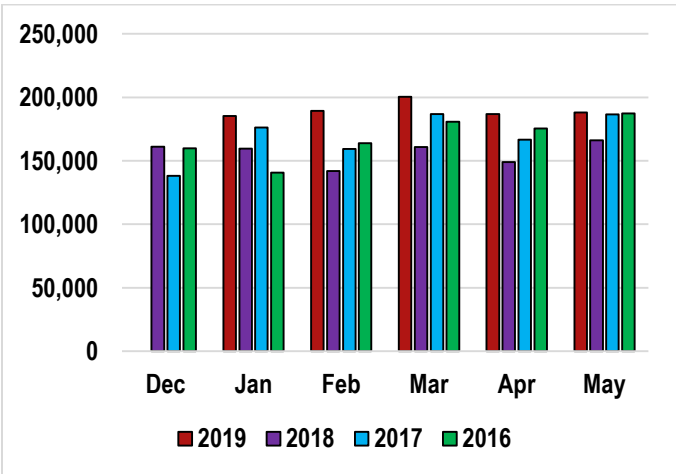
The Library was also an exhibitor at the Mental Health Association's Family Day and promoted the 1000 Books before Kindergarten program at two Screen 4 Success events, three Women, Infants and Children (WIC) program centers and two laundromats.

Digital Services Manager Jeff Tate has been selected to serve as a 2019-2020 moderator and enhancement analyzer for Innovative Interfaces Idea Lab. The Idea Lab is the tool used by libraries that use the Polaris automation system to make suggestions for improvement or to provide feedback on potential changes to the software. Having a staff member working directly with Polaris software developers provides a unique opportunity for Wichita's library to become more involved in the development of this important technology system.

Circulation Section Manager Ofonime Sampson is representing the Library on a customer centered design process team sponsored by the Workforce Alliance of South Central Kansas. Other community participants include, Wichita Work Release, the Kansas Department of Children and Families, JR Custom Metals Products, Summit Employment and Job Corps. The goal of the team is to create an assessment and workshop to address soft skills and computer literacy gaps.

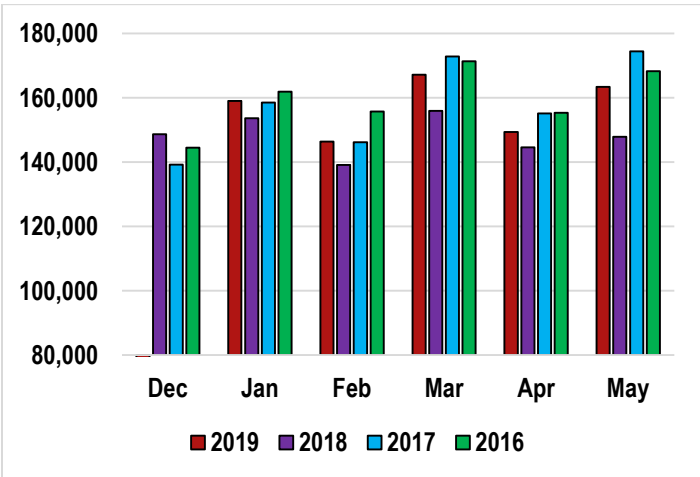
Service Dashboard

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

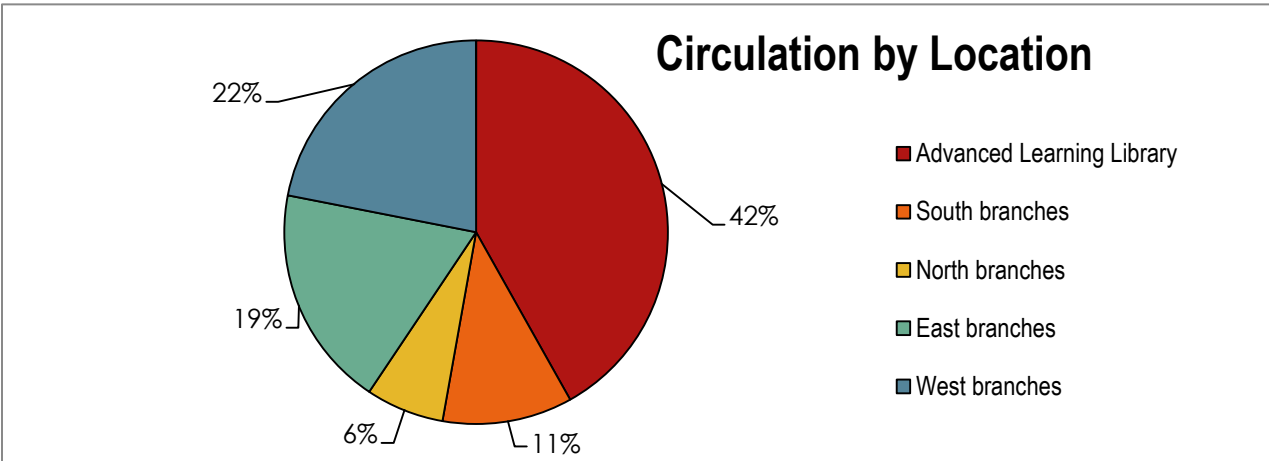


	MAY		
	2019	2018	% change
Door Counts	80,667	72,387	11.44%
Catalog Use	45,229	41,648	8.60%
Website Visits	62,176	52,183	19.15%
Total	188,072	166,218	13.15%

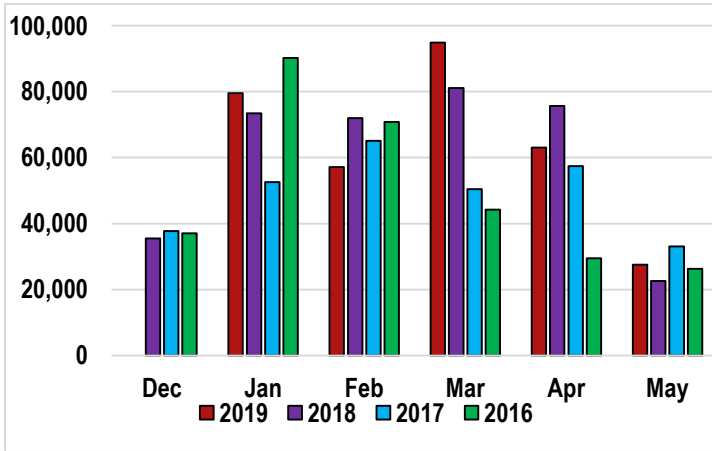
CHECKOUTS



	MAY		
	2019	2018	% change
Physical Circ	149,680	136,294	9.82%
E-book Circ	13,731	11,641	17.95%
Total	163,411	147,935	10.46%



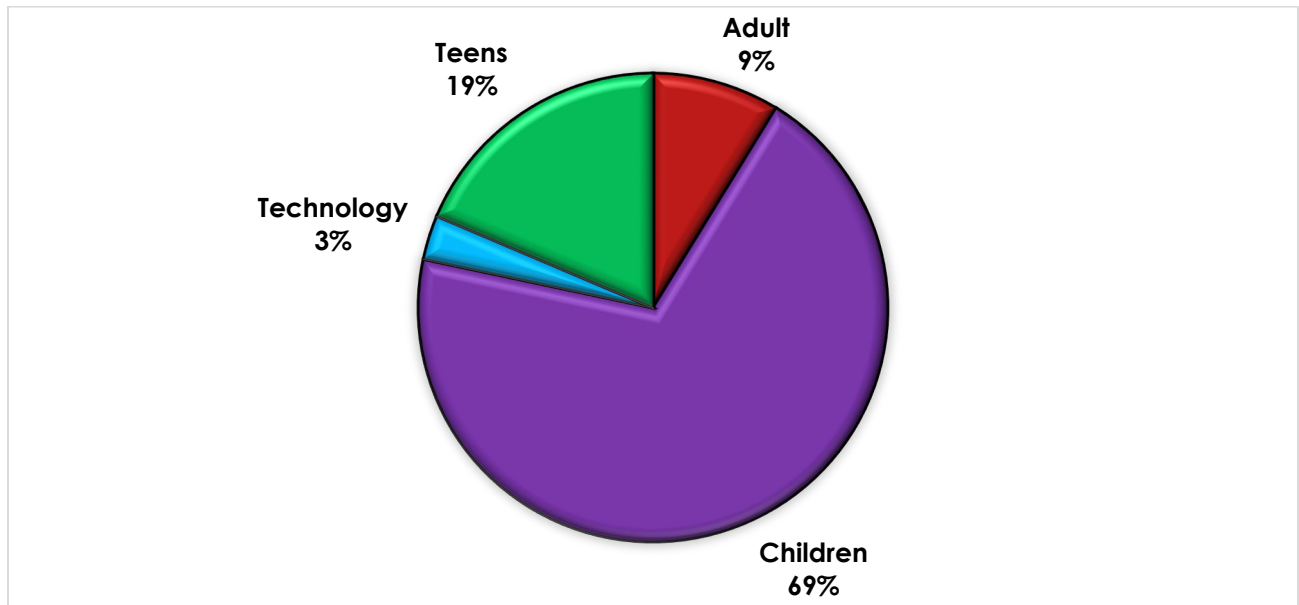
QUESTIONS ANSWERED (by staff in person/phone and through online services)



MAY

	2019	2018	% change
In person	8,928	5,952	50.00%
Online	18,621	16,611	12.10%
Total	27,549	22,563	22.10%

PROGRAM ATTENDANCE

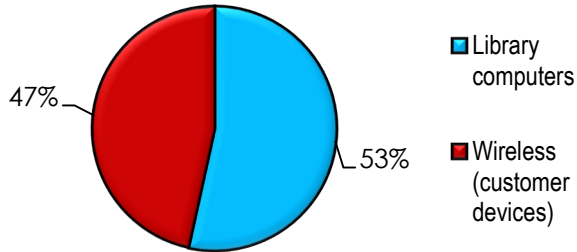


MAY ATTENDANCE

	2019	2018	% change
Adult events	1,079	566	90.64%
Children's events	8,533	8,245	3.49%
Technology training	377	65	480.00%
Teen events	2,284	2,372	-3.71%
TOTAL	12,273	11,248	9.11%

PUBLIC COMPUTING

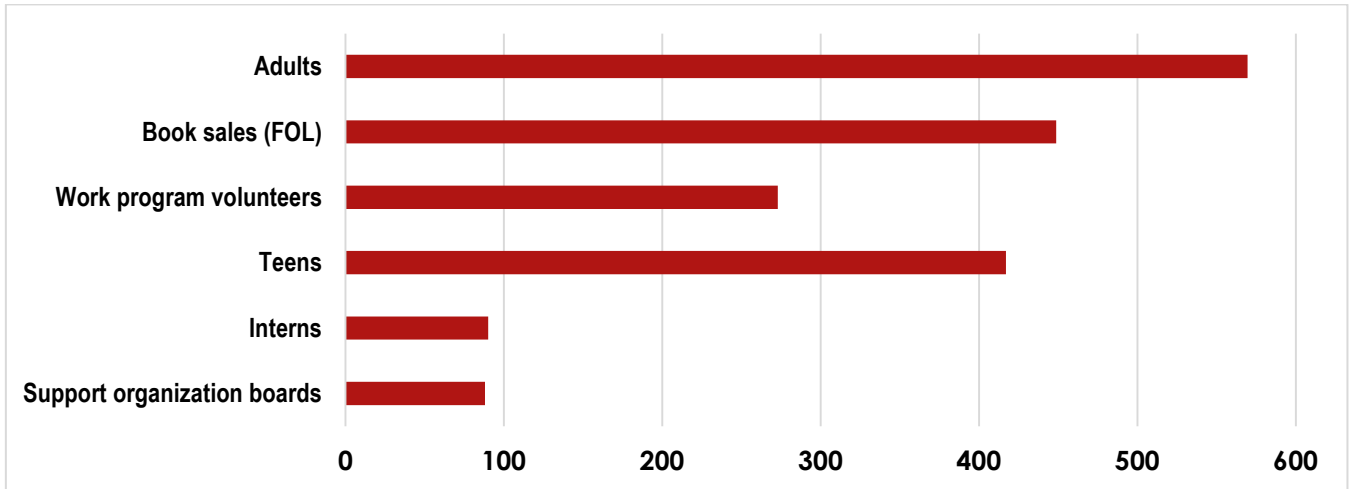
**Method of Computing Access
(by session)**



MAY

	2019	2018	% change
Library Workstation Sessions	10,166	8,145	24.81%
Wi-Fi Sessions	8,862	3,035	191.99%
Number of Users	2,042	1,040	96.35%
Hours of Access	12,904	5,904	118.56%

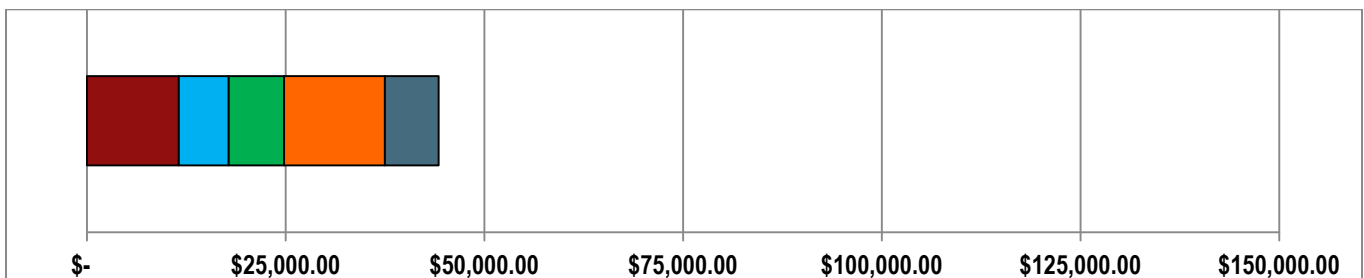
VOLUNTEERS (hours of service)



Number of volunteers YTD = 256

Hours of service received = 8,095

MATERIALS DONATIONS (value if purchased)



Year to date total = \$44,267

Items added to Library collections YTD = 2,268

Service Snapshot: Creating Raving Fans

Each week, members of the Library staff take extraordinary initiative in supporting the needs of the community. Examples from the month of May include:

- A woman visited the Alford Branch to make some photocopies. Her husband had passed away recently and she needed to fax information to her insurance companies. She was surprised to learn that she could complete both steps at the library. The woman talked about her upcoming plans to apply for a job at a nearby Dillon's store and admitted that the online application was intimidating to her. She jokingly asked if that was the something the library could help with too. Her jaw dropped when she was told "Yes!" A Book-a-Librarian session was scheduled for the woman to return to get assistance with the application. As she left, the customer mentioned that it had been years since she was in a library but she was glad she had decided to stop in and ask for help.
- Johnna Harrison of the Advanced Learning Library Materials Handling team was working at the self-checkout area when a woman came to her with many children wanting to check out materials. The customer realized she left her card and ID in her car. Johnna offered to take the books to the drive up window so that the family could get into their vehicle and then drive through to check out the books, saving the family an extra trip in and out of the building.
- Alford Manager Robyn Belt helped a handicapped woman fax an application to KanCare via the Alford drive-up window. The customer had called to be sure the branch could process the fax and explained that she was unable to walk inside from the parking lot. The woman shared that she also suffered from PTSD and all of the logistics required for sending the application had her anxiety at a high level. Robyn explained that the fax could take some time, and so they agreed that the customer would park in the lot while it processed to allow others to use the drive. About 15 minutes later, the fax had been transmitted and woman passed by the window again to make her payment. She expressed how helpful the library staff had been through her entire ordeal and did not know how she would have ever been able to apply for health insurance were it not for the library.
- A tech trainer assisted a customer who was seeking help filling out an online form. It turned out that the man was in the process of being scammed by a fake potential employer. After verifying that the employer was in fact a vacant house in California, the staff member prevented the customer from sharing his personal information (including his banking information) with the scammer.
- Noelle Barrick assisted a customer who was trying to find her tax return information so that she could join the YMCA at a reduced rate. The customer did not directly ask for help, but when Noelle could see that the customer was getting frustrated she offered assistance. Together, the customer and Noelle were able to access the TurboTax website, recover the customer's password, and login so that the customer could download and print the tax return to document her income level for the YMCA. She left very happy.
- While refilling the 1000 Books before Kindergarten display at the office of the Department of Children and Families, Julie Rains noticed a young child waiting with a parent and watching a cartoon on the parent's phone. When the child become interested in what Julie was doing to maintain the deposit collection of books, Julie engaged with him and eventually asked him if he wanted to listen to a story. Julie ended up reading five books with the child, and chatted about some of the books in the collection. The child related some heartbreaking personal information to Julie, which motivated her to make sure that the family had books to enjoy together during this tough time. She encouraged them to take a book home and to come to a library to find more books, enjoy the free fun, and spend time together. Julie's deep connection with this family is a perfect example of how our outreach through 1000 Books has an impact on some of the most vulnerable members of our community.

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors
May 21, 2019.

The regular meeting of the Library Board of Directors was held on Tuesday, May 21, 2019 at the Advanced Learning Library with the following present: Mr. Lamont Anderson, Ms. Erinn Bock, Mr. Axel Chacon, Ms. Donna Douglas, Mr. Randall Johnston, Ms. Shannon Littlejohn, Mr. Kevin McWhorter, Ms. TaDonne Neal, Mr. Chuck Schmidt, and Mr. Jonathan Winkler.

Call to Order

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

Approval of the Agenda

Jonathan Winkler asked that policy CIR-016 Password Security be added to the list of proposed policy changes under the Operations Committee report. Lamont Anderson moved (Schmidt) to approve the agenda as amended. **Motion carried unanimously.**

Approval of Minutes

Minutes of the regular meeting held on April 16, 2019 were presented. Erinn Bock moved (Schmidt) to approve the minutes as included in board packets. **Motion carried unanimously.**

Finance Committee Report

On behalf of the Finance Committee, Kevin McWhorter moved to approve the revenue report and the 204 report of expenditures for April 2019 as included in board packets. **Motion carried unanimously.**

TaDonne Neal arrived.

Mr. McWhorter advised that due to miscalculations in the April Grant Fund Summary Report included in board packets, a corrected report will be presented at the next board meeting.

Shannon Littlejohn arrived.

On behalf of the Finance Committee, Mr. McWhorter moved to approve the report of bills for April 2019 in the following amounts: General Fund operating bills of \$694,084.60; Prior Year Grant Fund Bills of \$10,422.34; and Gift & Memorial Fund bills of \$1,342.90 for a total of \$705,849.84. **Motion carried unanimously.**

Operations Committee Report

Committee Chair Jonathan Winkler reviewed a series of policy updates recommended by staff. These included:

- CIR-001 Customer Registration
- CIR-002 Address Checks
- CIR-003 Account Associations
- CIR-004 Issuing Cards to Tour Groups and Classrooms
- CIR-005 Kansas Library E-Card
- CIR-006 Interlibrary Loan
- CIR-007 Circulation of Materials
- CIR-007.1 Circulation Parameters
- CIR-009 Holds
- CIR-010 Lost Items
- CIR-011.1 Lost and Damaged Items Fee Schedule
- CIR-012 Replacement of Lost and Damaged Items
- CIR-013 Fee Payment
- CIR-014 Refunds
- CIR-016 Password Security

Mr. Winkler reported that the committee recommended two additional changes to policy CIR-016. These replace two instances of *their* to *his or her* in order to create number agreement with the singular subjects in those sentences. On behalf of the Operations Committee, Mr. Winkler moved to adopt the policy changes as amended. **Motion carried unanimously.**

Mr. Winkler said that the committee discussed the report, included in board packets, dealing with background checks for volunteers and presenters at library programs. The committee asked staff to do additional research regarding background checks to include, but not be limited to, opportunities to partner with another entity such as the Wichita Public Schools for use of a system that can provide immediate results at an affordable price. President McWhorter advised that cost should not be the primary consideration when making a decision on this issue.

Planning & Facilities Committee Report

Committee Chair Randall Johnston reported that with the recent heavy rains, leaks have become evident in several library locations.

Landscaping adjustments are in process at the Advanced Learning Library to replace trees and other landscaping features that are not thriving in their current location.

Staff have confirmed that the Alford branch gardening volunteers intend to continue to plant and maintain landscaping at the branch again this year.

Public Affairs Committee Report

Committee Chair Lamont Anderson reported the committee did not meet.

Special Committee Reports

Friends of the Library – Matt Warner reported the Annual Volunteer Luncheon was well attended and thanked board members who were able to attend. The recent used book sale was a success with approximately 30,000 books sold, \$3,200 raised, and over 160 volunteer hours

logged. Recruitment has begun for new board members.

Library Foundation – Tom Borrego reported that the application for the 2020 Cultural Arts Grant has been submitted. The Foundation Board looks forward to conversations about opportunities to support projects in the proposed master plan for branch libraries.

Wichita Genealogical Society (WGS) – No report.

Director of Libraries Report

Director Berner presented Digital Services Manager Jeff Tate with a certification of completion for Wichita State University’s mini-MPA program. Certificate presentations had been made earlier in the month at a City Council meeting that Mr. Tate was unable to attend.

City Councilmember James Clendenin has appointed Lauren Hirsh to the Library Board. She will be in attendance at the next meeting.

Conflict of interest forms were distributed. Director Berner reminded board members that forms are updated annually as part of the annual meeting.

Training sessions have begun for staff who are involved in library programming to orient them to the new programming policies.

Ms. Neal, Mr. Anderson, and Director Berner recently joined City Councilmember Brandon Johnson in a meeting with representatives from the Greater Wichita Ministerial League. The session provided a productive conversation and opportunity to clarify issues related to library programming.

Unfinished Business

None

New Business

On behalf of the Nominating Committee, Shannon Littlejohn presented the proposed slate of officers for the 2019-2020 year: President, Kevin McWhorter; 1st Vice President, Lamont Anderson; 2nd Vice President, TaDonne Neal; Secretary, Jonathan Winkler; Treasurer, Jennifer Goheen; and Assistant Secretary-Treasurer, Cynthia Berner. **Motion carried unanimously.**

Director Berner presented the Master Plan for Branch Libraries. Changes made to the plan since the joint workshop with the City Council include recommendations relating to improved directional signage for additional branch locations. A statement supporting the incorporation of public art (where feasible) during building remodeling and expansion has also been added. TaDonne Neal moved (Johnston) to adopt the plan as presented and direct staff to forward the plan to the City Council for endorsement. **Motion carried unanimously.**

Director Berner reported that the Library has been named the beneficiary of an estate gift

created by Margaret Spradlin. The estate trustee is prepared to terminate the trust and assign remaining assets to beneficiaries. The purpose of the gift is to support library programs and services. The best way to accomplish this intent is by transferring the estate gift to the Wichita Public Library Foundation, which was established to support the Library through grant-writing and management of gifts of this type. The authority to approve such a transfer rests with the City Council rather than the Library Board. The Law Department has prepared a proposed resolution that can be presented to the City Council to authorize the fund transfer. Erinn Bock moved (Winkler) to direct staff to submit the proposed resolution to the City Council with a recommendation from the Board that the transfer of the estate gift be approved. **Motion carried unanimously.**

Announcements

President McWhorter called the attention of Board members to information in the Director’s report regarding recent employee recognitions as well as Raving Fan stories of staff members going above and beyond their assigned duties in order meet the needs of Library customers.

Adjournment

The meeting was adjourned at 12:53 p.m.

The next regularly scheduled meeting will be June 18, 2019.

Respectfully submitted,

Cynthia Berner
Director of Libraries

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS

Finance Committee Agenda

Tuesday, June 18, 2019, 11:30 a.m.

Advanced Learning Library – Conference Room #116 (Yellow)

711 W 2nd Street, Wichita, KS 67203

1. Call to Order
2. Approval of Minutes of May 2019 Meeting
3. Approval of Corrected April Grant Fund Summary Report
4. Approval of May Finance Reports
 - 204 Report of Expenditures
 - Revenue Report
 - Grant Fund Summary Report
5. Approval of May Bills

General Fund Bills	\$905,705.68
Grant Fund Bills	13,421.88
Gift & Memorial Fund Bills	101,151.43
Total	\$1,020,278.99

6. E-Rate Appeal Status Update
7. Emerging Business Enterprise Program Goal Update
8. Other Items from Committee Members
9. Adjournment

Wichita Public Library Board of Directors
Finance Committee Meeting
May 21, 2019

Present: Board members Kevin McWhorter and Chuck Schmidt; Tammy Penland, Support Services Manager

The meeting was called to order by Kevin McWhorter at 11:41 a.m.

Kevin McWhorter (Schmidt) moved to recommend approval of the April 2019 minutes. There was no additional discussion. The motion carried.

Chuck Schmidt (McWhorter) moved to recommend approval of the April 204 Report of Expenditures. There was no additional discussion. The motion carried.

Kevin McWhorter (Schmidt) moved to recommend approval of the April Revenue Report. There was no additional discussion. The motion carried.

Chuck Schmidt (McWhorter) moved to recommend approval of the April Grant Fund Summary Report as amended with the correction to total balance remaining to be \$283,045.97. There was no additional discussion. The motion carried.

Chuck Schmidt (McWhorter) moved to recommend approval of the April Bills. There was no additional discussion. The motion carried.

Penland reported on budget procee update. There are no cuts anticipated in 2019/2020. Budget has a structural deficit in 2021 that the City Manager's Office and Finance Department hope to eliminate through LEAN process improvements. There is also a commuintiy survey underway where people can "test" their taxes and indidcate what they would like to add or reduce. The Director will be providing more information during the board meeting regarding this. In addition, all projects from the branchplan have been submitted to the CIP committee. No reaction to the requests or an indication of timelines for next steps to date.

Penland also reported that we did receive a denial of our appeal for E-Rate. Next/last step is to the the FCC. We are working with staff in Senator Roberts' office to see if they can get us an appointment with the FCC so that we can understand why the appeals are being denied in order to make adecision about the final appeal. If we do appeal, Law will prepare on our behalf with assistance from Jeff Tate.

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

**Grant Fund Summary Report
April 2019 - CORRECTED**

Grant	Beginning Balance 04/01/19	Revenue Received	Personnel Services	Contractuals	Materials	Supplies & Petty Cash	Equipment	Monthly Encumbrances	Total Expenditures	Remaining Balance 04/30/19
SCKLS 2018	\$ 182,229.29	\$ -	\$ 558.94	\$ 9,863.40	\$ -	\$ -	\$ -	\$ -	\$ 10,422.34	\$ 171,806.95
State Aid 2018	\$ 897.06	\$ -	\$ -	\$ 897.06	\$ -	\$ -	\$ -	\$ -	\$ 897.06	\$ -
SCKLS 2019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Aid 2019	\$ -	\$ 111,239.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 111,239.02
Totals	\$ 183,126.35	\$ 111,239.02	\$ 558.94	\$ 10,760.46	\$ -	\$ -	\$ -	\$ -	\$ 11,319.40	\$ 283,045.97

**SCKLS 2019 contract approved by City Council May 7, 2019. Payment will be received as soon as the contract is processed.

WICHITA PUBLIC LIBRARY

General Fund

Revenue Analysis Through May 2019

	Revenue Adopted 2019 Budget	Year to date Receipts	End of year Projection	Year-end Surplus (Deficit)	Percent Received To Date (Goal = 41.67%)
7700 Library desk receipts (fines)	\$296,975.00	\$ 136,630.30	\$ 168,000.00	\$ 7,655.30	46.01%
7701 Copy machine revenue	\$13,000.00	\$ 6,534.81	\$ 7,500.00	\$ 1,034.81	50.27%
7703 Public computing	\$34,000.00	\$ 13,124.44	\$ 19,250.00	\$ (1,625.56)	38.60%
9601 Meeting Rooms	\$25,000.00	\$ 18,725.86	\$ 15,000.00	\$ 8,725.86	74.90%
9602 Rent/Lease-Office space	\$0.00	\$ -	\$ -	\$ -	--
9810 Jury Duty	\$0.00	\$ 146.89	\$ -	\$ 146.89	--
9811 Reimbursements	\$0.00	\$ -	\$ -	\$ -	--
9819 Miscellaneous Revenue	\$0.00	\$ 250.00	\$ -	\$ 250.00	--
9840 Cash over (short)	\$0.00	\$ (1.00)	\$ -	\$ (1.00)	--
9841 Kansas set-off program collections	\$74,000.00	\$ 73,269.76	\$ 730.24	\$ -	99.01%
TOTAL GENERAL FUND REVENUES	\$ 442,975.00	\$ 248,681.06	\$ 210,480.24	\$ 16,186.30	56.14%



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

FISCAL MONTH 5 FISCAL YEAR 2019

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 EXPENDE
1,100	Bi-weekly wages	4,275,526.00	398,245.35	0.00	0.00	398,245.35	1,502,416.99	2,773,109.01	35.14%
1,101	Longevity	58,200.00	6,982.50	0.00	0.00	6,982.50	23,616.50	34,583.50	40.58%
1,104	Shift differential	4,000.00	464.00	0.00	0.00	464.00	1,689.13	2,310.87	42.23%
1,125	Paid leaves	0.00	80,017.59	0.00	0.00	80,017.59	259,260.03	(259,260.03)	N/A
1,190	Accrual	0.00	0.00	0.00	0.00	0.00	(22,813.99)	22,813.99	N/A
1,200	Part time/seasonal	1,010,816.00	98,993.53	0.00	0.00	98,993.53	358,038.78	652,777.22	35.42%
1,202	Bi-weekly wages WT drivers/maintenanc	0.00	0.00	0.00	0.00	0.00	162.44	(162.44)	N/A
1,205	Auto allowance	7,000.00	764.05	0.00	0.00	764.05	2,417.31	4,582.69	34.53%
1,208	Cellular phone allowance	1,800.00	200.00	0.00	0.00	200.00	500.00	1,300.00	27.78%
1,230	Bonus Pay	0.00	0.00	0.00	0.00	0.00	3,951.64	(3,951.64)	N/A
1,299	Other-Special Salaries	(53,695.00)	0.00	0.00	0.00	0.00	0.00	(53,695.00)	0.00%
1,300	Premium-Overtime	0.00	1,860.33	0.00	0.00	1,860.33	8,270.07	(8,270.07)	N/A
1,301	Straight	0.00	25.93	0.00	0.00	25.93	563.37	(563.37)	N/A
1,400	FICA	407,965.00	42,845.93	0.00	0.00	42,845.93	157,992.85	249,972.15	38.73%
1,401	Employee pension	540,061.00	57,458.07	0.00	0.00	57,458.07	211,805.22	328,255.78	39.22%
1,403	Workers compensation	55,090.00	5,895.60	0.00	0.00	5,895.60	21,421.19	33,668.81	38.88%
1,404	Unemployment compensation	5,349.00	559.95	0.00	0.00	559.95	2,005.13	3,343.87	37.49%
1,405	Group health insurance	921,384.00	107,083.14	0.00	0.00	107,083.14	397,494.48	523,889.52	43.14%
1,406	Group life insurance	17,102.00	805.66	0.00	0.00	805.66	2,951.69	14,150.31	17.26%
1,409	Other	2,306.00	0.00	0.00	0.00	0.00	0.00	2,306.00	0.00%
1,499	Employee benefits in aggregate	(4,714.00)	0.00	0.00	0.00	0.00	0.00	(4,714.00)	0.00%
1,500	Planned savings	(430,379.00)	0.00	0.00	0.00	0.00	0.00	(430,379.00)	0.00%
OBJECT TOTAL	1 Personnel services	\$6,817,811.00	\$802,201.63	\$0.00	\$0.00	\$802,201.63	\$2,931,742.83	\$3,886,068.17	43.00%
2,100	Electricity	191,840.00	6,435.12	0.00	0.00	6,435.12	47,366.95	144,473.05	24.69%
2,101	Gas-ONEOK Kansas Gas Service	9,350.00	428.58	0.00	0.00	428.58	4,829.12	4,520.88	51.65%
2,102	Gas-Black Hills	6,170.00	0.00	0.00	0.00	0.00	3,417.04	2,752.96	55.38%
2,104	Water	16,538.00	955.38	0.00	0.00	955.38	2,193.71	14,344.29	13.26%
2,107	Trash service	4,200.00	402.82	0.00	0.00	402.82	1,742.10	2,457.90	41.48%
2,199	Utilities-Other	60,460.00	0.00	0.00	0.00	0.00	0.00	60,460.00	0.00%
2,200	PBX - line charges	11,058.00	1,045.00	0.00	0.00	1,045.00	5,244.00	5,814.00	47.42%
2,201	PBX - instrument charges	17,460.00	1,672.50	0.00	0.00	1,672.50	8,375.00	9,085.00	47.97%
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	0.00	0.00	0.00	0.00	62.55	837.45	6.95%



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

FISCAL MONTH 5 FISCAL YEAR 2019

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 EXPENDE
2,204	Local services	13,500.00	1.35	0.00	0.00	1.35	489.28	13,010.72	3.62%
2,207	Postage - regular	23,000.00	12.54	0.00	0.00	12.54	127.54	22,872.46	0.55%
2,210	Shipping and freight	(440.00)	0.00	0.00	0.00	0.00	0.00	(440.00)	0.00%
2,211	Express mail	4,000.00	0.00	0.00	0.00	0.00	0.00	4,000.00	0.00%
2,214	Air cards - mobile	0.00	125.00	0.00	0.00	125.00	514.17	(514.17)	N/A
2,215	Plexar	8,136.00	550.00	0.00	0.00	550.00	2,750.00	5,386.00	33.80%
2,216	Voice mail	1,512.00	126.00	0.00	0.00	126.00	630.00	882.00	41.67%
2,299	Other-Communications	(8,120.00)	0.00	0.00	0.00	0.00	1,050.00	(9,170.00)	-12.93%
2,301	Meals and lodging allowance	2,540.00	0.00	0.00	0.00	0.00	2,273.88	266.12	89.52%
2,302	Out of town registration fees	670.00	0.00	0.00	0.00	0.00	(525.00)	1,195.00	-78.36%
2,308	Transportation - out of town	1,905.00	0.00	0.00	0.00	0.00	625.99	1,279.01	32.86%
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	126,447.00	0.00	0.00	0.00	0.00	31,611.75	94,835.25	25.00%
2,401	Vehicle liability	870.00	0.00	0.00	0.00	0.00	217.50	652.50	25.00%
2,501	Pre-employment expenses	0.00	0.00	0.00	0.00	0.00	174.00	(174.00)	N/A
2,502	Medical and laboratory services	0.00	0.00	0.00	0.00	0.00	248.00	(248.00)	N/A
2,519	Background checks	3,140.00	0.00	0.00	0.00	0.00	400.40	2,739.60	12.75%
2,543	Bank charges	5,000.00	631.09	0.00	0.00	631.09	3,286.70	1,713.30	65.73%
2,599	Other professional services	37,970.00	2,459.60	0.00	0.00	2,459.60	10,058.30	27,911.70	26.49%
2,600	Data center charges	904,169.00	76,452.96	0.00	0.00	76,452.96	359,379.55	544,789.45	39.75%
2,601	Maintenance - data equipment	22,046.00	0.00	26,833.28	0.00	26,833.28	99,043.37	(76,997.37)	449.26%
2,699	Other data processing charges	7,080.00	0.00	0.00	0.00	0.00	0.00	7,080.00	0.00%
2,700	Motor pool - scheduled charges	3,720.00	310.00	0.00	0.00	310.00	1,550.00	2,170.00	41.67%
2,703	Maintenance - equipment	5,421.00	0.00	0.00	0.00	0.00	0.00	5,421.00	0.00%
2,708	Uniform rental service	2,925.00	108.80	0.00	0.00	108.80	572.30	2,352.70	19.57%
2,804	Pest control services	13,000.00	2,647.00	0.00	0.00	2,647.00	5,893.00	7,107.00	45.33%
2,805	Janitorial services	55,032.00	5,165.48	0.00	0.00	5,165.48	15,309.61	39,722.39	27.82%
2,806	Security/Fire services	0.00	280.00	0.00	0.00	280.00	280.00	(280.00)	N/A
2,899	Other building/grounds charges	13,630.00	0.00	0.00	0.00	0.00	0.00	13,630.00	0.00%
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	2,144.35	0.00	0.00	2,144.35	9,964.05	13,507.95	42.45%
2,999	Other contractuels	77,583.00	5,531.27	0.00	0.00	5,531.27	50,479.98	27,103.02	65.07%
OBJECT TOTAL	2 Contractual services	\$1,666,979.00	\$107,484.84	\$26,833.28	\$0.00	\$134,318.12	\$669,634.84	\$997,344.16	40.17%



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

FISCAL MONTH 5

FISCAL YEAR 2019

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 EXPENDE
3,101	Computer/printer supplies	900.00	151.57	0.00	0.00	151.57	151.57	748.43	16.84%
3,103	Office supplies	27,525.00	2,299.45	0.00	0.00	2,299.45	10,140.73	17,384.27	36.84%
3,199	Other office supplies	21,050.00	1,360.61	0.00	0.00	1,360.61	7,816.99	13,233.01	37.14%
3,405	Fuel	2,600.00	252.88	0.00	0.00	252.88	1,098.31	1,501.69	42.24%
3,499	Other equipment parts	450.00	11.94	0.00	0.00	11.94	59.70	390.30	13.27%
3,803	Lab equipment < \$5,000 each	0.00	0.00	0.00	0.00	0.00	2,114.00	(2,114.00)	N/A
3,804	Data processing equipment < \$5,000 ea	9,665.00	0.00	0.00	0.00	0.00	0.00	9,665.00	0.00%
3,805	Furniture & equipment <\$5000 each	9,990.00	0.00	0.00	0.00	0.00	173.69	9,816.31	1.74%
3,811	Library materials < \$5,000 each	677,530.00	31,013.08	0.00	0.00	31,013.08	140,560.61	536,969.39	20.75%
3,901	Custodial supplies	6,000.00	208.10	0.00	0.00	208.10	208.10	5,791.90	3.47%
3,903	Food supplies	0.00	489.70	0.00	0.00	489.70	1,059.09	(1,059.09)	N/A
3,990	Purchasing Card Clearing	0.00	5,231.88	0.00	0.00	5,231.88	45,123.46	(45,123.46)	N/A
OBJECT TOTAL	3 Materials and supplies	\$755,710.00	\$41,019.21	\$0.00	\$0.00	\$41,019.21	\$208,506.25	\$547,203.75	27.59%
FUND TOTAL	100 General Fund	\$9,240,500.00	\$950,705.68	\$26,833.28	\$0.00	\$977,538.96	\$3,809,883.92	\$5,430,616.08	



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

FISCAL MONTH 5

FISCAL YEAR 2019

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 EXPENDE
GRAND TOTAL		<u>\$9,240,500.00</u>	<u>\$950,705.68</u>	<u>\$26,833.28</u>	<u>\$0.00</u>	<u>\$977,538.96</u>	<u>\$3,809,883.92</u>	<u>\$5,430,616.08</u>	

**Grant Fund Summary Report
May 2019**

Grant	Beginning Balance 05/01/19	Revenue Received	Personnel Services	Contractuals	Materials	Supplies & Petty Cash	Equipment	Monthly Encumbrances	Total Expenditures	Remaining Balance 05/31/19
SCKLS 2018	\$ 171,806.95	\$ -	\$ 768.84	\$ 12,653.04	\$ -	\$ -	\$ -	\$ 32,359.00	\$ 13,421.88	\$ 126,026.07
SCKLS 2019		\$ 121,848.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 121,848.00
State Aid 2019	\$ 111,239.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 111,239.02
Totals	\$ 283,045.97	\$ 121,848.00	\$ 768.84	\$ 12,653.04	\$ -	\$ -	\$ -	\$ 32,359.00	\$ 13,421.88	\$ 359,113.09

Wichita Public Library General Fund Bills

May

2019

OCA: 101014 TO 101014

1 Personnel services			
	110	Regular salaries	
	1,100	Bi-weekly wages	
		Payroll, 20190503	130,842.28
		Payroll, 20190517	136,615.64
		Payroll, 20190531	130,787.43
Total	1,100	Bi-weekly wages	398,245.35
	1,101	Longevity	
		Payroll, 20190503	2,383.50
		Payroll, 20190517	2,286.50
		Payroll, 20190531	2,312.50
Total	1,101	Longevity	6,982.50
	1,104	Shift differential	
		Payroll, 20190503	163.75
		Payroll, 20190517	161.25
		Payroll, 20190531	139.00
Total	1,104	Shift differential	464.00
	1,125	Paid leaves	
		Payroll, 20190503	26,075.51
		Payroll, 20190517	21,805.85
		Payroll, 20190531	32,136.23
Total	1,125	Paid leaves	80,017.59
Total	110	Regular salaries	485,709.44
	120	Special salaries	
	1,200	Part time/seasonal	
		Payroll, 20190503	34,091.28
		Payroll, 20190517	34,715.37
		Payroll, 20190531	30,186.88
Total	1,200	Part time/seasonal	98,993.53
	1,205	Auto allowance	
		Payroll, 20190503	211.62
		Payroll, 20190517	235.20
		Payroll, 20190531	317.23
Total	1,205	Auto allowance	764.05
	1,208	Cellular phone allowance	
		Payroll, 20190503	100.00
		Payroll, 20190531	100.00
Total	1,208	Cellular phone allowance	200.00
Total	120	Special salaries	99,957.58
	130	Overtime	
	1,300	Premium-Overtime	
		Payroll, 20190503	1,178.69
		Payroll, 20190517	322.43
		Payroll, 20190531	359.21
Total	1,300	Premium-Overtime	1,860.33
	1,301	Straight	
		Payroll, 20190503	25.93
Total	1,301	Straight	25.93
Total	130	Overtime	1,886.26
	140	Employee benefits	

Wichita Public Library General Fund Bills

May

2019

OCA: 101014 TO 101014

1,400 FICA

Payroll, 20190503	14,292.25
Payroll, 20190517	14,269.54
Payroll, 20190531	14,284.14

Total	1,400 FICA	42,845.93
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1,401 Employee pension

Payroll, 20190503	19,066.56
Payroll, 20190517	19,112.94
Payroll, 20190531	19,278.57

Total	1,401 Employee pension	57,458.07
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1,403 Workers compensation

Payroll, 20190503	1,973.02
Payroll, 20190517	1,959.37
Payroll, 20190531	1,963.21

Total	1,403 Workers compensation	5,895.60
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1,404 Unemployment compensation

Payroll, 20190503	186.75
Payroll, 20190517	186.51
Payroll, 20190531	186.69

Total	1,404 Unemployment compensation	559.95
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1,405 Group health insurance

Payroll, 20190503	35,694.38
Payroll, 20190517	35,694.38
Payroll, 20190531	35,694.38

Total	1,405 Group health insurance	107,083.14
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1,406 Group life insurance

Payroll, 20190503	268.50
Payroll, 20190517	268.58
Payroll, 20190531	268.58

Total	1,406 Group life insurance	805.66
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Total	140 Employee benefits	214,648.35
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Total	1 Personnel services	802,201.63
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Wichita Public Library General Fund Bills

May

2019

OCA: 101014 TO 101014

2 Contractual services			
	210	Utilities	
	2,100	Electricity	
		WESTAR ENERGY - EDI	6,435.12
Total	2,100	Electricity	6,435.12
	2,101	Gas-ONEOK Kansas Gas Service	
		CENTERPOINT ENERGY SERVICES INC	420.33
		ONE GAS INC	8.25
Total	2,101	Gas-ONEOK Kansas Gas Service	428.58
	2,104	Water	
		City of Wichita	955.38
Total	2,104	Water	955.38
	2,107	Trash service	
		WASTE CONNECTIONS OF KANSAS INC	7.35
		WASTE CONNECTIONS OF KANSAS INC - EDI	395.47
Total	2,107	Trash service	402.82
Total	210	Utilities	8,221.90
	220	Communications	
	2,200	PBX - line charges	
		City of Wichita	1,045.00
Total	2,200	PBX - line charges	1,045.00
	2,201	PBX - instrument charges	
		City of Wichita	1,672.50
Total	2,201	PBX - instrument charges	1,672.50
	2,204	Local services	
		City of Wichita	1.35
Total	2,204	Local services	1.35
	2,207	Postage - regular	
		City of Wichita	12.54
Total	2,207	Postage - regular	12.54
	2,214	Air cards - mobile	
		City of Wichita	125.00
Total	2,214	Air cards - mobile	125.00
	2,215	Plexar	
		City of Wichita	550.00
Total	2,215	Plexar	550.00
	2,216	Voice mail	
		City of Wichita	126.00
Total	2,216	Voice mail	126.00
Total	220	Communications	3,532.39
	250	Professional services	
	2,543	Bank charges	
		City of Wichita	631.09
Total	2,543	Bank charges	631.09
	2,599	Other professional services	
		SIGN LANGUAGE INTERPRETING SERVICES	262.00
		UNIQUE MANAGEMENT SERVICES INC	2,197.60
Total	2,599	Other professional services	2,459.60
Total	250	Professional services	3,090.69
	260	Data processing	

Wichita Public Library General Fund Bills

May

2019

OCA: 101014 TO 101014

2,600 Data center charges
City of Wichita

76,452.96

Total	2,600 Data center charges	76,452.96
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Total	260 Data processing	76,452.96
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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 I

108.80

Total	2,708 Uniform rental service	108.80
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Total	270 Equipment charges	418.80
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280 Buildings and grounds charges
2,804 Pest control services

City of Wichita 747.00
SCHENDEL PEST SERVICES 1,900.00

Total	2,804 Pest control services	2,647.00
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2,805 Janitorial services
STEPHENS INDUSTRIES INC

5,165.48

Total	2,805 Janitorial services	5,165.48
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2,806 Security/Fire services
TOTAL SECURITY SOLUTIONS LLC

280.00

Total	2,806 Security/Fire services	280.00
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Total	280 Buildings and grounds charges	8,092.48
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290 Other contractals
2,917 Printing and copying

City of Wichita 1,910.45
HOUCHEN BINDERY LTD 233.90

Total	2,917 Printing and copying	2,144.35
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2,999 Other contractals
ARAMARK UNIFORM & CAREER APPAREL GRP I 56.40
City of Wichita 5,393.37
KANSAS CONTRACT DESIGN, L.C. 75.00
UNDERGROUND VAULTS & STORAGE INC 6.50

Total	2,999 Other contractals	5,531.27
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Total	290 Other contractals	7,675.62
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Total	2 Contractual services	107,484.84
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Wichita Public Library General Fund Bills

May

2019

OCA: 101014 TO 101014

3			Materials and supplies	
	310	Office supplies		
	3,101	Computer/printer supplies		
		City of Wichita	151.57	
Total	3,101	Computer/printer supplies		151.57
	3,103	Office supplies		
		City of Wichita	2,299.45	
Total	3,103	Office supplies		2,299.45
	3,199	Other office supplies		
		City of Wichita	1,360.61	
Total	3,199	Other office supplies		1,360.61
Total	310	Office supplies		3,811.63
	340	Equipment parts		
	3,405	Fuel		
		City of Wichita	252.88	
Total	3,405	Fuel		252.88
	3,499	Other equipment parts		
		City of Wichita	11.94	
Total	3,499	Other equipment parts		11.94
Total	340	Equipment parts		264.82
	380	Non-capitalizable equipment < \$5000 each		
	3,811	Library materials < \$5,000 each		
		City of Wichita	31,011.95	
		OVERDRIVE INC	1.13	
Total	3,811	Library materials < \$5,000 each		31,013.08
Total	380	Non-capitalizable equipment < \$5000 each		31,013.08
	390	Other commodities		
	3,901	Custodial supplies		
		City of Wichita	208.10	
Total	3,901	Custodial supplies		208.10
	3,903	Food supplies		
		ALLISON TYLSKI	154.20	
		City of Wichita	335.50	
Total	3,903	Food supplies		489.70
	3,990	Purchasing Card Clearing		
		City of Wichita	5,231.88	
Total	3,990	Purchasing Card Clearing		5,231.88
Total	390	Other commodities		5,929.68
Total	3	Materials and supplies		41,019.21

Wichita Public Library General Fund Bills

May

2019

OCA: 101014 TO 101014

Grand Total

950,705.68

Library Grant Bills

May

2019

Grant 810802 South Central Kansas Library System 2018

1 Personnel services

120 Special salaries

1,200 Part time/seasonal

Payroll, 20190503	257.78
Payroll, 20190517	257.78
Payroll, 20190531	193.33

Total	1,200 Part time/seasonal	708.89
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Total	120 Special salaries	708.89
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140 Employee benefits

1,400 FICA

Payroll, 20190503	19.52
Payroll, 20190517	19.52
Payroll, 20190531	14.82

Total	1,400 FICA	53.86
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1,403 Workers compensation

Payroll, 20190503	1.91
Payroll, 20190517	1.91
Payroll, 20190531	1.56

Total	1,403 Workers compensation	5.38
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1,404 Unemployment compensation

Payroll, 20190503	0.26
Payroll, 20190517	0.26
Payroll, 20190531	0.19

Total	1,404 Unemployment compensation	0.71
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Total	140 Employee benefits	59.95
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Total	1 Personnel services	768.84
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2 Contractual services

220 Communications

2,217 Internet Service

COX COMMUNICATIONS	9,710.90
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Total	2,217 Internet Service	9,710.90
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Total	220 Communications	9,710.90
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230 Transportation and training

2,301 Meals and lodging allowance

JEFFREY L TATE	0.01
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Total	2,301 Meals and lodging allowance	0.01
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2,302 Out of town registration fees

City of Wichita	60.00
SOUTH CENTRAL KANSAS LIB	-130.00

Total	2,302 Out of town registration fees	-70.00
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2,308 Transportation - out of town

HOLLY HUTCHINSON	189.08
JEFFREY L TATE	56.48
SAVANNAH BALL	234.32

Total	2,308 Transportation - out of town	479.88
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2,310 Turnpike fees and charges

Library Grant Bills

May

2019

Grant 810802	South Central Kansas Library System 2018
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HOLLY HUTCHINSON	19.00
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SAVANNAH BALL	13.25
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Total	2,310 Turnpike fees and charges	32.25
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Total	230 Transportation and training	442.14
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290 Other contractals

2,906 Membership dues

URBAN LIBRARIES COUNCIL	2,500.00
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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	12,653.04
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Total 810802	South Central Kansas Library System 201
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13,421.88

Library
Grant Bills

May

2019

All Grants Total

13,421.88

GIFT AND MEMORIAL FUND

RECEIPTS/REIMBURSEMENTS

Baird (interest)	\$1,147.88
Baird (dividend)	\$127.38
CD Redeemed	\$52,000.00
Flower Fund (Staff Donations)	\$400.00
Friends of the Library (Monthly Donation)	\$1,454.00
Local History Photo Payments from Customers	\$140.00
Memorial Donations	\$525.00

TOTAL RECEIPTS	\$55,794.26
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EXPENDITURES*Designated Funds*

Copy Express (Friends of the Library Coupons)	27.41
Ingram Library Services (Memorials)*	574.20
Kroger (Flower Fund)*	64.45

Undesignated Funds

Awards Factory (Staff Service Awards)	464.40
CD Purchased	100,000.00
Kristi Dowell (Alford/Linwood Thank You Lunch)	48.38

TOTAL EXPENDITURES	\$101,151.43
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*Reimbursed expenses

Ms. Berner:

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

President_____
Treasurer

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Operations Committee Agenda
Tuesday, June 18, 2019, 11:30 a.m.
1st Floor Collaboration Room #117 (Red)
Advanced Learning Library, 711 W 2nd St., Wichita, KS 67203

1. Call to Order
2. Approval of Minutes of May 2019 Meeting
3. Update on Program Volunteer Background Check Report Recommendation
4. Updates on Other Policy Reviews in Process
5. New Business from Committee Members
6. Adjournment

Wichita Public Library Board of Directors

Operations Committee Meeting

May 21, 2019

Present: Committee members Jonathan Winkler and Donna Douglas; Director of Libraries Cynthia Berner; guest Darla DeSpain (Sign Language Interpreting Services).

Committee Chair Jonathan Winkler called the meeting to order at 11:30 a.m.

The first item of business was a review of proposed changes to circulation policies. Mr. Winkler noted to places in CIR-016 where the word “their” was used incorrectly as a singular pronoun. Director Berner made note to replace “their” with “his or her” for agreement with the singular nouns on the sentences. Mr. Winkler (Douglas) moved to recommend approval of the proposed policies with this amendment. The motion carried.

A report on background checks was reviewed. Feedback from committee members included recommendations for conversation with USD259 about its use of the Hall Pass security check system, establishment of a 5-year rescreening process and creation of contingency plans with extra supervision in events where a last minute change of presenters may prevent completion of a background check.

Director Berner asked for consultation about a request to promote a series of programs being held in libraries this summer as room rentals by a non-profit organization. Initial information from the organization indicates that the activities are reading programs that will be using the Library’s program names. It was the consensus of the committee that the request as submitted by the organization falls outside the scope of publicity for meeting room reservations.

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



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Cynthia Berner, Director of Libraries *Cynthia Berner*
SUBJECT: Background Checks for Program Volunteers and Presenters
DATE: June 12, 2019

Background: At its last meeting, the Operations Committee directed staff to research the Hall Pass screening system used by Wichita Public Schools as a potential method for obtaining immediate responses to checks for program presenters.

Analysis: Information about the Hall Pass system was reviewed with USD259 security administrators. The service has proven to be an easy way to screen individuals entering school facilities. Government issued identification cards can be scanned, or an individual's legal name and date of birth can be entered manually. The system checks information against registered offender databases and generates a temporary photo ID badge that includes the dates and times of an individual's approved visit. The only issue that the district has faced are false positive matches against common names.

Because the school district focuses its background reviews on sex offenses rather than broader criminal history, results from their checks are immediately available. The Library currently conducts a complete check on volunteers that includes thefts and felony convictions since many of these individuals are working in the Friends bookstore or in non-public areas of Library facilities. No changes in the screening of these volunteers is recommended.

Implementation of a screening process should not be the only procedure in use by the Library to ensure the safety of visitors, volunteers and staff members. Every staff-led program held in a Wichita Public Library facility should have a second representative of the Library in attendance throughout the presentation. When persons other than staff members present programs, at least one Library employee should be in attendance throughout the presentation.

Financial and Legal Considerations: If the Library chooses to model background checks for program presenters on the processes used by Wichita Public Schools, staff can use the Dru Sjin/National Sex Offender Public Website to complete these checks without contracting with a consumer reporting agency. This website provides the only up-to-date, comprehensive source of sex offender information. The site is maintained by the Department of Justice but relies upon each jurisdiction to keep offender information

accurate, up-to-date and accessible by the NSPOW. This would enable checks to be completed up to the last minute for changes in presenters. No additional equipment would be needed and no expense would be incurred, as this is a free, public site.

If the Library wishes to conduct more extensive screenings on program performers and presenters, additional guidance on the scope of the screenings will be needed.

If checks are implemented for program presenters, a policy statement outlining the purpose and scope of background screenings should be adopted. Information contained in this policy should include but not be limited to guidelines for obtaining consent for background screening of presenters, checks to be conducted, disqualification criteria and records retention.

A second policy outlining expectations of performers and presenters should be considered. One good example of such a policy is that of the Multnomah County Library (<https://multcolib.org/presenterperformer-expectations>).

Chief Deputy City Attorney Sharon Dickgrafe has been assigned to assist the Library with development and review of additional policies that the Board wishes to develop in response to this issue.

Agenda

Wichita Public Library Board of Directors

Planning & Facilities Committee

Tuesday, June 18, 2019, 11:30 a.m.

1st Floor Collaboration Room 115 (Purple)

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

1. Call to Order
2. Advanced Learning Library Punch List/Maintenance Update
3. Branch Maintenance Issues
4. New Business from Committee Members
5. Adjournment

Media Report May 2019

Newspaper

- May 24, 2019 – *The Wichita Eagle* - #ReadICT Categories, Downloading E-books
“Summer reading starts now. Here are six (or more) books to add to your list”
https://www.kansas.com/entertainment/books/article230624094.html?fbclid=IwAR1KYscdq52mzTl7t53_cXSPL0vEz7rm-8lcQ6-44hY05pHVlqhLMatbmh8

Television

- May 9, 2019 – *KAKE* – Summer Reading Program
<http://www.kake.com/clip/14819729/kids-corner>
- May 10, 2019 – *KCTU* – Summer Reading Program
- May 10, 2019 – *KSN* – Summer Reading Program
- May 17, 2019 – *KCTU* – Learning Circles
- May 24, 2019 – *KCTU* – Summer Activities for Families
- May 25, 2019 – *KWCH* – Summer Reading Program
<https://www.kwch.com/video/?vid=510501912>
- May 31, 2019 – *KCTU* – Wichita History Events

Radio

- May 6, 2019 – *KMUW* – Summer Reading Program