

AGENDA

Wichita Public Library Board of Directors Meeting
Tuesday, July 16, 2019 – 12:00 p.m.
Advanced Learning Library Keeney Stevens Board Room (2nd Floor)
711 W 2nd, Wichita KS 67203

Staff Presentation – Fall Programs by Julie Sherwood, Partnerships and Community Engagement
Manager

1. Call to Order/Introductions
2. Approval of the Agenda
3. Public Comment
 - Craig Coffey
4. Approval of the Minutes of the June 18, 2019 Meeting
5. Finance Committee Report
 - Approval of Finance Reports
 - Approval of Bills

General Fund Bills	\$817,414.98
Grant Fund Bills	48,628.84
Gift & Memorial Fund Bills	112.40
Total	\$866,156.22

- Semi-Annual Report of Staff Travel
 - Semi-Annual Accounting of the Gift and Memorial Fund
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

June 2019

SERVICE HIGHLIGHTS

Interest in summer reading remains strong across Wichita. As of June 30, 10,033 youth have registered for the Library's summer reading programs. More than 1,400 have reported reaching program completion levels by logging 30 days of reading at least 20 minutes (Kids Read and Teens Read programs) or completing 15 learning activities (Baby Bookworms).

Children are not the Library's only summer readers. A new e-book circulation record was set in June as 14,334 books were borrowed from the Wichita e-Reads collection. Three of the top 10 days for e-Reads circulation occurred during the month, resulting in an increase in e-book circulation of 19% from June of 2018.

The Library's role in supporting digital literacy was also easily apparent during June. Staff members from the Technology Training Section presented 12 classes to 88 students while also completing 198 Book-a-Librarian appointments. The After Hours Lab at the Angelou Branch had 22 customers in attendance during the month.

Support from the Grow with Google program was instrumental in two events at the Advanced Learning Library during June. Thirty-three employers and 121 potential employees gathered in the conference center on June 13 for a Job Fair hosted in partnership with the Workforce Alliance of South Central Kansas. Library staff members were available in a booth promoting library services for job searchers while Book-a-Librarian assistance was available in the Westar Technology Training Center. Near the end of the month, a portable device dispenser was installed in the Cox Digital Pavilion. The dispenser is a self-service unit that provides customers with an opportunity to borrow Chromebooks for use within the library building.

Wichitans are invited to another year of community reading as the 2019 NEA Big Read: Wichita was announced on June 13. During his weekly news briefing, Mayor Jeff Longwell invited the community to read and discuss *Lab Girl* by Hope Jahren. Mayor Longwell, Lieutenant Governor Lynn Rogers and Congressional Spouse and former Library Board President Susan Estes are this year's honorary program co-chairs. Wichita is one of 78 communities selected to receive Big read awards from the National Endowment for the Arts.

Through the nation, public libraries are being added to local community counts committees that have begun planning for the 2020 Census. Wichita is no exception. During June, four staff members participated in a local community counts meeting. A program on the history and importance of the Census was also held at the Advanced Learning Library on June 25.

OTHER NEWS

The Library and Law departments filed an appeal to the Federal Communications Commission (FCC) on June 21 regarding a negative ruling by the Universal Services Administrative Company (USAC) on a 2015 Universal Services (e-rate) funding request. USAC contends that the Library did not follow subsidy guidelines requiring price to be the highest factor in vendor selections and that \$75,000 of previously received subsidy funding should be refunded by the Library. The decision is based on the screening committee's evaluation form use of the label "price and quality of service" as an evaluation criterion. The Library argues that the column heading was merely a holdover from a City evaluation form template. Staff note that the selected vendor was the one offering the lowest price for the requested service. The case is a letter versus the spirit of the regulation scenario. The appeal to the FCC is the final step in an appeals process that has been ongoing for more than a year. Assistance from the office of Senator Pat Roberts was instrumental in preparation for the FCC appeal submission.

On a brighter note, Library applications for e-rate funding for branch internet services for the 2019-2020 year have been approved at a 90% subsidy rate. The value of the subsidy is projected to be \$105,481.44 for the twelve-month period beginning July 1, 2019 and ending June 30, 2020.

A program sponsored by the Library and Wichita Transit provided teens with training on use of the local transit system. Transportation Coordinator Raven Alexander reports that two families who attended the presentation are now using the Wichita Transit system because of the information they obtained in this library program.

The Library's support for distance learning continues to be documented through use of the test proctoring service. During June, students were able to complete 25 proctored exams at the Advanced Learning Library.

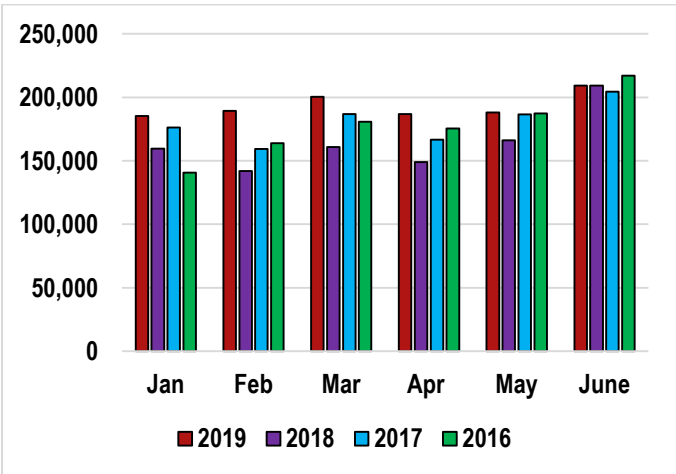
The Burns Research Pavilion hosted out of state researchers from California, Florida, Iowa, Massachusetts, Michigan, Missouri, Oklahoma, Pennsylvania, South Carolina, Texas, and Virginia. Over the course of 2019, visitors from 21 states have come to Wichita for research visits.

Agencies receiving special programs or services during June included: Branches, Honey Tree, New Song and Northridge academies; First Presbyterian Church and Fridays Book Review book clubs; East Heights UMC Children's Day Out; Tree House/Maize; Tree House/Tyler; TOP/North; Fingerprints, 2nd Street and West Village head start centers; Exploration Place; Halstead Red Hat Club; Spring Clean Laundromat; Department of Children and Families; WIC offices at the Sedgwick County health department, Colvin and Stanley schools; Plymouth and Small Wonders preschools; Primrose School of West Wichita; Dunbar Transition Campus @ Chisholm; Edgemoor, Evergreen and Orchard Park recreation centers; Via Christi Child Development Center; the YMCA YSOAR program; A Thrive Community; and five family care center homes. One hundred seventy-three agencies have now received programs or special services from the Library in 2019.

The Library was also an exhibitor at two Screen 4 Success events, the Veteran's Hospital Baby Shower, Juneteenth, Botanica's Teddy Bear Picnic and Book Launch, and at the Kansas Grown Farmer's Market.

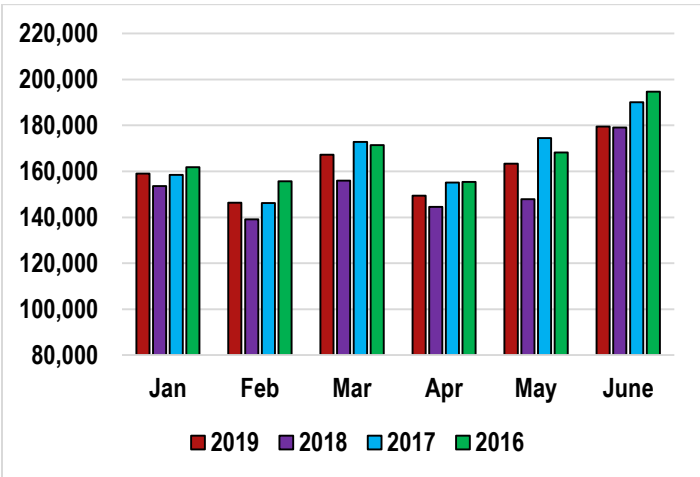
Service Dashboard

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

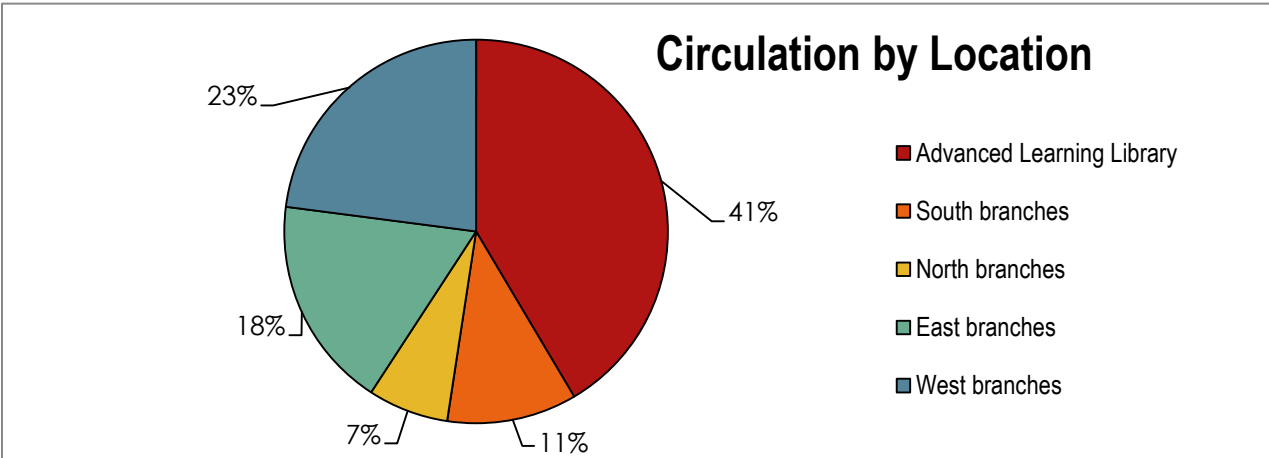


	JUNE		
	2019	2018	% change
Door Counts	97,362	97,207	0.16%
Catalog Use	46,545	43,882	6.07%
Website Visits	65,210	68,145	-4.31%
Total	209,117	209,234	-0.06%

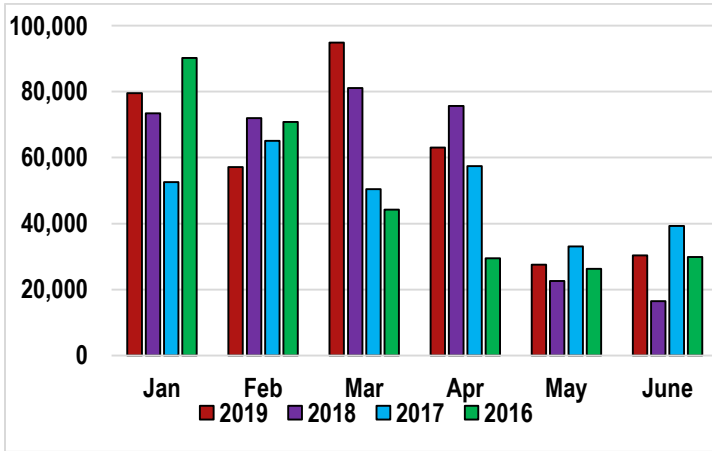
CHECKOUTS



	JUNE		
	2019	2018	% change
Physical Circ	165,159	167,009	-1.11%
E-book Circ	14,334	12,005	19.40%
Total	179,493	179,014	0.27%

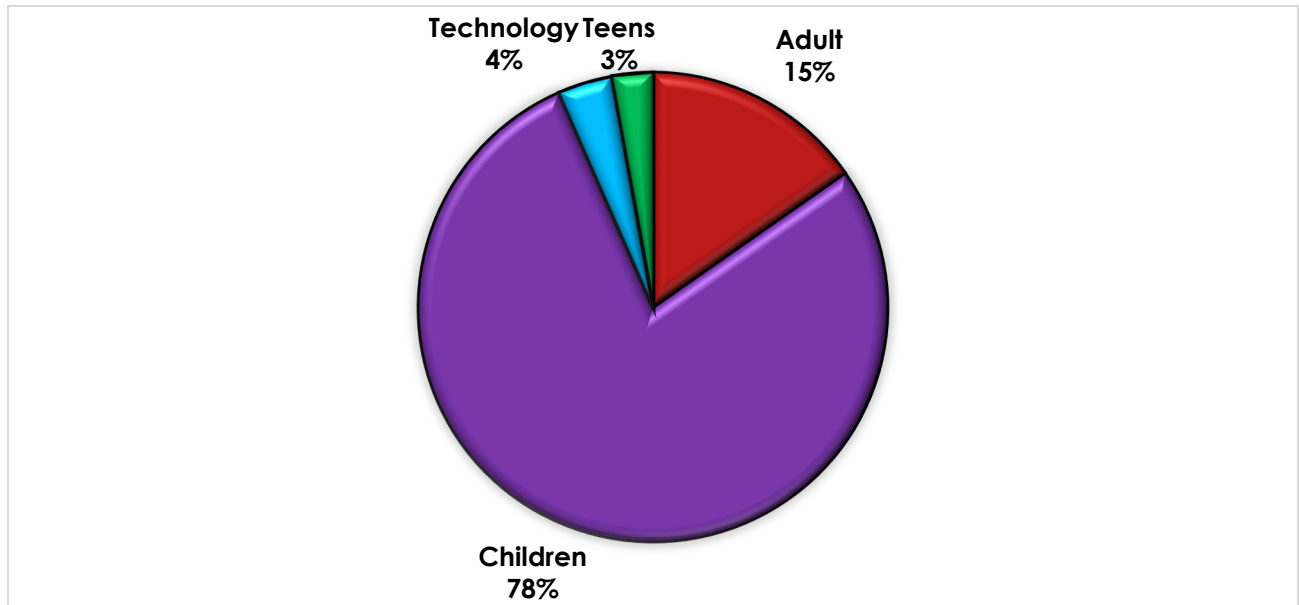


QUESTIONS ANSWERED (by staff in person/phone and through online services)



JUNE			
	2019	2018	% change
In person	9,030	5,097	77.16%
Online	21,338	11,347	88.05%
Total	30,368	16,444	84.68%

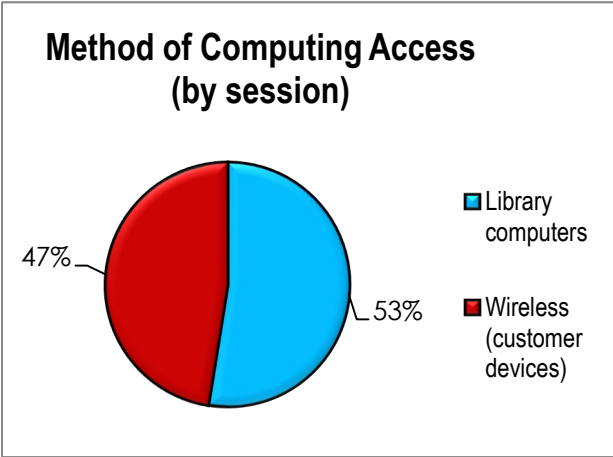
PROGRAM ATTENDANCE



JUNE ATTENDANCE

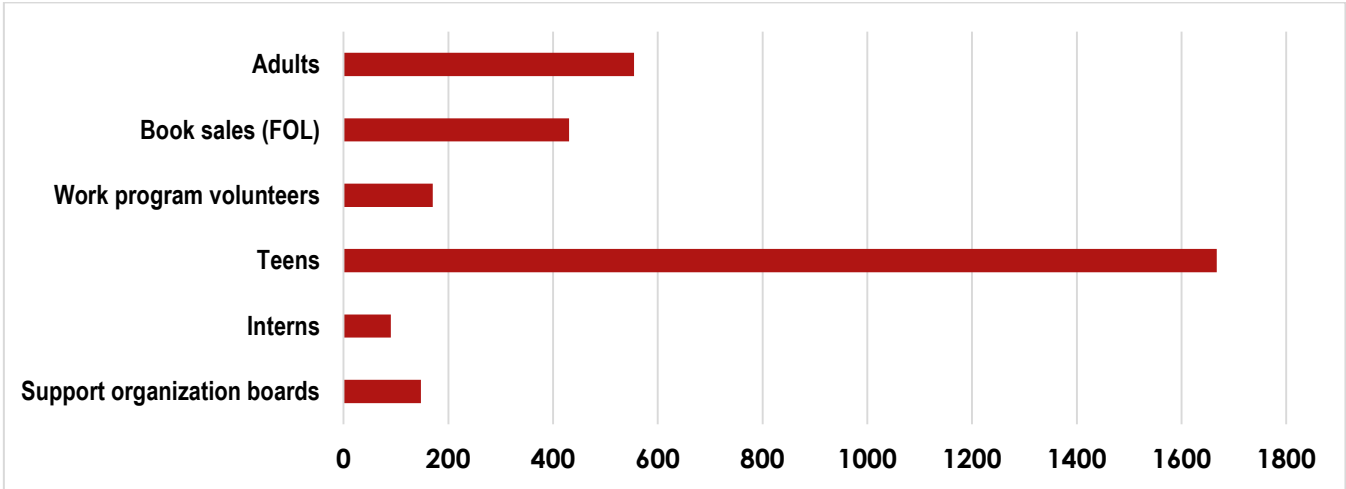
	2019	2018	% change
Adult events	1,253	396	216.41%
Children's events	6,407	5,069	26.40%
Technology training	308	53	481.13%
Teen events	230	60	283.33%
TOTAL	8,198	5,578	46.97%

PUBLIC COMPUTING



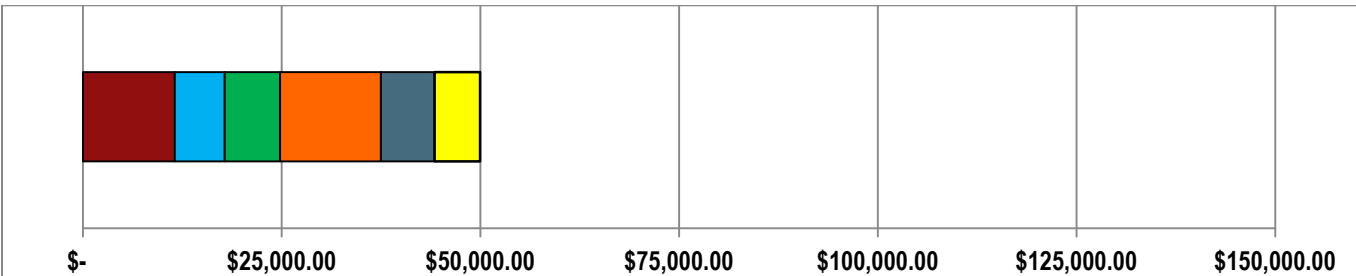
	JUNE		
	2019	2018	% change
Library Workstation Sessions	10,553	8,714	21.10%
Wi-Fi Sessions	9,539	6,332	50.65%
Number of Users	2,157	1,708	26.29%
Hours of Access	12,839	9,885	29.88%

VOLUNTEERS (hours of service)



Number of volunteers YTD = 271 Hours of service received = 11,155

MATERIALS DONATIONS (value if purchased)



Year to date total = \$49,967

Items added to Library collections YTD = 2,591

Service Snapshot: Library Programming

Each month the Library presents a variety of programs and learning opportunities. Some of the most notable and unusual events from June included the following activities.

On June 1, the Advanced Learning Library screened the local documentary short film: *For Your Amusement: The Wonderland Park on Ackerman Island*. Sara Harmon, filmmaker, answered questions and talked about her process gathering information and turning that information into a film. Over 100 people attended the event with several commenting on how much they enjoyed the film and the discussion that followed.

The Westlink Branch Library hosted a program called World War II: A Family Remembers. Nancy Marsh Price, the author of *Uncle Sam's Most Reluctant G.I.*, recounted her father's experiences serving in World War II as expressed in the letters he and his family shared. Through Nancy's presentation, the 39 attendees learned about her self-publishing process through Amazon, how mail service worked during the war for the veterans and their families, specifics of the D-Day invasion and more.

The traveling exhibit "People, Pride, and Promise: The Story of the Dockum Sit-In" was installed at the Maya Angelou Branch in early June. The exhibit helped to promote a special program on the Dockum Sit-in presented at the branch on June 25. A capacity crowd came to hear Dr. Galyn Vesey speak about his experiences as a teenager participating in the sit-in during the summer of 1958.

Rockwell Branch Manager Savannah Ball and Youth Services Librarian Katrina York worked with the Forestry Division of the Parks and Recreation Department to enhance a recent Summer Reading program. Nineteen children ages 8-11 and their families became engineers at the Rockwell Egg Drop Lab. Using material supplied by the Library, families created structures that would keep their "egg-stronauts" from cracking during a 40-foot drop to the ground. Forestry staff brought a bucket truck to the branch parking lot and was responsible for initiating the egg drops. Out of the 19 eggs, five did not crack during the falls. The program was a great way for children to practice STEM skills as they planned their designs, hypothesized about what material might keep their eggs safe, and watched the results of their experiments.



WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors
June 18, 2019.

The regular meeting of the Library Board of Directors was held on Tuesday, June 18, 2019 at the Advanced Learning Library with the following present: Mr. Lamont Anderson, Ms. Donna Douglas, Ms. Jennifer Goheen, Ms. Lauren Hirsh, Mr. Randall Johnston, Ms. Shannon Littlejohn, Mr. Kevin McWhorter, Ms. Shelby Petersen, Mr. Chuck Schmidt, and Mr. Jonathan Winkler.

Staff Presentation

Technology Training Manager Cindy Bailey and Youth Services Manager Erin Howerton presented information about the Teen Hack-a-Thon scheduled for July 27-28. This program is for teens aged 14-18 and encourages participants to collaborate, create, and apply critical thinking skills to solve problems. The focus of the event is the use of technology to measure benefits of healthy habits for teens. Participants will rely on the Internet, library resources, and the advice of adult mentors to complete their projects. At the end of the event, competing groups will present their projects to a panel of judges.

Call to Order

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

Introductions

Director Berner introduced Lauren Hirsh, who has been appointed to the board by Councilmember James Clendenin.

Approval of the Agenda

Shannon Littlejohn moved (Schmidt) to approve the agenda as published. **Motion carried unanimously.**

Public Comment

None

Approval of Minutes

Minutes of the regular meeting held on May 21, 2019 were presented. Donna Douglas moved (Goheen) to approve the minutes as included in board packets. **Motion carried unanimously.**

Finance Committee Report

On behalf of the Finance Committee, President Kevin McWhorter moved to approve the corrected April Grant Fund Summary Report as included in board packets. **Motion carried unanimously.**

On behalf of the Finance Committee, Mr. McWhorter moved to approve the Revenue Report and the 204 Report of Expenditures for May 2019 as included in board packets. **Motion carried unanimously.**

On behalf of the Finance Committee, Mr. McWhorter moved to approve the bills for May 2019 in the following amounts: General Fund operating bills of \$905,705.68, Grant Fund Bills of \$13,421.88, and Gift & Memorial Fund bills of \$101,151.43, for a total of \$1,020,278.99. **Motion carried unanimously.**

Operations Committee Report

Committee Chair Jonathan Winkler reported that the committee reviewed the staff report on background checks that was included in board packets. The Committee has asked staff to draft a policy calling for screening of all program presenters using the Dru Sjorin National Sex Offender Public Website. This policy should also outline requirements for having multiple staff members, Library volunteers, or other adults in the room during all Library programs involving children or vulnerable adults. Director Berner added that since most program planning has already been completed for 2019, the Committee discussed making the new policy and procedures effective at the beginning of 2020.

President McWhorter asked Mr. Winkler if he knew when the committee would have a policy proposal ready to present to the board. Mr. Winkler stated that a draft policy should clear legal review and be ready for consideration within the next two months.

Planning & Facilities Committee Report

Committee Chair Randy Johnston reported that roof repairs have been done in several branch libraries. There is still a leak in the basement at the Rockwell branch. Roof leaks at the Advanced Learning Library continue to be monitored and repaired. There have been some air conditioning problems at the Alford branch.

Landscaping at the Advanced Learning Library has multiple issues. The work has not yet been accepted by the City. Dead plants and trees are in the process of being replaced. The irrigation system will be repaired. Weeds are to be removed from the turf areas and the planting beds.

Public Affairs Committee Report

No report.

Special Committee Reports

Friends of the Library – Director Berner reminded board members that the ICT Adult Spelling Bee is taking place on June 19. On August 8 the Friends of the Library will host Jennifer Pharr Davis, author of *The Pursuit of Endurance*.

Library Foundation – President McWhorter informed board members that Foundation CEO Tom Borrego has resigned in order to take a similar position with another community organization. The process to find a replacement has begun.

Wichita Genealogical Society (WGS) – Jim Byrum reported books from the Kansas Chapter of the Daughters of the American Revolution Library will arrive the second week of July. WGS members will assist staff as they process the donation. The July monthly meeting will feature a program by Margaret Kline titled “Finding Your Patriot.” WGS membership holds steady at 210.

Director of Libraries Report

Director Berner reported that the City Council unanimously endorsed the Branch Master Plan on June 11. Councilmember Clendenin asked that a special effort be made to promote the benefits of relocating the Linwood branch to residents of Southeast Wichita. A first opportunity is to explore the possibility of working with the WSU Tech South Campus to offer basic digital literacy courses. Many students at this campus are enrolling without the computer skills to be successful in their studies. The campus has a computer laboratory but lacks instructors. The Library has a team of technology trainers and access to the Grow with Google Applied Digital Skills curriculum. A pilot project for joint sponsorship of courses may begin this fall.

The Library has received a \$15,000 grant from the National Endowment of the Arts for a NEA Big Read: Wichita program. The featured title for this year is *Lab Girl* by Hope Jahren.

Staff members will also attend a Complete Count Committee meeting later this week to discuss how libraries can help ensure a complete 2020 census count of residents of Wichita and Sedgwick County.

Unfinished Business

None

New Business

None

Announcements

President McWhorter announced that the July Board meeting will be held in the Stevens Board Room.

Adjournment

The meeting was adjourned at 12:46 p.m.

The next regularly scheduled meeting will be July 16, 2019.

Respectfully submitted,

Cynthia Berner
Director of Libraries

DRAFT

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS

Finance Committee Agenda

Tuesday, July 16, 2019, 11:30 a.m.

Advanced Learning Library – 2nd Floor Collaboration Room #205 (Yellow)

711 W 2nd Street, Wichita, KS 67203

1. **Call to Order**
2. **Approval of Minutes of June 2019 Meeting**
3. **Review of June Finance Reports**
 - 204 Report of Expenditures
 - Revenue Report
 - Grant Fund Summary Report

Proposed Motion: Recommend approval of the June finance reports as included in Board packets

4. **Review of June Bills**

General Fund Bills	\$817,414.98
Grant Fund Bills	48,628.84
Gift & Memorial Fund Bills	112.40
Total	\$866,156.22

Proposed Motion: Recommend approval of the June bills as itemized in Board packets

5. **Semi-Annual Report of Staff Travel**

As directed by the Board, staff prepares and distributes a semi-annual report of receipts and expenditures from the Wichita Public Library Foundation checking account overseen by the Director of Libraries. The report for January – June 2019 is included in packets.

Proposed Motion: Recommend that the Board receive and file the report

6. **Semi-Annual Accounting of the Gift and Memorial Fund**

As directed by the Board, staff prepares and distributes a semi-annual report of receipts and expenditures from the Wichita Public Library Foundation checking account overseen by the Director of Libraries. The report for January – June 2019 is included in board packets.

Proposed Motion: Recommend that the Board receive and file the report

7. **Budget Updates**

Staff will share the City Manager's general fund and capital improvement program budget proposals as they relate to the Library.

8. **Adjournment**

Wichita Public Library Board of Directors
Finance Committee Meeting
June 18, 2019

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

The meeting was called to order by Kevin McWhorter at 11:43 a.m.

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

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

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

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

Kevin McWhorter (Schmidt) moved to recommend approval of the May Grant Fund Summary Report. There was no additional discussion. The motion carried.

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

Penland reported that Library staff along with Van Halley from City Law Department participated in a conference call with James Bachtell from the FCC to discuss our Appeal. Mr. Halley submitted the required forms on the Library's behalf and we are now awaiting a ruling from the FCC.

Penland also reported that she and the Director met with Chris Haislett from the Purchasing Department to discuss the Emerging Business Enterprise Program Goals for the Library. We expressed to Mr. Haislett our concerns about meeting the goal set for us due to other departments in the City taking over some of our larger contracts that were helping us meet our goal. He appreciated our insight and is working with us to revise the goals and also look for opportunities to utilize more minority and women owned businesses in our purchases.

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

WICHITA PUBLIC LIBRARY

General Fund

Revenue Analysis Through June 2019

	Revenue Adopted 2019 Budget	Year to date Receipts	Budgeted to Date	End of year Projection	Year-end Surplus (Deficit)	Percent Received To Date (Goal = 50.00%)
7700 Library desk receipts (fines)	\$296,975.00	\$ 162,015.28	\$ 148,487.50	\$ 144,000.00	\$ 9,040.28	54.56%
7701 Copy machine revenue	\$13,000.00	\$ 7,553.61	\$ 6,500.00	\$ 6,600.00	\$ 1,153.61	58.10%
7703 Public computing	\$34,000.00	\$ 14,896.74	\$ 17,000.00	\$ 13,200.00	\$ (5,903.26)	43.81%
9601 Meeting Rooms	\$25,000.00	\$ 20,217.86	\$ 12,500.00	\$ 15,000.00	\$ 10,217.86	80.87%
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	\$ 80,269.31	\$ 37,000.00	\$ -	\$ 6,269.31	108.47%
TOTAL GENERAL FUND REVENUES	\$ 442,975.00	\$ 285,350.69	\$ 221,487.50	\$ 178,800.00	\$ 21,173.69	64.42%



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

FISCAL MONTH 6 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	281,831.60	0.00	0.00	281,831.60	1,784,248.59	2,491,277.41	41.73%
1,101	Longevity	58,200.00	4,687.00	0.00	0.00	4,687.00	28,303.50	29,896.50	48.63%
1,104	Shift differential	4,000.00	323.00	0.00	0.00	323.00	2,012.13	1,987.87	50.30%
1,125	Paid leaves	0.00	39,917.23	0.00	0.00	39,917.23	299,177.26	(299,177.26)	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	65,214.08	0.00	0.00	65,214.08	423,252.86	587,563.14	41.87%
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	402.34	0.00	0.00	402.34	2,819.65	4,180.35	40.28%
1,208	Cellular phone allowance	1,800.00	100.00	0.00	0.00	100.00	600.00	1,200.00	33.33%
1,230	Bonus Pay	0.00	1,000.00	0.00	0.00	1,000.00	4,951.64	(4,951.64)	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	0.00	0.00	0.00	0.00	8,270.07	(8,270.07)	N/A
1,301	Straight	0.00	0.00	0.00	0.00	0.00	563.37	(563.37)	N/A
1,400	FICA	407,965.00	28,653.18	0.00	0.00	28,653.18	186,646.03	221,318.97	45.75%
1,401	Employee pension	540,061.00	39,043.96	0.00	0.00	39,043.96	250,849.18	289,211.82	46.45%
1,403	Workers compensation	55,090.00	3,936.83	0.00	0.00	3,936.83	25,358.02	29,731.98	46.03%
1,404	Unemployment compensation	5,349.00	374.52	0.00	0.00	374.52	2,379.65	2,969.35	44.49%
1,405	Group health insurance	921,384.00	71,388.76	0.00	0.00	71,388.76	468,883.24	452,500.76	50.89%
1,406	Group life insurance	17,102.00	537.58	0.00	0.00	537.58	3,489.27	13,612.73	20.40%
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	\$537,410.08	\$0.00	\$0.00	\$537,410.08	\$3,469,152.91	\$3,348,658.09	50.88%
2,100	Electricity	191,840.00	10,387.75	0.00	0.00	10,387.75	57,754.70	134,085.30	30.11%
2,101	Gas-ONEOK Kansas Gas Service	9,350.00	273.27	0.00	0.00	273.27	5,102.39	4,247.61	54.57%
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	0.00	0.00	0.00	0.00	2,193.71	14,344.29	13.26%
2,107	Trash service	4,200.00	324.82	0.00	0.00	324.82	2,066.92	2,133.08	49.21%
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	0.00	0.00	0.00	0.00	5,244.00	5,814.00	47.42%
2,201	PBX - instrument charges	17,460.00	0.00	0.00	0.00	0.00	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 6 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	0.00	0.00	0.00	0.00	489.28	13,010.72	3.62%
2,207	Postage - regular	23,000.00	15.00	0.00	0.00	15.00	142.54	22,857.46	0.62%
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	0.00	0.00	0.00	0.00	514.17	(514.17)	N/A
2,215	Plexar	8,136.00	0.00	0.00	0.00	0.00	2,750.00	5,386.00	33.80%
2,216	Voice mail	1,512.00	0.00	0.00	0.00	0.00	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	91.00	0.00	0.00	91.00	265.00	(265.00)	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	918.35	0.00	0.00	918.35	1,318.75	1,821.25	42.00%
2,543	Bank charges	5,000.00	703.44	0.00	0.00	703.44	3,990.14	1,009.86	79.80%
2,599	Other professional services	37,970.00	2,227.00	0.00	0.00	2,227.00	12,285.30	25,684.70	32.36%
2,600	Data center charges	904,169.00	76,452.96	0.00	0.00	76,452.96	435,832.51	468,336.49	48.20%
2,601	Maintenance - data equipment	22,046.00	110,116.01	(79,441.01)	0.00	30,675.00	129,718.37	(107,672.37)	588.40%
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	1,860.00	1,860.00	50.00%
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	681.10	2,243.90	23.29%
2,804	Pest control services	13,000.00	747.00	0.00	0.00	747.00	6,640.00	6,360.00	51.08%
2,805	Janitorial services	55,032.00	5,165.48	0.00	0.00	5,165.48	20,475.09	34,556.91	37.21%
2,806	Security/Fire services	0.00	39.64	0.00	0.00	39.64	319.64	(319.64)	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	499.00	0.00	0.00	499.00	499.00	2,696.00	15.62%
2,917	Printing and copying	23,472.00	5,155.60	0.00	0.00	5,155.60	15,119.65	8,352.35	64.42%
2,999	Other contractuels	77,583.00	5,456.27	0.00	0.00	5,456.27	55,936.25	21,646.75	72.10%
OBJECT TOTAL	2 Contractual services	\$1,666,979.00	\$218,991.39	(\$79,441.01)	\$0.00	\$139,550.38	\$809,185.22	\$857,793.78	48.54%



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

FISCAL MONTH 6

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	7.00	0.00	0.00	7.00	158.57	741.43	17.62%
3,103	Office supplies	27,525.00	2,265.03	0.00	0.00	2,265.03	12,405.76	15,119.24	45.07%
3,199	Other office supplies	21,050.00	2,292.94	0.00	0.00	2,292.94	10,109.93	10,940.07	48.03%
3,405	Fuel	2,600.00	226.01	0.00	0.00	226.01	1,324.32	1,275.68	50.94%
3,499	Other equipment parts	450.00	11.94	0.00	0.00	11.94	71.64	378.36	15.92%
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	34,965.58	0.00	0.00	34,965.58	175,526.19	502,003.81	25.91%
3,901	Custodial supplies	6,000.00	158.17	0.00	0.00	158.17	366.27	5,633.73	6.10%
3,903	Food supplies	0.00	0.00	0.00	0.00	0.00	1,059.09	(1,059.09)	N/A
3,990	Purchasing Card Clearing	0.00	21,086.84	0.00	0.00	21,086.84	66,210.30	(66,210.30)	N/A
OBJECT TOTAL	3 Materials and supplies	\$755,710.00	\$61,013.51	\$0.00	\$0.00	\$61,013.51	\$269,519.76	\$486,190.24	35.66%
FUND TOTAL	100 General Fund	\$9,240,500.00	\$817,414.98	(\$79,441.01)	\$0.00	\$737,973.97	\$4,547,857.89	\$4,692,642.11	



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

FISCAL MONTH 6

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>\$817,414.98</u>	<u>(\$79,441.01)</u>	<u>\$0.00</u>	<u>\$737,973.97</u>	<u>\$4,547,857.89</u>	<u>\$4,692,642.11</u>	

Grant Fund Summary Report
June 2019

Grant	Beginning Balance 06/01/19	Revenue Received	Personnel Services	Contractuals	Materials	Supplies & Petty Cash	Equipment	Total Expenditures	Encumbrances	Remaining Balance 06/30/19
SCKLS 2018	\$ 126,026.07	\$ -	\$ 558.94	\$ 38,359.00	\$ -	\$ -	\$ -	\$ 38,917.94	\$ (24,903.00)	\$ 112,011.13
SCKLS 2019	\$ 121,848.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 121,848.00
State Aid 2019	\$ 111,239.02	\$ -	\$ -	\$ 9,710.90	\$ -	\$ -	\$ -	\$ 9,710.90	\$ -	\$ 101,528.12
Totals	\$ 359,113.09	\$ -	\$ 558.94	\$ 48,069.90	\$ -	\$ -	\$ -	\$ 48,628.84	\$ (24,903.00)	\$ 335,387.25

Wichita Public Library General Fund Bills

June

2019

OCA: 101014 TO 101014

1 Personnel services			
	110	Regular salaries	
	1,100	Bi-weekly wages	
		Payroll, 20190614	142,068.86
		Payroll, 20190628	139,762.74
Total	1,100	Bi-weekly wages	281,831.60
	1,101	Longevity	
		Payroll, 20190614	2,333.50
		Payroll, 20190628	2,353.50
Total	1,101	Longevity	4,687.00
	1,104	Shift differential	
		Payroll, 20190614	162.00
		Payroll, 20190628	161.00
Total	1,104	Shift differential	323.00
	1,125	Paid leaves	
		Payroll, 20190614	18,273.69
		Payroll, 20190628	21,643.54
Total	1,125	Paid leaves	39,917.23
Total	110	Regular salaries	326,758.83
	120	Special salaries	
	1,200	Part time/seasonal	
		Payroll, 20190614	33,176.05
		Payroll, 20190628	32,038.03
Total	1,200	Part time/seasonal	65,214.08
	1,205	Auto allowance	
		Payroll, 20190614	194.14
		Payroll, 20190628	208.20
Total	1,205	Auto allowance	402.34
	1,208	Cellular phone allowance	
		Payroll, 20190628	100.00
Total	1,208	Cellular phone allowance	100.00
	1,230	Bonus Pay	
		Payroll, 20190614	500.00
		Payroll, 20190628	500.00
Total	1,230	Bonus Pay	1,000.00
Total	120	Special salaries	66,716.42
	140	Employee benefits	
	1,400	FICA	
		Payroll, 20190614	14,265.13
		Payroll, 20190628	14,388.05
Total	1,400	FICA	28,653.18
	1,401	Employee pension	
		Payroll, 20190614	19,517.81
		Payroll, 20190628	19,526.15
Total	1,401	Employee pension	39,043.96
	1,403	Workers compensation	
		Payroll, 20190614	1,965.45
		Payroll, 20190628	1,971.38
Total	1,403	Workers compensation	3,936.83
	1,404	Unemployment compensation	

Wichita Public Library General Fund Bills

June

2019

OCA: 101014 TO 101014

Payroll, 20190614	186.48
Payroll, 20190628	188.04

Total	1,404	Unemployment compensation	374.52
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1,405	Group health insurance
Payroll, 20190614	35,694.38
Payroll, 20190628	35,694.38

Total	1,405	Group health insurance	71,388.76
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1,406	Group life insurance
Payroll, 20190614	268.75
Payroll, 20190628	268.83

Total	1,406	Group life insurance	537.58
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Total	140	Employee benefits	143,934.83
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Total	1	Personnel services	537,410.08
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Wichita Public Library General Fund Bills

June

2019

OCA: 101014 TO 101014

2 Contractual services			
210 Utilities			
	2,100	Electricity	
		WESTAR ENERGY - EDI	10,387.75
Total	2,100	Electricity	10,387.75
	2,101	Gas-ONEOK Kansas Gas Service	
		CENTERPOINT ENERGY SERVICES INC	213.86
		ONE GAS INC	59.41
Total	2,101	Gas-ONEOK Kansas Gas Service	273.27
	2,107	Trash service	
		WASTE CONNECTIONS OF KANSAS INC	7.35
		WASTE CONNECTIONS OF KANSAS INC - EDI	317.47
Total	2,107	Trash service	324.82
Total	210	Utilities	10,985.84
220 Communications			
	2,207	Postage - regular	
		City of Wichita	15.00
Total	2,207	Postage - regular	15.00
Total	220	Communications	15.00
250 Professional services			
	2,501	Pre-employment expenses	
		VIA CHRISTI REHABILITATION HOSPITAL INC	91.00
Total	2,501	Pre-employment expenses	91.00
	2,519	Background checks	
		HIRERIGHT LLC	918.35
Total	2,519	Background checks	918.35
	2,543	Bank charges	
		City of Wichita	703.44
Total	2,543	Bank charges	703.44
	2,599	Other professional services	
		SIGN LANGUAGE INTERPRETING SERVICES	168.00
		UNIQUE MANAGEMENT SERVICES INC	2,059.00
Total	2,599	Other professional services	2,227.00
Total	250	Professional services	3,939.79
260 Data processing			
	2,600	Data center charges	
		City of Wichita	76,452.96
Total	2,600	Data center charges	76,452.96
	2,601	Maintenance - data equipment	
		BIBLIOTHECA LLC	26,833.28
		CONVERGEONE INC	52,607.73
		TECH LOGIC CORPORATION	30,675.00
Total	2,601	Maintenance - data equipment	110,116.01
Total	260	Data processing	186,568.97
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	

Wichita Public Library General Fund Bills

June

2019

OCA: 101014 TO 101014

ARAMARK UNIFORM & CAREER APPAREL GRP II 108.80

Total	2,708	Uniform rental service	108.80
Total 270 Equipment charges 418.80			
	280	Buildings and grounds charges	
	2,804	Pest control services	
		City of Wichita	747.00
Total	2,804	Pest control services	747.00
	2,805	Janitorial services	
		STEPHENS INDUSTRIES INC	5,165.48
Total	2,805	Janitorial services	5,165.48
	2,806	Security/Fire services	
		SMART SECURITY INC	39.64
Total	2,806	Security/Fire services	39.64
Total 280 Buildings and grounds charges 5,952.12			
	290	Other contractals	
	2,906	Membership dues	
		WICHITA BUSINESS JOURNAL	499.00
Total	2,906	Membership dues	499.00
	2,917	Printing and copying	
		City of Wichita	4,881.85
		HOUCHEM BINDERY LTD	273.75
Total	2,917	Printing and copying	5,155.60
	2,999	Other contractals	
		ARAMARK UNIFORM & CAREER APPAREL GRP II	56.40
		City of Wichita	5,393.37
		UNDERGROUND VAULTS & STORAGE INC	6.50
Total	2,999	Other contractals	5,456.27
Total 290 Other contractals 11,110.87			
Total	2	Contractual services	218,991.39

Wichita Public Library General Fund Bills

June

2019

OCA: 101014 TO 101014

3 Materials and supplies			
	310	Office supplies	
	3,101	Computer/printer supplies	
		City of Wichita	7.00
Total	3,101	Computer/printer supplies	7.00
	3,103	Office supplies	
		City of Wichita	2,265.03
Total	3,103	Office supplies	2,265.03
	3,199	Other office supplies	
		City of Wichita	2,292.94
Total	3,199	Other office supplies	2,292.94
Total	310	Office supplies	4,564.97
	340	Equipment parts	
	3,405	Fuel	
		City of Wichita	226.01
Total	3,405	Fuel	226.01
	3,499	Other equipment parts	
		City of Wichita	11.94
Total	3,499	Other equipment parts	11.94
Total	340	Equipment parts	237.95
	380	Non-capitalizable equipment < \$5000 each	
	3,811	Library materials < \$5,000 each	
		City of Wichita	34,965.58
Total	3,811	Library materials < \$5,000 each	34,965.58
Total	380	Non-capitalizable equipment < \$5000 each	34,965.58
	390	Other commodities	
	3,901	Custodial supplies	
		City of Wichita	158.17
Total	3,901	Custodial supplies	158.17
	3,990	Purchasing Card Clearing	
		City of Wichita	21,086.84
Total	3,990	Purchasing Card Clearing	21,086.84
Total	390	Other commodities	21,245.01
Total	3	Materials and supplies	61,013.51

Wichita Public Library General Fund Bills

June

2019

OCA: 101014 TO 101014

Grand Total

817,414.98

Library Grant Bills

June

2019

Grant 810802 South Central Kansas Library System 2018

1 Personnel services

120 Special salaries

1,200 Part time/seasonal

Payroll, 20190614 257.78

Payroll, 20190628 257.78

Total	1,200 Part time/seasonal	515.56
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Total	120 Special salaries	515.56
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140 Employee benefits

1,400 FICA

Payroll, 20190614 19.52

Payroll, 20190628 19.52

Total	1,400 FICA	39.04
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1,403 Workers compensation

Payroll, 20190614 1.91

Payroll, 20190628 1.91

Total	1,403 Workers compensation	3.82
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1,404 Unemployment compensation

Payroll, 20190614 0.26

Payroll, 20190628 0.26

Total	1,404 Unemployment compensation	0.52
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Total	140 Employee benefits	43.38
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Total	1 Personnel services	558.94
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2 Contractual services

260 Data processing

2,601 Maintenance - data equipment

CONFERENCE TECHNOLOGIES 32,359.00

Total	2,601 Maintenance - data equipment	32,359.00
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Total	260 Data processing	32,359.00
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290 Other contractals

2,906 Membership dues

URBAN LIBRARIES COUNCIL 6,000.00

Total	2,906 Membership dues	6,000.00
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Total	290 Other contractals	6,000.00
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Total	2 Contractual services	38,359.00
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Total 810802 South Central Kansas Library System 201

38,917.94

Library Grant Bills

June

2019

Grant 810904 Librarv-State Grants-In-Aid 2019

2 Contractual services

220 Communications

2,217 Internet Service

COX COMMUNICATIONS

9,710.90

Total 2,217 Internet Service

9,710.90

Total 220 Communications

9,710.90

Total 2 Contractual services

9,710.90

Total 810904 Librarv-State Grants-In-Aid 2019

9,710.90

Library
Grant Bills

June

2019

All Grants Total

48,628.84

GIFT AND MEMORIAL FUND

RECEIPTS/REIMBURSEMENTS

Baird (interest)	\$1,474.28	
Baird (dividend)	\$82.60	
Friends of the Library (Monthly Donation)	\$1,836.00	
Local History Photo Payments from Customers	\$280.00	
Staff Honorariums	\$35.00	
TOTAL RECEIPTS		\$3,707.88

EXPENDITURES

Designated Funds

AWE Learning (AWE Computer Replacements)	19,027.00
Commerce Bank/Amazon.com (Replacement Self-check Monitor/Scanner)	428.93
Ingram Library Services (Memorials)*	16.24
Kroger (Flower Fund)*	39.75

Undesignated Funds

Kroger (Alford/Linwood workgroup thank you lunch)	56.41
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TOTAL EXPENDITURES	\$112.40
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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

SEMI-ANNUAL REPORT OF STAFF TRAVEL
January – June 2019

Name	Job Title	Date(s)	Place	Purpose	Cost	Funding Source
Cynthia Bailey	Tech.Training Mgr.	3/25-3/28	Arlington, VA	Computers in Libraries 2019 Conference	\$ 2,316.88	General Fund
Savannah Ball	Rockwell Branch Mgr.	5/6-5/7	Independence, MO	Creating a Safer Public Space Within Your Library (Mid-America Library Alliance)	390.07	South Central Kansas Library System Grant
Cynthia Berner	Director of Libraries	2/24-2/25	Miami, FL	Knight Library Directors' meeting	Reimbursed	Knight Foundation
		3/6-3/8	Miami, FL	Library Journal Public Library Think Tank	Reimbursed	Library Journal
Kristi Dowell	Customer Services Mgr.	2/24-2/25	Miami, FL	Knight Library Directors' meeting	Reimbursed	Knight Foundation
Michelle Enke	Special Collections Mgr.	1/13-1/18	Salt Lake City, UT	Exploring Native American Research	1,848.60	General Fund
Megan Hale	Library Assistant	5/22	Hutchinson, KS	SCKLS Region ILL Meeting for KICNET Libraries	57.30	General Fund
Holly Hutchinson	Youth Services Librarian	4/26	Lawrence, KS	Diversity in Children's Literature (Northeast Kansas Library System)	278.08	South Central Kansas Library System Grant
Katie Menon	Collection Development Librarian	2/18	Hutchinson, KS	SCKLS Executive Committee Mtg	Reimbursed	South Central Kansas Library System
		5/17	Hutchinson, KS	SCKLS Executive Committee Mtg	Reimbursed	South Central Kansas Library System
Jeff Tate	Digital Services Manager	5/5-5/9	Phoenix, AZ	2019 Innovative User Group (Polaris Library Automation System)	1,771.03	South Central Kansas Library System Grant

**Gift and Memorials Account
Report of Activity (January - June 2019)**

<u>Item</u>	<u>Disbursements</u>	<u>Receipts</u>	<u>Beginning/ Ending Balance</u>
GENERAL LEDGER STARTING BALANCE			
January 1, 2019			\$65,291.43
130 - Local History Fund			\$5,050.90
Receipts:			
Benninga		\$260.00	
Birneys, LLC		\$35.00	
Duluth Holding Inc		\$120.00	
Millennium		\$105.00	
OSF International, Inc		\$280.00	
Ending Balance:			\$5,850.90
150 - Technology Fund			\$79,708.06
Receipts:			
CD Sold		\$104,000.00	
USAC E-Rate (Cox Internet)		\$40,146.46	
Expenditures:			
AWE Acquisitions (AWE Computer Replacements)	(19,027.00)		
CDs Purchased	(175,000.00)		
Commerce Bank/Amazon (Galaxy Tablet Case)	(13.95)		
Commerce Bank (Selff Check Scanner for WES)	(428.93)		
Ending Balance:			\$29,384.64
160 - SCKLS Facilities Improvement Fund			\$9,657.81
Ending Balance:			\$9,657.81
210 - Staff Association Fund			\$383.85
Receipts:			
Transfer from 330		\$1,000.00	
Expenditures:			
Wichita Eagle (Staff Copy)	(396.89)		
Ending Balance:			\$986.96
220 - Employee Training			\$2,427.99
Expenditures:			
Commerce Bank /Urban Libraries Council (Webinar)	(150.00)		
Ending Balance:			\$2,277.99
230 -Social Events and Recognition Team			\$1,288.92
Receipts:			
Staff Honorariums for Book Reviews		\$250.00	

Gift and Memorials Account
Report of Activity (January - June 2019)

Expenditures:

Awards Factory (Service Awards)	(568.95)	
Kristi Dowell (Alf/Lin Lunch)	(48.38)	
Ending Balance:		\$921.59

240 - Staff Flower Fund **\$209.55**

Receipts:

Staff Donations	\$847.00
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Expenditures:

Kroger (Plant - Family Death/Balloons - Employee Illness)	(406.64)	
Ending Balance:		\$649.91

320 - WGS **\$226.43**

Ending Balance:	\$226.43
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330 - Friends of the Library **\$58,558.75**

Receipts:

Staff Honorarium	\$25.00
Friends of the Library - Monthly Bookstore Proceed Distributions	\$9,198.00
Wichita Public Library Foundation (Checks never cashd-voided)	\$90.19

Expenditures:

Commerce Bank/Office Depot (Binders)	(209.47)	
Copy Express (FOL Book Coupons)	(53.21)	
Wendy Fjorden (Lost Wallet)	(40.00)	
KLA (MPLA Birthday Bash Shuttle)	(410.00)	
Transfer to 210	(1,000.00)	
Watermark Books (ReadICT Winners' Luncheon)	(79.13)	
Ending Balance:		\$66,080.13

330.1 Big Read (Friends) **\$1,017.52**

Ending Balance:	\$1,017.52
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340 - Miscellaneous Fund **\$6,779.59**

Receipts: (Transfers)

Baird (Interest)	\$7,398.76
Baird (Dividends)	\$434.54
CD Redeemed	\$100,000.00
Foundation Checks deposited in wrong account	\$1,205.00

Expenditures:

Foundation Checks deposited in wrong account	(1,205.00)
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Gift and Memorials Account
Report of Activity (January - June 2019)

Transfer to Foundation (To correct Deposit for
12/11/18)

(340.00)

Ending Balance: **\$114,272.89**

355- FOL Holds **\$3,310.45**

Receipts:

Friends of the Library - Membership Proceeds \$2,320.00

Expenditures:

Ingram Library Services (179.82)

Ending Balance: **\$5,450.63**

412 - Outreach **\$264.55**

Ending Balance: **\$264.55**

417 - Wulfmeyer Special Collections **\$177.75**

Ending Balance: **\$177.75**

420 E-Books Grant **\$3,002.98**

Ending Balance: **\$3,002.98**

421 - Audiobooks **\$1.01**

Ending Balance: **\$1.01**

422 - Gates ebooks **\$0.04**

Ending Balance: **\$0.04**

Memorials (500; 502-535) **\$3,225.28**

Receipts:

Miscellaneous Donors \$3,373.00

Expenditures:

City of Wichita (CIP) (1,869.82)

Commerce Bank/Amazon.com (36.05)

Commerce Bank/TUGG.com (Training DVDs) (205.00)

Ingram (1,895.95)

Ending Balance: **\$2,591.46**

<u>Project Summaries Starting & Ending Balances:</u>	<u>January 1 2019</u>	<u>June 30 2019</u>
Local History Fund (130)	\$5,050.90	\$5,850.90
Technology Fund (150)	\$79,708.06	\$29,384.64
SCKLS Facilities Improvement Fund (160)	\$9,657.81	\$9,657.81
Staff Association Fund (210)	\$383.85	\$986.96
Employee Training (220)	\$2,427.99	\$2,277.99
Social Events and Recognition Team (230)	\$1,288.92	\$921.59
Staff Flower Fund (240)	\$209.55	\$649.91
WGS (320)	\$226.43	\$226.43

**Gift and Memorials Account
Report of Activity (January - June 2019)**

Friends of the Library (330)	\$58,558.75	\$66,080.13
Big Read (Friends) (330.1)	\$1,017.52	\$1,017.52
Miscellaneous (340)	\$6,779.59	\$114,272.89
FOL Holds (355)	\$3,310.45	\$5,450.63
Outreach (412)	\$264.55	\$264.55
Wulfmeyer Special Collections (417)	\$177.75	\$177.75
E-Books Grant (420)	\$3,002.98	\$3,002.98
Audio Books (421)	\$1.01	\$1.01
Gates ebooks (422)	\$0.04	\$0.04
Memorials (500; 502-506)	\$3,225.28	\$2,591.46
	\$175,291.43	\$242,815.19
(Certificates of Deposit Transfer - Fall 2011)	(\$110,000.00)	(\$110,000.00)
<u>MONEY MARKET LEDGER BALANCE</u>	<u>65,291.43</u>	<u>\$132,815.19</u>

<u>CERTIFICATES OF DEPOSIT</u>	<u>Invested Amount</u>	<u>Coupon Rate</u>	<u>Market Value</u> <u>(06/30/2019)</u>
ZB NA Salt Lake City UT Matures 8/21/19	\$52,000.00	2.30%	\$52,000.00
Iberiabank Lafayette LA Matures 11/29/19	\$52,000.00	2.40%	\$52,057.20
Comenity Capital Bank Salt Lake City UT Matures 2/21/20	\$52,000.00	2.55%	\$52,134.16
Bank of Hope Los Angeles CA Matures 3/16/20	\$52,000.00	2.60%	\$52,157.04
Comenity Bank New York Matures 5/8/20	\$100,000.00	2.45%	\$100,000.00
UBS Bank USA Salt Lake City UT Matures 8/28/20	\$52,000.00	2.80%	\$52,372.32
JPMorgan Chase Columbus OH Matures 12/21/19	\$75,000.00	3.10%	\$75,336.75
JPMorgan Chase Columbus OH Matures 8/15/19	\$75,000.00	2.70%	\$75,033.00
<u>SECURITIES MARKET VALUE</u>	<u>510,000.00</u>		<u>\$511,090.47</u>
<u>TOTAL ACCOUNT BALANCE</u>			<u>\$643,905.66</u>

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Operations Committee Agenda
Tuesday, July 16 2019, 11:30 a.m.
2nd Floor Collaboration Room #203 (Green)
Advanced Learning Library, 711 W 2nd St., Wichita, KS 67203

1. Call to Order
2. Approval of Minutes of June 2019 Meeting
3. Review of Draft Policy for Background Checks of Program Presenters
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
June 18, 2019

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

Committee Chair Jonathan Winkler called the meeting to order at 11:29 a.m.

Donna Douglas (Winkler) moved to approve the minutes of the May meeting as included in board packets. The motion carried.

Jennifer Goheen arrived.

Director Berner reviewed research regarding the Hall Pass security check system used by Wichita Public Schools. The system checks building visitors against sex offender registries and does not provide a complete background check. The cost of the system is related to the equipment and supplies that enable printing of photo ID stickers for visitors to wear during their time in school facilities. Berner noted that it would be possible for the Library to make use of the Dru Sjorin National Sex Offender Public Website to conduct similar checks of program presenters at no cost. These checks would not replace the broader background checks used for individuals volunteering in non-public areas of library buildings and those working in the Friends of the Library used bookstore.

A best practices review suggests that background checks not be the sole method used to ensure guest safety in library programs. The most common method used in other libraries is to require at least two adults or a combination of library employees and volunteers to be in the room at all times during program presentations. There was interest in learning from the YMCA about other changes that may have been implemented in their facilities. Jennifer Goheen volunteered to research the information and to report at the next meeting. Director Berner will contact the Parks & Recreation department to learn about what checks may be in use for contractors involved in presenting classes in recreation centers.

It was the consensus of the committee that staff should be directed to prepare a draft policy requiring that all individuals making presentations as part of library-sponsored programming be subject to a sex offender background check. Library procedures should be updated to require multiple staff members/volunteers or other adults to be present during all library sponsored programs. The draft policy, procedures and related documents such as release forms should be reviewed with the Law Department as to form prior to the July meeting. The goal is to have policies and procedures in place for implementation as of January 1, 2020.

Director Berner reported on reviews of customer and organizational policies that will be presented to the committee in an upcoming meeting.

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



INTEROFFICE MEMORANDUM

TO: Library Board of Directors Operations Committee
FROM: Cynthia Berner, Director of Libraries *Cynthia Berner*
SUBJECT: Draft Policy – Program Presenter Background Screening
DATE: July 9, 2019

Background: At its last meeting, the Operations Committee asked staff to begin work on a policy for background screening of program presenters and performers.

Analysis: A draft program presenter screening policy has been developed using best practices identified by the National Association of Professional Background Screeners (NAPBS). The policy has been developed to be in compliance with the Fair Credit Reporting Act (FCRA) with potential program presenters and performers treated as applicants under the FCRA. The policy is specific to the screening process. Other safety measures such as requirements for two or more adults to be present in all library-sponsored programs will be addressed in programming procedures.

Financial Considerations: The proposed policy uses only the Dru Sjodin National 50 State Sex Offender Public Website (NSOPW) and reference interviews as part of the screening review. The only cost to complete the screening will be the soft cost of staff time to complete the screenings.

Legal Considerations: The proposed policy has been approved as to form by the Law Department. While the draft policy requires screening only for adult program presenters, juveniles convicted of some offenses may be required to register as a sex offender. The reviewing attorney reports that this information would be open for youth beginning at age 14. It should be noted that the Library currently does not conduct background checks on teens participating in library volunteer programs.

Recommendations or Actions:

After providing comment on the proposed policy, the Committee may wish to recommend that the Board set a public hearing and potential action on a policy for the August Board meeting. Areas where feedback is needed from the committee include, but are not limited to the following:

1. Does the committee desire to limit screenings to adults, or should the draft policy be modified to require screenings starting at a younger age?
2. Does the committee desire to consider the age of a conviction if a match on the registry is found? The draft policy provides for a FCRA appeal process where a potential presenter has the right to dispute the accuracy of any information obtained in a screening check. It does not provide the presenter with the opportunity to provide facts or context about what happened in conjunction with a charge.

REF-015 Program Presenter Screening Policy (DRAFT)

The Wichita Public Library prioritizes the safety of its customers, vendors, volunteers, and staff and the protection of its assets and reputation. To reduce safety risks, prospective program presenters ages eighteen and older who are not current staff members or volunteers will undergo a background screening that complies with the Fair Credit Reporting Act (FCRA). Program presenters are treated as applicants under the FCRA and must be officially approved by the Library prior to presenting a program that is sponsored or co-sponsored by the Library.

Potential program presenters will be informed that selection of their program (for individuals self-submitting program proposals) or their inclusion as a presenter in a program (for staff planned activities) is subject to meeting requirements of the background screening.

All potential non-staff presenters will be required to complete a Disclosure and Authorization form which requests information required to conduct the background screening. Applicants will also submit contact information for at least two references. The approved Disclosure and Authorization form allows the Library to perform a background screening to the extent permitted by law. A completed background check will be valid for a period of one year after which a presenter will be required to provide a new authorization form allowing the Library to initiate an updated screening check.

The following reports will be obtained as part of the screening process:

1. Sex Offender Registry Check– The Dru Sjodin National 50 State Sex Offender Public Website (NSOPW) is a comprehensive 50-state sex offender search and the only up-to-date, comprehensive source of sex offender information. While the website is maintained by the U.S. Department of Justice, it is the responsibility of each jurisdiction in the United States to keep sex offender information for their area accurate, up-to-date, and accessible by the NSOPW.
2. Reference Interview – A short reference interview will be conducted with an individual or organization who can attest to a potential program presenter’s subject matter expertise and presentation skills as being appropriate for a public library audience. A standardized reference checklist will be utilized in conducting all reference interviews.

The Support Services Manager or her designee shall review background screening results to determine if any negative information has a direct connection with a proposed presenter’s ability to fulfill programming duties with competence and integrity, or that might impact safety. A criminal conviction will not automatically prohibit an individual from participating in a program presentation at the library, but will be reviewed on a case-by case basis.

Felony or misdemeanor convictions for the following categories of crimes are generally role-related and, therefore, may be considered in making decisions regarding acceptance of a program presenter:

1. Sex offenses including, but not limited to: rape, sexual battery, aggravated sexual battery, sodomy, aggravated sodomy, lewd and lascivious behavior, solicitation for immoral purposes, buying or selling sexual relations and/or sexual assault.
2. Negative reviews obtained during reference interviews relating to unmet expectations (poor reviews from program attendees, failure to return contracts in a timely manner, no-show at scheduled events, etc.)

Arrests which did not result in the filing of criminal charges or a conviction should not be considered. Criminal charges pending disposition that are role-related may be considered subject to state law.

Agenda

Wichita Public Library Board of Directors

Planning & Facilities Committee

Tuesday, July 16, 2019, 11:30 a.m.

2nd Floor Collaboration Room #204 (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. Master Plan for Branch Libraries Update
5. New Business from Committee Members
6. Adjournment

Agenda

Wichita Public Library Board of Directors

Public Affairs Committee

Tuesday, July 16, 2019 – 11:15 a.m.

2nd Floor Collaboration Room #206 (Red)

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

1. Call to Order
2. Committee Activity Review for New Member
3. State Legislative Advocacy
4. Review of Recent and Expected Earned Media
5. Monthly Call to Action
6. Schedule for Future Meetings
7. Adjournment

Media Report: June 2019

Newspaper

- National Endowment for the Arts: “National Endowment for the Arts Announces \$1 Million in Grants to Support Community Reading Programs Nationwide”
<https://www.arts.gov/news/2019/national-endowment-arts-announces-1-million-grants-support-community-reading-programs>
- *The Wichita Eagle*: “Wichita’s Big Read will explore the quiet beauty of nature and science”
<https://www.kansas.com/opinion/opn-columns-blogs/suzanne-perez/article231514143.html>
- *The Wichita Eagle*: “Wichita Public Library works to bring in a new generation of readers with short story dispensers”
https://www.kansas.com/entertainment/article231323843.html?fbclid=IwAR3g42UISZ5evZlhNm-O3uM2K0_amAi6hX3xIRu7SI2jxXgIGnkoVTxhmFM
- *Kansas Library Association Newsletter*: “Wichita’s Advanced Learning Library Celebrates One Year Anniversary”
<https://cowo365.sharepoint.com/sites/Library/Shared%20Documents/KansasLibraries4.5June2019.pdf>

Television

- June 4, 2019 – KSN Good Day Kansas – “Advanced Learning Library: Summer Reading Program” <https://www.ksn.com/good-day-kansas/advanced-learning-library-summer-reading-program/2052555921>
- June 6, 2019 – Mayor’s News Briefing – Teen Hackathon Registration
- June 7, 2019 – KCTU – Job Fair; Resources and Service for Job Seekers
- June 11, 2019 – KSN – “Changes coming to Wichita libraries”
<https://www.ksn.com/news/local/changes-coming-to-wichita-libraries/>
- June 13, 2019 – KAKE – Teen events at the Library
<http://www.kake.com/clip/14842921/kids-corner-wichita-public-library>
- June 13, 2019 – Mayor’s News Briefing – Big Read Wichita announcement
- June 14, 2019 – KCTU – Big Read Wichita Announcement
- June 21, 2019 – KCTU – “The U.S. Census” program, “People, Pride and Promise” program
- June 22, 2019 – KWCH – Teen Hackathon Registration

- June 26, 2019 – KSN – “Dockum sit-in remembered, honored at Wichita library”
<https://www.ksn.com/news/local/dockum-sit-in-remembered-honored-at-wichita-library/>
- June 28, 2019 – KCTU – Portable Device Dispenser, Google Livestream & Other Digital Resources

Radio

- June 12, 2019 – KMUW – “City Moving Forward With New Master Plan For Wichita’s Neighborhood Libraries” <https://www.kmuw.org/post/city-moving-forward-new-master-plan-wichitas-neighborhood-libraries>