

# AGENDA

## Wichita Public Library Board of Directors Meeting

Tuesday, August 20, 2019 – 12:00 p.m.

Advanced Learning Library Conference Center Rooms A and B (1<sup>st</sup> Floor)

711 W 2nd, Wichita KS 67203

Staff Presentation – Using Technology to Enhance Customer Experiences and Service  
by Jeff Tate, Digital Services Manager

1. Call to Order/Introductions
2. Approval of the Agenda
3. Public Comment
  - Joan Phillips – Background Check Policy
  - Craig Coffey – Library Programming Policies
4. Approval of the Minutes of the July 16, 2019 Meeting
5. Finance Committee Report
  - Approval of Finance Reports
  - Approval of Bills

General Fund Bills	\$849,094.00
Grant Fund Bills	7,410.13
Grant Fund Credits	(36,087.68)
Gift & Memorial Fund Bills	788.54
<b>Total</b>	<b>\$821,204.99</b>

- Materials Bills Exceeding \$10,000
  - 2018 SCKLS Grant Transfer
6. Operations Committee Report
  7. Planning & Facilities Committee Report
  8. Public Affairs Committee Report
  9. Special Committee Reports
    - Friends of the Library
    - Library Foundation
    - Wichita Genealogical Society
  10. Director of Libraries Report
  11. Unfinished Business
  12. New Business
    - Proposed Policy REF-015 Program Presenter Background Screenings
  13. Announcements
  14. Adjournment



# MONTHLY ACTIVITY REPORT

## July 2019

### SERVICE HIGHLIGHTS

The 2019 summer reading programs came to a close on July 26th. During this time staff at the Advanced Learning library issued 2,680 library cards – with 83% of these being new accounts. The peak day of library account registrations was the first day of the program with 86 new library accounts and 21 replacement cards created. Use of the accounts was demonstrated by circulation activity throughout the department. At the Advanced Learning Library, the automated materials handling system processed 69,972 items in July. This translated into a pace of more than 95 items per hour. The Automatic Materials Handling (AMH) machine has been extremely helpful the last couple of months with the busy summer. During the month of June the AMH machine checked in 59,191 items at a rate of 83 items per hour.

Customer Service Manager Kristi Dowell and Evergreen Branch Manager Anne Ethen met with staff from the Office of Community Services to discuss programs and services currently offered by the Evergreen Neighborhood Resource Center and the Evergreen Branch Library. The goal of this meeting was to identify overlaps in programs and services, so as to avoid duplication of efforts upon the proposed consolidation of the neighborhood resource center and the library. A second meeting with representatives of the City Manager's Office and the Department of Housing and Community Services was held to brainstorm options to resolve policy discrepancies identified during the service inventory review session.

Director of Libraries Cynthia Berner and Board members Shelby Petersen and Lauren Hirsh met with Councilman James Clendenin to discuss location and service priorities for the Linwood Branch Library. A series of activities to address concerns of residents who oppose relocation of the branch was created.

Rockwell Branch Manager Savannah Ball met with representatives from several community agencies at the Workforce Center. Participants served on a focus group about technology skill gaps they encounter with customers to help better the Workforce Center's partnership community agencies in Wichita.

The Grow with Google Teen HackATHon was held at the Advanced Learning Library on July 27-28. This was a friendly competition where youth ages 14-18 were tasked with creating projects using technology to address a health issue that teens deal with on a regular basis. Five teams were formed. Each team created a project and presented it to a panel of judges. Several mentors from devICT provided the students with technology assistance and guidance. The panel of judges included City Council member Becky Tuttle, Seth Etter from devICT, and Victor Okwo from Sedgwick County Health Department. Seventy-eight people attended the presentations from the workgroups. One student described the experience by stating, "This feels like school, only more fun".

Downloadable e-books continue to grow in popularity and use. During July, a total of 15,117 titles were borrowed, marking the first time circulation has exceeded 15,000 checkouts. It is also a 13% increase over July 2018 – the highest circulating month of 2018. The month also set a unique users record with 3,109 users – 423 more users than in July 2018.

## OTHER NEWS

On Monday, July 8 the Advanced Learning Library hosted Tanganyika for a presentation of “Nocturnal Animals” to an overflow crowd of nearly 400 attendees. Children and their families got to meet wild animals and learn new facts about their habits and habitats.

Approximately 5,000 items (183 boxes) arrived from the Daughters of the American Revolution State Library on July 11<sup>th</sup>. Volunteers are working to put bookplates in the items and to look them up in the catalog to determine if they are added copies or will need more extensive cataloging work. The first items were cataloged, processed, and made their way to the Research Pavilion in late July.

Representatives from Worden and Hicks-Ashby were in Wichita on July 15 and 16 to complete rework on the Big Book display case and to address a series of minor maintenance issues on furniture and equipment throughout the building.

Access to materials from other libraries has become more convenient as the Kansas Library Express Courier has changed from three to five delivery days each week. Shipments arriving through this courier service now have an average fill time of two days.

Educators from the USD259 Title I office visited the Advanced Learning Library for a tour and overview of library services. Ways to better connect families with library services were also discussed.

The tech training team completed 248 Book-A-Librarian appointments in July.

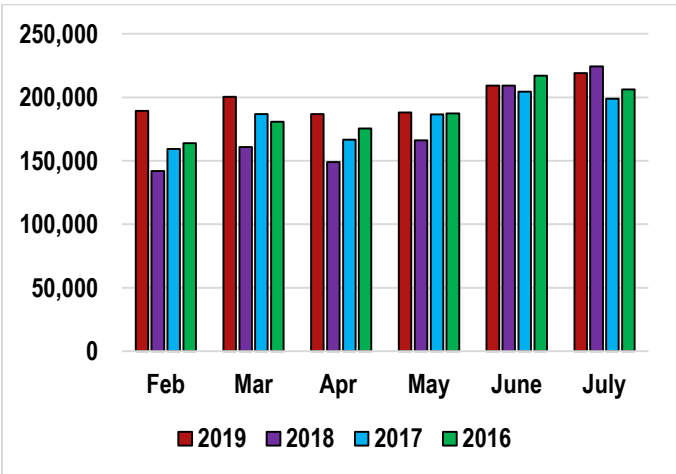
The Burns Research Pavilion hosted out of state researchers from California, Illinois, Missouri, Nevada, Oklahoma, South Dakota, Texas, and Wisconsin. To date in 2019, the Research Pavilion has hosted guests from 24 states. Over the course of 2019, visitors from 21 states have come to Wichita for research visits.

Agencies receiving special programs or services during June included: Branches, Bug Lady, Honey Tree and New Song academies; Project Laundry/Spring Clean Laundromat; Asbury, Envision, Via Christi and Wichita State University child development centers; Kiddy Kollege/Country Acres; Kiddy Kollege/Tyler; KinderCare/Boston; KinderCare/Thurman; Loving Arms Child Care; Scribbles and Giggles Child Care; Tree House/Tyler; Tree House/Maize; Tutor Time/Maize; Tutor Time/21<sup>st</sup> St.; City of Wichita Colvin, Evergreen, Linwood, Lynette Woodard, and Orchard Park recreation centers; Ashley’s House/Central; Ashley’s House/Harry; TOP/Northwest; TOP/South; Fingerprints, Parklane, 2<sup>nd</sup> Street, Shirley Mayes and West Village head start centers; Basic Beginnings, Plymouth and Small Wonders preschools; Benton and Enterprise elementary school latchkey programs; Marshall middle school; USD259 Title 1 office; Kansas Department of Children and Families; Morning Start Montessori; the YMCA special interest camp at the Bel Aire Recreation Center; four family care centers; and three WIC clinic offices. The Library was also an exhibitor at three Screen 4 Success events. A total of 181 organizations and businesses have now received programs or special services from the Library in 2019.

Evergreen staff member Zetta Maxwell celebrated her 40<sup>th</sup> anniversary with the City in July. Interlibrary loan librarian Gavin Thomas received an award for 30 years of service. Digital Services Manager Jeff Tate completed the courses needed for the City of Wichita’s Leadership Needs-Based Coaching Certificate. Communications Specialist Sean Jones has been selected for participation in the Business Journal’s Emerging Leaders program while Customer Services Manager Kristi Dowell will attend Leadership Wichita.

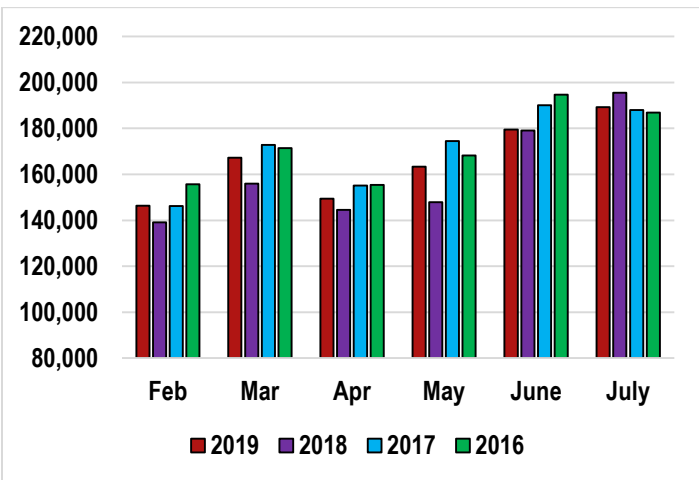
# Service Dashboard

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

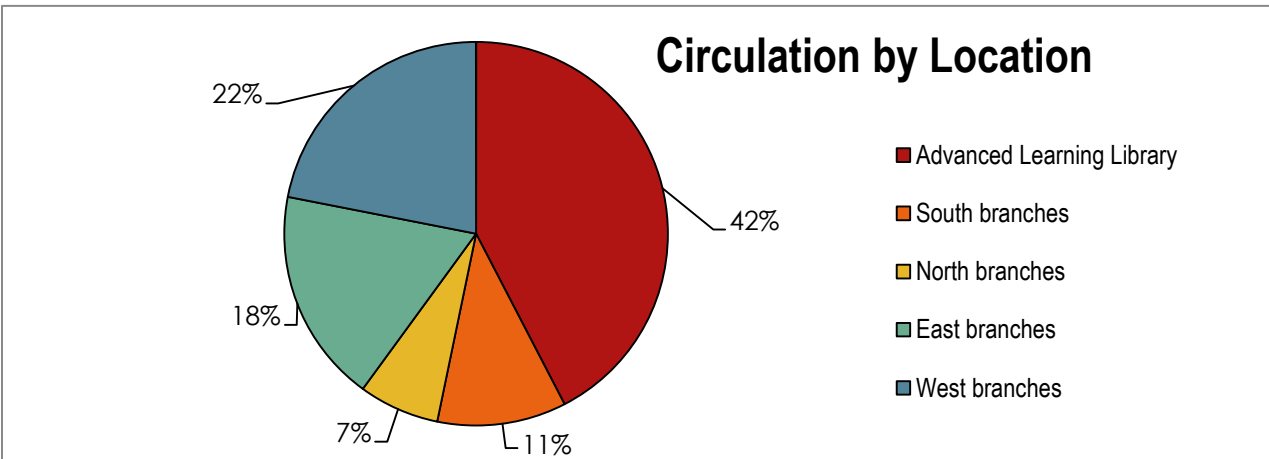


	JULY		
	2019	2018	% change
Door Counts	102,684	106,450	-3.54%
Catalog Use	49,782	49,833	-0.10%
Website Visits	66,632	68,145	-2.22%
Total	219,098	224,428	-2.37%

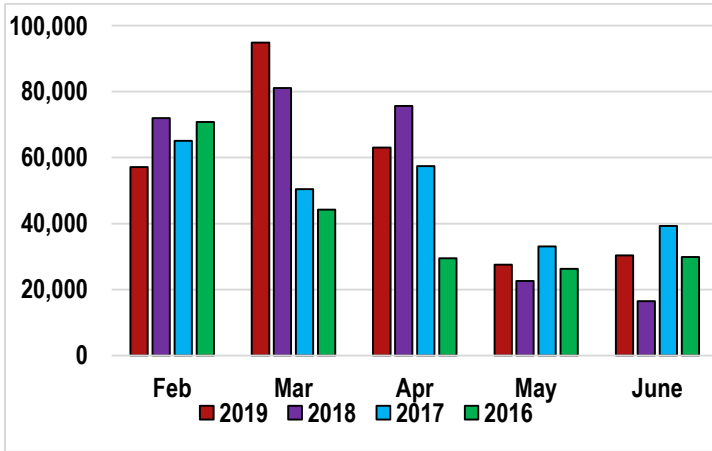
## CHECKOUTS



	JULY		
	2019	2018	% change
Physical Circ	174,159	182,254	-4.44%
E-book Circ	15,117	13,291	13.74%
Total	189,276	195,545	-3.21%



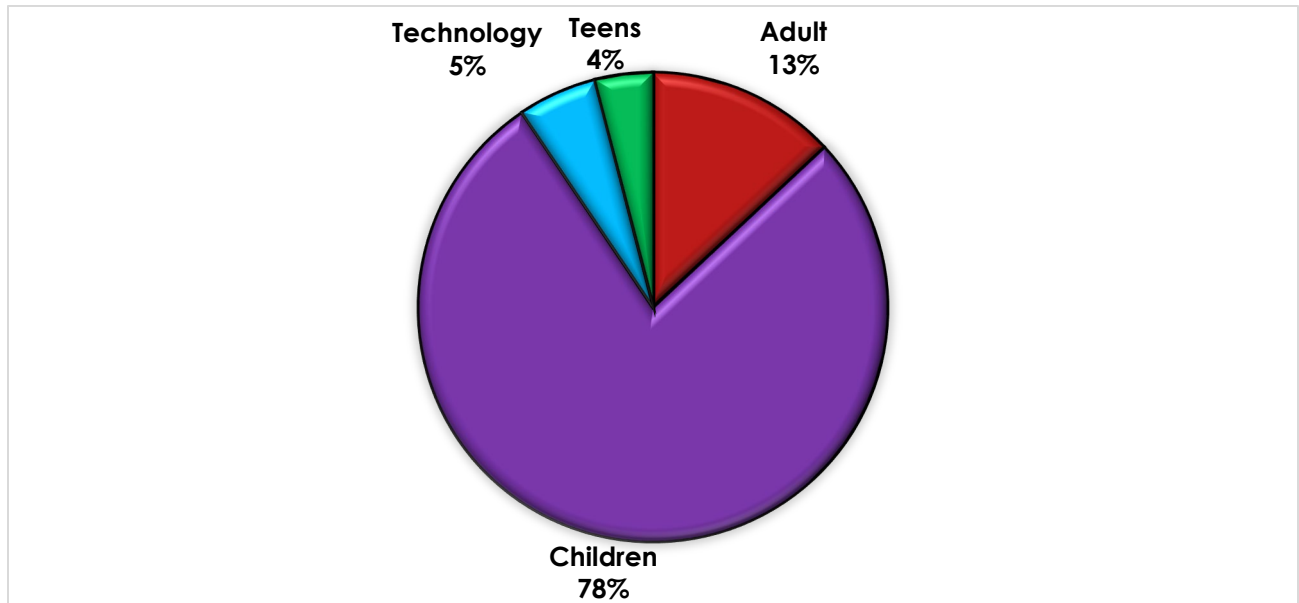
**QUESTIONS ANSWERED (by staff in person/phone and through online services)**



**JULY**

	2019	2018	% change
In person	9,929	14,476	-31.41%
Online	34,048	22,114	53.97%
Total	43,977	36,590	20.19%

**PROGRAM ATTENDANCE**

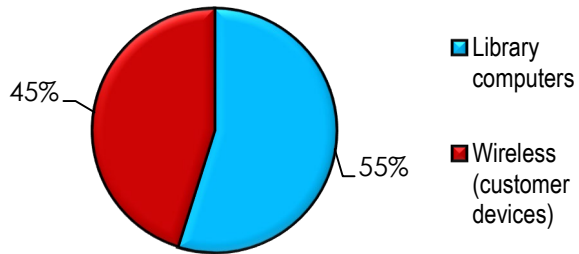


**JULY ATTENDANCE**

	2019	2018	% change
Adult events	882	417	111.51%
Children's events	5,245	4,312	21.64%
Technology training	370	561	-34.05%
Teen events	268	26	930.77%
TOTAL	6,765	5,316	27.26%

**PUBLIC COMPUTING**

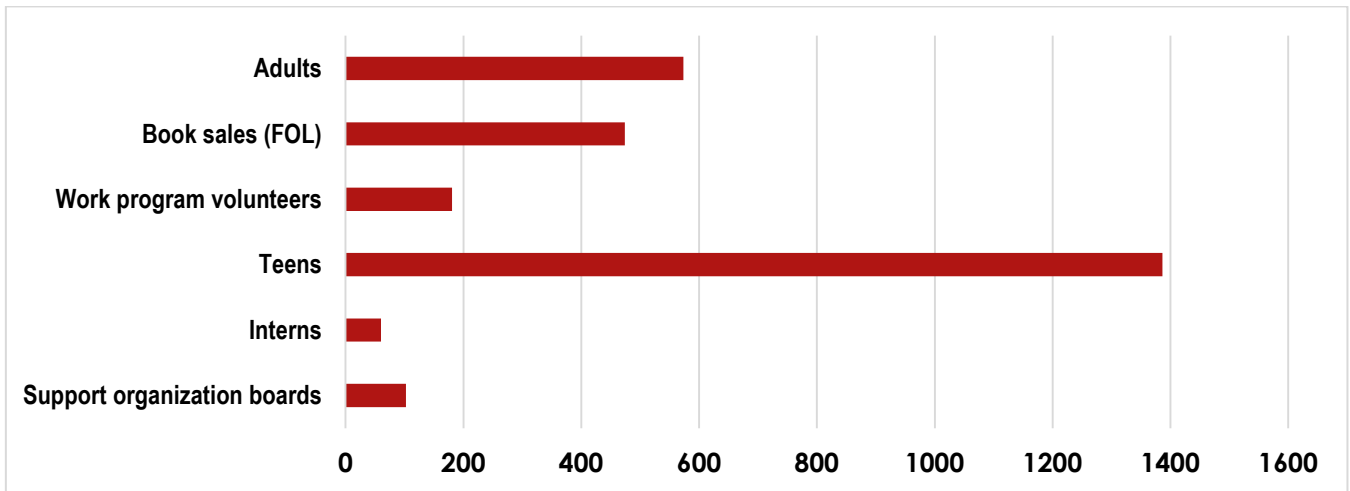
**Method of Computing Access  
(by session)**



**JULY**

	2019	2018	% change
Library Workstation Sessions	12,086	11,018	9.69%
Wi-Fi Sessions	9,950	8,655	14.96%
Number of Users	2,281	2,185	4.39%
Hours of Access	13,254	12,452	6.44%

**VOLUNTEERS (hours of service)**



**Number of volunteers YTD = 272 Hours of service received 13,931**

**MATERIALS DONATIONS (value if purchased)**



**Year to date total = \$62,287**

**Items added to Library collections YTD = 3,450**

## WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors  
July 16, 2019.

The regular meeting of the Library Board of Directors was held on Tuesday, July 16, 2019 at the Advanced Learning Library with the following present: Mr. Lamont Anderson, Ms. Erinn Bock, Mr. Axel Chacon, Ms. Donna Douglas, Ms. Jennifer Goheen, Ms. Lauren Hirsh, Mr. Randall Johnston, Ms. Shannon Littlejohn, Mr. Kevin McWhorter, Ms. TaDonne Neal, Ms. Shelby Petersen, Mr. Chuck Schmidt, and Mr. Jonathan Winkler.

### Staff Presentation

Partnerships and Community Engagement Manager Julie Sherwood presented information about upcoming fall programs. This year's NEA Big Read: Wichita program will feature the book *Lab Girl* by Hope Jahren. During the months of October and November, more than 50 events will be held around Wichita and will relate to the themes in the book. Mayor Jeff Longwell, Lt. Governor Lynn Rogers and Congressional spouse Susan Estes have agreed to serve as honorary co-chairs for the program. The kickoff party will be held on Saturday, September 28 at the Advanced Learning Library. Aubrey Streit and Tim Crews from The Land Institute will share insights emerging from their research community's study of human relationships to crop plants at a keynote event at Botanica on October 9. Chemical oceanographer Sarah Oktay, from the University of California at Davis, will speak at the "Everyone is a Scientist: Lessons from a Life Lived Through the Lens of Curiosity" keynote event, which will be held on October 26 at the Great Plains Nature Center. Additional featured events include a Community Art Fair at City Arts and an Art on the Trail event at the Great Plains Nature Center.

Additional fall programs were highlighted, including an Eating Smart, Moving More program presented by the Sedgwick County Extension Office, community story times, a Safe Streets program addressing underage drinking, and the Tallgrass Film Festival Free Friday Quarterly author events in partnership with Watermark Books and Café will begin in September.

### Call to Order

President Kevin McWhorter called the meeting to order at 12:07 p.m., a quorum being present.

### Approval of the Agenda

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

### Public Comment

None

### **Approval of Minutes**

Minutes of the regular meeting held on June 18, 2019 were presented. Donna Douglas moved (Hirsh) to approve the minutes as included in board packets. **Motion carried unanimously.**

### **Finance Committee Report**

On behalf of the Finance Committee, Chair Erinn Bock moved to approve the revenue report and the 204 report of expenditures for June 2019 as included in board packets. **Motion carried unanimously.**

On behalf of the Finance Committee, Ms. Bock moved to approve the report of bills for June 2019 in the following amounts: General Fund operating bills of \$817,414.98; Grant Fund Bills of \$48,628.84; and Gift & Memorial Fund bills of \$112.40 for a total of \$866,156.22. **Motion carried unanimously.**

On behalf of the Finance Committee, Ms. Bock moved to receive and file the Semi-Annual Report of Staff Travel. **Motion carried unanimously.**

On behalf of the Finance Committee, Ms. Bock moved to receive and file the Semi-Annual Accounting of the Gift and Memorial Fund. **Motion carried unanimously.**

### **Operations Committee Report**

Committee Chair Jonathan Winkler reported that the committee reviewed the draft policy for background checks of program presenters that was included in board packets. In the accompanying agenda report, staff had asked for guidance on two policy issues. The first question concerned background checks for individuals under the age of 18. The committee preferred to leave the age at 18 while holding open the possibility of dropping the age to 16 in the future. The second query revolved around what to do if a background check returned with offenses committed prior to the age of 18. The committee decided to leave decisions in such cases to staff discretion because not all states handle underage offenses in a consistent manner. Shelby Petersen asked what would happen if a NSOPW search returned incomplete results through one or more states' databases being temporarily unavailable. Director Berner stated that since programs are scheduled on a significant lead time, staff would have the opportunity to redo a check when access to any missing states' systems was restored. The committee recommended that an updated version of the proposed policy be added to the new business agenda at the August Library Board meeting.

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

Committee Chair Randy Johnston reported that the punch list at the Advanced Learning Library is still being addressed. The landscaping contractor is replacing dead trees and plants. The City of Wichita has taken over the mowing on a weekly schedule. The HVAC system is running well with only one issue in the conference center. There are no new roof leaks and additional signs are being considered for the parking lot.



A part has been ordered to fix the leak in the basement at the Rockwell branch library.

### **Public Affairs Committee Report**

Committee Chair Lamont Anderson reported that letters are being drafted to send to legislators thanking them for their support of the Library. The letters will highlight all of the great things happening within the library system and will encourage those who have not yet visited the Advanced Learning Library to do so.

### **Special Committee Reports**

*Friends of the Library* – Director Berner reported that the Friends of the Library would like to thank the Library Board for participating in the ICT Adult Spelling Bee. Board members are invited to attend a program on August 8 at the Advanced Learning Library featuring author Jennifer Pharr Davis. Ms. Davis will share stories, slides, and excerpts from her latest book *The Pursuit of Endurance*.

*Library Foundation* – President McWhorter introduced Kristi Oberg, the new Foundation CEO.

*Wichita Genealogical Society (WGS)* – No report.

### **Director of Libraries Report**

Director Berner reported that City Manager Layton will present his recommended operating and Capital Improvement Program budgets to the City Council on July 23.

Discussions continue with Council Member Claycomb about the role of the Evergreen branch within the Evergreen complex. Director Berner and board members Lauren Hirsh and Shelby Petersen met recently with Council Member Clendenin to discuss the planned relocation of the Linwood branch. Director Berner will attend a meeting with Council Member Frye at the Ascension Lutheran Church to discuss opportunities for expanded parking for the Westlink branch.

Director Berner invited the board to extend congratulations to Customer Services Manager Kristi Dowell upon her selection as a participant in the Leadership Wichita program.

### **Unfinished Business**

None

### **New Business**

None

**Announcements**

None

**Adjournment**

The meeting was adjourned at 1:00 p.m.

The next regularly scheduled meeting will be August 20, 2019.

Respectfully submitted,

Cynthia Berner  
Director of Libraries

DRAFT

**WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS**

**Finance Committee Agenda**

Tuesday, August 20, 2019, 11:30 a.m.

1<sup>st</sup> Floor Collaboration Room #115 (Purple)

Advanced Learning Library – 711 W 2<sup>nd</sup> Street, Wichita, KS 67203

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

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

4. **Review of July Bills**

General Fund Bills	\$849,094.00
Grant Fund Bills	7,410.13
Grant Fund Credits	(36,087.68)
Gift & Memorial Fund Bills	788.54
<b>Total</b>	<b>\$821,204.99</b>

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

5. **Materials Bills Exceeding \$10,000**
  - AtoZ Databases - \$15,710
  - NewsBank (Wichita Eagle) - \$21,199

*Proposed Motion: Recommend approval of the two bills and authorize processing of the renewal agreements*

6. **Transfer of 2018 SCKLS Grant Balance to SCKLS Facilities Improvement Fund**

*Proposed Motion: Recommend authorization of transfer of the 2018 SCKLS Grant Fund balance to the SCKLS Facilities Improvement Fund*

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 Minutes

July 16, 2019

Present: Committee members Erinn Brock, Kevin McWhorter and Chuck Schmidt; Support Services Manager Tammy Penland

The meeting was called to order by Erinn Brock at 11:35 a.m.

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

Chuck Schmidt (McWhorter) moved to recommend approval of the June finance reports as included in Board packets. There was no additional discussion. The motion carried.

Erinn Brock (Schmidt) moved to recommend approval of the June bills as itemized in Board packets. There was no additional discussion. The motion carried.

Kevin McWhorter (Brock) moved to recommend that the Board receive and file the Semi-Annual Report of Staff Travel. Brock commended the Library for allowing staff to go professional development training. The motion carried.

Chuck Schmidt (Brock) moved to recommend that the Board receive and file the report for the Semi-Annual Accounting of the Gift and Memorial Fund. There was no discussion. The motion carried.

Penland reported that the City Manager will be releasing his recommended budget on July 23.

Committee members commented favorably about the format of the agenda and requested that this same format be used in future meetings.

The meeting was adjourned at 11:45 a.m.

**WICHITA PUBLIC LIBRARY**

General Fund

**Revenue Analysis Through July 2019**

	Revenue <b>Adopted</b> 2019 Budget	Year to date Receipts	Budgeted to Date	End of year Projection	Year-end Surplus (Deficit)	Percent Received To Date (Goal = 58.33%)
7700 Library desk receipts (fines)	<b>\$296,975.00</b>	\$ 190,830.43	\$ 173,235.42	\$ 120,000.00	\$ 13,855.43	64.26%
7701 Copy machine revenue	<b>\$13,000.00</b>	\$ 9,597.26	\$ 7,583.33	\$ 6,000.00	\$ 2,597.26	73.83%
7703 Public computing	<b>\$34,000.00</b>	\$ 17,857.40	\$ 19,833.33	\$ 11,000.00	\$ (5,142.60)	52.52%
9601 Meeting Rooms	<b>\$25,000.00</b>	\$ 22,917.86	\$ 14,583.33	\$ 12,500.00	\$ 10,417.86	91.67%
9602 Rent/Lease-Office space	<b>\$0.00</b>	\$ -	\$ -	\$ -	\$ -	--
9810 Jury Duty	<b>\$0.00</b>	\$ 146.89	\$ -	\$ -	\$ 146.89	--
9811 Reimbursements	<b>\$0.00</b>	\$ -	\$ -	\$ -	\$ -	--
9819 Miscellaneous Revenue	<b>\$0.00</b>	\$ 250.00	\$ -	\$ -	\$ 250.00	--
9840 Cash over (short)	<b>\$0.00</b>	\$ 1.00	\$ -	\$ -	\$ (1.00)	--
9841 Kansas set-off program collections	<b>\$74,000.00</b>	\$ 86,893.75	\$ 43,166.67	\$ -	\$ 12,893.75	117.42%
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$ 442,975.00</b>	<b>\$ 328,494.59</b>	<b>\$ 258,402.08</b>	<b>\$ 149,500.00</b>	<b>\$ 35,017.59</b>	<b>74.16%</b>



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

FISCAL MONTH 7

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	277,651.96	0.00	0.00	277,651.96	2,061,900.55	2,213,625.45	48.23%
1,101	Longevity	58,200.00	4,714.50	0.00	0.00	4,714.50	33,018.00	25,182.00	56.73%
1,104	Shift differential	4,000.00	308.25	0.00	0.00	308.25	2,320.38	1,679.62	58.01%
1,125	Paid leaves	0.00	51,201.25	0.00	0.00	51,201.25	350,378.51	(350,378.51)	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	60,567.20	0.00	0.00	60,567.20	483,820.06	526,995.94	47.86%
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	478.59	0.00	0.00	478.59	3,298.24	3,701.76	47.12%
1,208	Cellular phone allowance	1,800.00	100.00	0.00	0.00	100.00	700.00	1,100.00	38.89%
1,230	Bonus Pay	0.00	3,000.00	0.00	0.00	3,000.00	7,951.64	(7,951.64)	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	28,985.72	0.00	0.00	28,985.72	215,631.75	192,333.25	52.86%
1,401	Employee pension	540,061.00	39,321.70	0.00	0.00	39,321.70	290,170.88	249,890.12	53.73%
1,403	Workers compensation	55,090.00	3,943.51	0.00	0.00	3,943.51	29,301.53	25,788.47	53.19%
1,404	Unemployment compensation	5,349.00	378.84	0.00	0.00	378.84	2,758.49	2,590.51	51.57%
1,405	Group health insurance	921,384.00	72,780.97	0.00	0.00	72,780.97	541,664.21	379,719.79	58.79%
1,406	Group life insurance	17,102.00	544.94	0.00	0.00	544.94	4,034.21	13,067.79	23.59%
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%
<b>OBJECT TOTAL</b>	<b>1 Personnel services</b>	<b>\$6,817,811.00</b>	<b>\$543,977.43</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$543,977.43</b>	<b>\$4,013,130.34</b>	<b>\$2,804,680.66</b>	<b>58.86%</b>
2,100	Electricity	191,840.00	98,183.43	0.00	0.00	98,183.43	155,938.13	35,901.87	81.29%
2,101	Gas-ONEOK Kansas Gas Service	9,350.00	25,003.65	0.00	0.00	25,003.65	30,106.04	(20,756.04)	321.99%
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	1,788.44	0.00	0.00	1,788.44	3,982.15	12,555.85	24.08%
2,107	Trash service	4,200.00	324.82	0.00	0.00	324.82	2,391.74	1,808.26	56.95%
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	2,109.00	0.00	0.00	2,109.00	7,353.00	3,705.00	66.49%
2,201	PBX - instrument charges	17,460.00	3,390.00	0.00	0.00	3,390.00	11,765.00	5,695.00	67.38%
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 7

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	2.70	0.00	0.00	2.70	491.98	13,008.02	3.64%
2,207	Postage - regular	23,000.00	22.69	0.00	0.00	22.69	165.23	22,834.77	0.72%
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	250.00	0.00	0.00	250.00	764.17	(764.17)	N/A
2,215	Plexar	8,136.00	1,100.00	0.00	0.00	1,100.00	3,850.00	4,286.00	47.32%
2,216	Voice mail	1,512.00	252.00	0.00	0.00	252.00	882.00	630.00	58.33%
2,218	Automatic Call Distribution	0.00	47.50	0.00	0.00	47.50	47.50	(47.50)	N/A
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%
2,303	In town registration fees	0.00	900.00	0.00	0.00	900.00	900.00	(900.00)	N/A
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	31,611.75	0.00	0.00	31,611.75	63,223.50	63,223.50	50.00%
2,401	Vehicle liability	870.00	217.50	0.00	0.00	217.50	435.00	435.00	50.00%
2,501	Pre-employment expenses	0.00	0.00	0.00	0.00	0.00	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
2,505	Contractors	0.00	530.00	0.00	0.00	530.00	530.00	(530.00)	N/A
2,519	Background checks	3,140.00	219.15	0.00	0.00	219.15	1,537.90	1,602.10	48.98%
2,543	Bank charges	5,000.00	670.47	0.00	0.00	670.47	4,660.61	339.39	93.21%
2,599	Other professional services	37,970.00	2,203.20	0.00	0.00	2,203.20	14,488.50	23,481.50	38.16%
2,600	Data center charges	904,169.00	76,452.96	0.00	0.00	76,452.96	512,285.47	391,883.53	56.66%
2,601	Maintenance - data equipment	22,046.00	369.99	0.00	0.00	369.99	130,088.36	(108,042.36)	590.08%
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	2,170.00	1,550.00	58.33%
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	136.00	0.00	0.00	136.00	817.10	2,107.90	27.94%
2,804	Pest control services	13,000.00	747.00	0.00	0.00	747.00	7,387.00	5,613.00	56.82%
2,805	Janitorial services	55,032.00	5,165.48	0.00	0.00	5,165.48	25,640.57	29,391.43	46.59%
2,806	Security/Fire services	0.00	0.00	0.00	0.00	0.00	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%
2,902	Advertising	0.00	33.60	0.00	0.00	33.60	33.60	(33.60)	N/A
2,906	Membership dues	3,195.00	0.00	0.00	0.00	0.00	499.00	2,696.00	15.62%



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

FISCAL MONTH 7

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
2,917	Printing and copying	23,472.00	1,986.05	0.00	0.00	1,986.05	17,105.70	6,366.30	72.88%
2,999	Other contractals	77,583.00	5,470.37	0.00	0.00	5,470.37	61,406.62	16,176.38	79.15%
<b>OBJECT TOTAL</b>	<b>2 Contractual services</b>	<b>\$1,666,979.00</b>	<b>\$259,497.75</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$259,497.75</b>	<b>\$1,068,682.97</b>	<b>\$598,296.03</b>	<b>64.11%</b>
3,101	Computer/printer supplies	900.00	682.99	0.00	0.00	682.99	841.56	58.44	93.51%
3,103	Office supplies	27,525.00	2,312.58	0.00	0.00	2,312.58	14,718.34	12,806.66	53.47%
3,199	Other office supplies	21,050.00	2,253.96	0.00	0.00	2,253.96	12,363.89	8,686.11	58.74%
3,405	Fuel	2,600.00	275.57	0.00	0.00	275.57	1,599.89	1,000.11	61.53%
3,499	Other equipment parts	450.00	11.94	0.00	0.00	11.94	83.58	366.42	18.57%
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	64,216.37	0.00	0.00	64,216.37	239,742.56	437,787.44	35.38%
3,901	Custodial supplies	6,000.00	30.80	0.00	0.00	30.80	397.07	5,602.93	6.62%
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	(24,165.39)	0.00	0.00	(24,165.39)	42,044.91	(42,044.91)	N/A
<b>OBJECT TOTAL</b>	<b>3 Materials and supplies</b>	<b>\$755,710.00</b>	<b>\$45,618.82</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$45,618.82</b>	<b>\$315,138.58</b>	<b>\$440,571.42</b>	<b>41.70%</b>
<b>FUND TOTAL</b>	<b>100 General Fund</b>	<b>\$9,240,500.00</b>	<b>\$849,094.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$849,094.00</b>	<b>\$5,396,951.89</b>	<b>\$3,843,548.11</b>	





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

FISCAL MONTH 7

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>\$849,094.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$849,094.00</u>	<u>\$5,396,951.89</u>	<u>\$3,843,548.11</u>	

**Grant Fund Summary Report  
July 2019**

Grant	Beginning Balance 07/01/19	Revenue Received	Personnel Services	Contractuals	Materials	Supplies & Petty Cash	Equipment	Total Expenditures	Encumbrances	Remaining Balance 07/31/19
<b>SCKLS 2018</b>	\$ 112,011.13	\$ -	\$ 436.26	\$ (36,087.68)	\$ -	\$ -	\$ -	\$ (35,651.42)	\$ -	\$ 147,662.55
<b>SCKLS 2019</b>	\$ 121,848.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 121,848.00
<b>State Aid 2019</b>	\$ 101,528.12	\$ -	\$ -	\$ 6,973.87	\$ -	\$ -	\$ -	\$ 6,973.87	\$ -	\$ 94,554.25
<b>Totals</b>	<b>\$ 335,387.25</b>	<b>\$ -</b>	<b>\$ 436.26</b>	<b>\$ (29,113.81)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (28,677.55)</b>	<b>\$ -</b>	<b>\$ 364,064.80</b>

OCA: 101014 TO 101014

<b>1 Personnel services</b>			
	110	Regular salaries	
	1,100	Bi-weekly wages	
		Payroll, 20190712	137,580.84
		Payroll, 20190726	140,071.12
Total	1,100	Bi-weekly wages	277,651.96
	1,101	Longevity	
		Payroll, 20190712	2,356.00
		Payroll, 20190726	2,358.50
Total	1,101	Longevity	4,714.50
	1,104	Shift differential	
		Payroll, 20190712	148.25
		Payroll, 20190726	160.00
Total	1,104	Shift differential	308.25
	1,125	Paid leaves	
		Payroll, 20190712	28,355.58
		Payroll, 20190726	22,845.67
Total	1,125	Paid leaves	51,201.25
<b>Total</b>	<b>110</b>	<b>Regular salaries</b>	<b>333,875.96</b>
	120	Special salaries	
	1,200	Part time/seasonal	
		Payroll, 20190712	28,727.13
		Payroll, 20190726	31,840.07
Total	1,200	Part time/seasonal	60,567.20
	1,205	Auto allowance	
		Payroll, 20190712	193.80
		Payroll, 20190726	284.79
Total	1,205	Auto allowance	478.59
	1,208	Cellular phone allowance	
		Payroll, 20190726	100.00
Total	1,208	Cellular phone allowance	100.00
	1,230	Bonus Pay	
		Payroll, 20190712	2,500.00
		Payroll, 20190726	500.00
Total	1,230	Bonus Pay	3,000.00
<b>Total</b>	<b>120</b>	<b>Special salaries</b>	<b>64,145.79</b>
	140	Employee benefits	
	1,400	FICA	
		Payroll, 20190712	14,512.63
		Payroll, 20190726	14,473.09
Total	1,400	FICA	28,985.72
	1,401	Employee pension	
		Payroll, 20190712	19,603.75
		Payroll, 20190726	19,717.95
Total	1,401	Employee pension	39,321.70
	1,403	Workers compensation	
		Payroll, 20190712	1,971.91
		Payroll, 20190726	1,971.60
Total	1,403	Workers compensation	3,943.51
	1,404	Unemployment compensation	

# Wichita Public Library General Fund Bills

July

2019

OCA: 101014 TO 101014

Payroll, 20190712	189.68
Payroll, 20190726	189.16

Total	1,404	Unemployment compensation	378.84
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1,405	Group health insurance
Payroll, 20190712	36,395.31
Payroll, 20190726	36,385.66

Total	1,405	Group health insurance	72,780.97
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1,406	Group life insurance
Payroll, 20190712	272.49
Payroll, 20190726	272.45

Total	1,406	Group life insurance	544.94
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Total	140	Employee benefits	145,955.68
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Total	1	Personnel services	543,977.43
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OCA: 101014 TO 101014

<b>2 Contractual services</b>			
	210	Utilities	
	2,100	Electricity	
		City of Wichita	68,230.58
		WESTAR ENERGY	16,805.71
		WESTAR ENERGY - EDI	13,147.14
Total	2,100	Electricity	98,183.43
	2,101	Gas-ONEOK Kansas Gas Service	
		CENTERPOINT ENERGY SERVICES INC	150.65
		City of Wichita	24,775.67
		ONE GAS INC	77.33
Total	2,101	Gas-ONEOK Kansas Gas Service	25,003.65
	2,104	Water	
		City of Wichita	1,788.44
Total	2,104	Water	1,788.44
	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
<b>Total</b>	<b>210</b>	<b>Utilities</b>	<b>125,300.34</b>
	220	Communications	
	2,200	PBX - line charges	
		City of Wichita	2,109.00
Total	2,200	PBX - line charges	2,109.00
	2,201	PBX - instrument charges	
		City of Wichita	3,390.00
Total	2,201	PBX - instrument charges	3,390.00
	2,204	Local services	
		City of Wichita	2.70
Total	2,204	Local services	2.70
	2,207	Postage - regular	
		City of Wichita	22.69
Total	2,207	Postage - regular	22.69
	2,214	Air cards - mobile	
		City of Wichita	250.00
Total	2,214	Air cards - mobile	250.00
	2,215	Plexar	
		City of Wichita	1,100.00
Total	2,215	Plexar	1,100.00
	2,216	Voice mail	
		City of Wichita	252.00
Total	2,216	Voice mail	252.00
	2,218	Automatic Call Distribution	
		City of Wichita	47.50
Total	2,218	Automatic Call Distribution	47.50
<b>Total</b>	<b>220</b>	<b>Communications</b>	<b>7,173.89</b>
	230	Transportation and training	
	2,303	In town registration fees	
		WICHITA REGIONAL CHAMBER OF COMMERCE I	900.00
Total	2,303	In town registration fees	900.00

# Wichita Public Library General Fund Bills

July

2019

OCA: 101014 TO 101014

Total	230	Transportation and training	900.00
	240	Insurance	
	2,400	Building and contents insurance	
		City of Wichita	31,611.75
Total	2,400	Building and contents insurance	31,611.75
	2,401	Vehicle liability	
		City of Wichita	217.50
Total	2,401	Vehicle liability	217.50
Total	240	Insurance	31,829.25
	250	Professional services	
	2,505	Contractors	
		LIQUID ENVIRONMENTAL SOLUTIONS LLC	530.00
Total	2,505	Contractors	530.00
	2,519	Background checks	
		HIRERIGHT LLC	219.15
Total	2,519	Background checks	219.15
	2,543	Bank charges	
		City of Wichita	670.47
Total	2,543	Bank charges	670.47
	2,599	Other professional services	
		SIGN LANGUAGE INTERPRETING SERVICES	252.00
		UNIQUE MANAGEMENT SERVICES INC	1,951.20
Total	2,599	Other professional services	2,203.20
Total	250	Professional services	3,622.82
	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	
		City of Wichita	369.99
Total	2,601	Maintenance - data equipment	369.99
Total	260	Data processing	76,822.95
	270	Equipment charges	
	2,700	Motor pool - scheduled charges	
		City of Wichita	310.00
Total	2,700	Motor pool - scheduled charges	310.00
	2,708	Uniform rental service	
		ARAMARK UNIFORM & CAREER APPAREL GRP II	136.00
Total	2,708	Uniform rental service	136.00
Total	270	Equipment charges	446.00
	280	Buildings and grounds charges	
	2,804	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
Total	280	Buildings and grounds charges	5,912.48
	290	Other contractals	

Wichita Public Library General Fund Bills

July

2019

OCA: 101014 TO 101014

2,902 Advertising  
WICHITA EAGLE 33.60

Total	2,902 Advertising	33.60
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2,917 Printing and copying  
City of Wichita 1,314.90  
HOUCHEM BINDERY LTD 671.15

Total	2,917 Printing and copying	1,986.05
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2,999 Other contractals  
ARAMARK UNIFORM & CAREER APPAREL GRP II 70.50  
City of Wichita 5,393.37  
UNDERGROUND VAULTS & STORAGE INC 6.50

Total	2,999 Other contractals	5,470.37
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Total	290 Other contractals	7,490.02
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Total	2 Contractual services	259,497.75
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# Wichita Public Library General Fund Bills

July

2019

OCA: 101014 TO 101014

<b>3 Materials and supplies</b>			
	310	Office supplies	
	3,101	Computer/printer supplies	
		City of Wichita	28.99
		ENVISIONWARE INC	654.00
Total	3,101	Computer/printer supplies	682.99
	3,103	Office supplies	
		City of Wichita	2,312.58
Total	3,103	Office supplies	2,312.58
	3,199	Other office supplies	
		City of Wichita	2,253.96
Total	3,199	Other office supplies	2,253.96
Total	310	Office supplies	5,249.53
	340	Equipment parts	
	3,405	Fuel	
		City of Wichita	275.57
Total	3,405	Fuel	275.57
	3,499	Other equipment parts	
		City of Wichita	11.94
Total	3,499	Other equipment parts	11.94
Total	340	Equipment parts	287.51
	380	Non-capitalizable equipment < \$5000 each	
	3,811	Library materials < \$5,000 each	
		CENGAGE LEARNING	321.97
		City of Wichita	57,143.84
		OVERDRIVE INC	6,750.56
Total	3,811	Library materials < \$5,000 each	64,216.37
Total	380	Non-capitalizable equipment < \$5000 each	64,216.37
	390	Other commodities	
	3,901	Custodial supplies	
		City of Wichita	30.80
Total	3,901	Custodial supplies	30.80
	3,990	Purchasing Card Clearing	
		City of Wichita	-24,165.39
Total	3,990	Purchasing Card Clearing	-24,165.39
Total	390	Other commodities	-24,134.59
Total	3	Materials and supplies	45,618.82



Wichita Public Library General Fund Bills

July

2019

OCA: 101014 TO 101014

**Grand Total**

**849,094.00**

# Library Grant Bills

July

2019

**Grant 810802 South Central Kansas Library System 2018**

1 Personnel services

120 Special salaries

1,200 Part time/seasonal

Payroll, 20190712 128.89

Payroll, 20190726 193.33

Total	1,200 Part time/seasonal	322.22
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Total	120 Special salaries	322.22
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130 Overtime

1,301 Straight

Payroll, 20190726 64.44

Total	1,301 Straight	64.44
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Total	130 Overtime	64.44
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140 Employee benefits

1,400 FICA

Payroll, 20190712 9.99

Payroll, 20190726 19.10

Total	1,400 FICA	29.09
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1,401 Employee pension

Payroll, 20190726 7.10

Total	1,401 Employee pension	7.10
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1,403 Workers compensation

Payroll, 20190712 1.13

Payroll, 20190726 2.13

Total	1,403 Workers compensation	3.26
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1,404 Unemployment compensation

Payroll, 20190712 0.13

Payroll, 20190726 0.25

Total	1,404 Unemployment compensation	0.38
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1,405 Group health insurance

Payroll, 20190726 9.65

Total	1,405 Group health insurance	9.65
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1,406 Group life insurance

Payroll, 20190726 0.12

Total	1,406 Group life insurance	0.12
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Total	140 Employee benefits	49.60
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Total	1 Personnel services	436.26
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2 Contractual services

220 Communications

2,217 Internet Service

USAC TREAS -43,543.68

Total	2,217 Internet Service	-43,543.68
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Total	220 Communications	-43,543.68
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290 Other contractals

2,906 Membership dues

KANSAS CITY METROPOLITAN 7,456.00

Total	2,906 Membership dues	7,456.00
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# Library Grant Bills

July

2019

**Grant 810802 South Central Kansas Library System 2018**

Total	290 Other contractals	7,456.00
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Total	2 Contractual services	-36,087.68
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**Total 810802 South Central Kansas Library System 201 -35,651.42**

# Library Grant Bills

July

2019

<b>Grant</b>	<b>810904</b>	<b>Library-State Grants-In-Aid 2019</b>
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2 Contractual services

220 Communications

2,217 Internet Service

COX COMMUNICATIONS	9,971.77
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USAC	-3,202.80
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Total	2,217 Internet Service	6,768.97
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Total	220 Communications	6,768.97
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290 Other contractals

2,900 City administrative charges

City of Wichita	204.90
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Total	2,900 City administrative charges	204.90
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Total	290 Other contractals	204.90
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Total	2 Contractual services	6,973.87
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<b>Total</b>	<b>810904</b>	<b>Library-State Grants-In-Aid 2019</b>	<b>6,973.87</b>
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Library  
Grant Bills

July

2019

**All Grants Total**

**-28,677.55**

## GIFT AND MEMORIAL FUND

**RECEIPTS/REIMBURSEMENTS**

Baird (interest)	\$534.89	
Baird (dividend)	\$60.68	
Friends of the Library (Monthly Donation)	\$1,482.00	
Friends of the Library (2nd Quarter Membership Reimbursements)	\$1,345.00	
Memorial Donations	\$52.61	
Wichita Water Center (Reimbursement for Senior Wednesday Website Hosting/Domain Renewal)	\$345.70	
	<b>TOTAL RECEIPTS</b>	<b>\$3,475.18</b>

**EXPENDITURES**

<i>Designated Funds</i>		
Kroger (Flower Fund)*	62.30	
<i>Undesignated Funds</i>		
Commerce Bank/Doteasy (Website Hosting/Domain Renewal)*	349.16	
Reverie Roasters (ALL Tour-Greater Wichita Ministerial League)	93.28	
Reverie Roasters (Staff Retirement)	283.80	
	<b>TOTAL EXPENDITURES</b>	<b>\$788.54</b>

\*Reimbursed expenses

Ms. Berner:

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

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



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**INTEROFFICE MEMORANDUM**

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**TO:** Library Board of Directors  
**FROM:** Sarah Kittrell  
**SUBJECT:** Approval of Invoices Exceeding \$10,000 – AtoZ Databases and Newsbank  
**DATE:** August 13, 2019

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**Background:** The Library Board of Directors must take special action to approve materials purchases when the cost of a single invoice exceeds \$10,000. This includes magazine subscription invoices as well as licensing of databases. Most of the database terms expire in the last quarter of the year or at the first of a calendar year. Because the City is in the process of converting to a new financial system, departments have been asked to do earlier processing of invoices so that end of year transactions can be kept to a minimum. In alignment with this request, staff have obtained two license renewal invoices for the Board's consideration.

**Analysis:** The AtoZ database provides information for over 15 million businesses, 240 million people and 7 million jobs. The current subscription expires at the end of 2019. AtoZ is an invaluable resource for current and perspective business owners as it provides contact information for businesses and executives, industry profiles, and competitor information. It also provides a searchable telephone directory for individuals – service that is becoming more valuable as the Library is no longer able to acquire telephone books from outside of the Wichita metro area. There are a limited number of similar products available. Library staff have evaluated these and believe that AtoZ remains the best choice based upon the depth and accuracy of service for the price.

NewsBank has exclusive rights to make the digital version of the *Wichita Eagle* available for library use. This includes access to full-text digital news articles and blog posts from 1984 to present issues. In 2018, NewsBank added a fully searchable image of the current day's edition to the subscription offerings. The access is available from outside Library facilities when accessed with a Wichita Public Library card. The subscription also provides access to selected full text news articles, blog posts, and magazine articles from around the country and the world. The current subscription expires at the end of 2019. The license includes copies of digital microfilm. In the past 12 months, NewsBank was used for 22,992 searches.

**Financial Considerations:** In 2017, the Library negotiated a three-year agreement with AtoZ at an annual subscription cost of \$15,710 per year. At this price, the cost per search for the past year has been \$0.67.

The proposed price for a one year renewal from NewsBank is \$21,199. This is an increase of \$1,402 (7%) from 2019, however this cost now includes the added image edition product, which was not bundled in this invoice in 2019. The cost per use for the last 12 months was \$0.86, a decrease from the cost per use of \$1.32 in 2018.

**Legal Considerations:** The license agreements have been approved as to form by the Law Department.

**Recommendations/Actions:** It is recommended that the Board approve the two bills and authorize processing of the renewal agreements.



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**INTEROFFICE MEMORANDUM**

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**TO:** Library Board of Directors  
**FROM:** Cynthia Berner *Cynthia Berner*  
**SUBJECT:** Proposed Transfer of SCKLS 2018 Grant to the SCKLS Facilities Improvement Fund  
**DATE:** August 13, 2019

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**Background:** The South Central Kansas Library System (SCKLS) provides grants to member libraries to be used for library purposes only with no administrative fees allowed. The SCKLS Facilities Improvement Fund, a Wichita Public Library managed fund created by the Library Board of Directors in 2017, uses funds received from SCKLS to underwrite the purchase and support of furnishings, equipment, materials, programs and services that benefit library customers as recommended in the building program for the Advanced Learning Library and the Master Plan for Branch Libraries. Expenditures from this fund are authorized by the Director of Libraries and are reviewed and approved by the Library Board of Directors. An accounting of receipts and expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

**Analysis:** The City's Finance Department is encouraging early cutoffs of spending in 2019 in order to facilitate a transition to a new finance system. A transfer of the balance of the 2018 SCKLS grant would ensure that the fund is closed in advance of the early cutoff while enabling the department to make use of the funds to support planned enhancements to the branch library system.

**Financial Considerations:** As of July 31, 2019, the available balance of the 2018 SCKLS grant fund was \$147,662.55. The fund balance increased more than \$36,000 in July as a result of e-rate refunds for branch Internet connections.

The SCKLS grant agreement requires that all funds from the grant be expended or transferred prior to December 31, 2019. The SCKLS Executive Director has previously determined that transferring unexpended funds into the SCKLS Facilities Improvement Fund to assist with implementation of the branch plan fulfills the spending requirements of the grant agreement.

**Recommendations/Actions:** It is recommended that the Board authorize staff to transfer the remaining balance of the 2018 SCKLS grant into the SCKLS Facilities Improvement Fund prior to September 30, 2019.



**WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS**  
**Operations Committee Agenda**  
**Tuesday, August 20 2019, 11:30 a.m.**  
Conference Center Room C (1<sup>st</sup> floor)  
Advanced Learning Library, 711 W 2<sup>nd</sup> St., Wichita, KS 67203

1. Call to Order
2. Approval of Minutes of July 2019 Meeting
3. Proposed Policy REF-015 Program Presenter Background Screening
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**  
**July 16, 2019**

Present: Committee members Jonathan Winkler, Donna Douglas, Jennifer Goheen and TaDonne Neal; Staff members Cynthia Berner and Julie Sherwood; guest Darla DeSpain (Sign Language Interpreting Services).

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

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

Director Berner summarized information from a staff report and draft policy on program presenter background screenings included in board packets. Direction needed by staff includes a decision about the age limit at which screenings should be required for presenters. Because states handle juvenile convictions in different ways, the Committee directed that screenings be required for adult presenters only.

The committee was also asked for guidance on handling potential matches to the registry. Mr. Winkler expressed support for leaving discretion in the hands of staff. Ms. Douglas agreed that this would be appropriate.

Ms. Neal asked about the timeline for completion of checks. Director Berner reported that the benefit of using the NSOPW website is that results of checks are instantaneous. Mr. Winkler asked about the frequency of substitute presenters. Ms. Sherwood reported that the Library's contract prohibits subcontracting but that when a contract is with a group or organization that last minute changes in presenters do occur on occasion.

Mr. Winkler recommended reformatting the next to last paragraph of the proposed policy to clarify that negative reviews obtained during reference interviews are not crimes.

By general consent, the Committee decided to recommend that discussion of the proposed policy be added to the August Library Board meeting agenda as an item of new business.

The meeting was adjourned at 12:05 p.m.



## INTEROFFICE MEMORANDUM

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**TO:** Library Board of Directors  
**FROM:** Cynthia Berner, Director of Libraries *Cynthia Berner*  
**SUBJECT:** Proposed Policy – Program Presenter Background Screening  
**DATE:** August 13, 2019

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**Background:** The attached set of materials are in response to a directive from the Operations Committee to prepare a proposed program presenter background screening policy for consideration and implementation by the Library Board of Directors.

In addition to the background screening policy, programming procedures are being modified to allow parents and caregivers to be present during any library programming for children and ensuring that at least two adults, including at least one staff member, are present during all library programs for children.

The Library is also co-sponsoring customer safety training with the Wichita Area Sexual Assault Center. Classes planned for the fall include:

**Protective Parenting:** This class is geared for parents, caregivers, or any adult who is interested in learning more about child sexual abuse. We will discuss the definition of child sexual abuse, common myths, behavioral and physical indicators, how to talk with youth of all ages about personal body safety, how to appropriately respond to disclosures of abuse, community resources and much more. You will leave feeling empowered to protect any child under your care. Certificates of attendance will be issued.

**Personal Safety Awareness for Children:** This presentation teaches children about the different kinds of touch: safe, confusing, or not safe. Children will safety plan by learning NO, GO, TELL as a response to an inappropriate or unsafe touch. (Ages 3-10)

**Analysis:** The proposed policy is based upon best practices identified by the National Association of Professional Background Screeners (NAPBS). The policy complies 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 are addressed in programming procedures.

The following documents will be used as part of the Library's screening policy processes:

- Fair Credit Reporting Act (FCRA) Compliance for Screening of Program Presenters Procedures
- Program Presenter Consent and Disclosure Form
- Program Presenter Reference Interview
- FCRA Pre-Adverse Action Letter
- FCRA Notification of Adverse Action

**Financial Considerations:** The proposed policy uses 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 and accompanying materials been approved as to form by the Law Department.

**Recommendations or Actions:** Staff recommend adoption of proposed policy REF-015 Program Presenter Screening Policy as attached to this report.

## **REF-015 Program Presenter Background Screenings 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 a background screening.

All potential non-staff presenters will be required to complete a Disclosure and Authorization form authorizing the Library to perform a background screening. 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.

Convictions for 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 are generally role-related and, therefore, may be considered in making decisions regarding acceptance of a program presenter.

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.) may result in non-acceptance of a program presenter or performer.

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.

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## **Fair Credit Reporting Act (FCRA) Compliance Procedures for Screening of Program Presenters**

### **Step 1: Disclosure and Authorization**

The proposed presenter must give the Library authorization to conduct a background screening. A background screening cannot be lawfully conducted without a signed disclosure and authorization form.

- The consent and disclosure form(s) should be submitted as part of a program proposal by an individual or group requesting an opportunity to be included in the Library's programming calendar of event.
- When a person or organization is asked to present a program by Library staff, the consent and disclosure form(s) should be provided along with the proposed performer's agreement or confirmation letter.

The Partnerships and Community Engagement Manager is responsible for collecting disclosure forms and for keeping them on file in accordance with the Library's records retention policy.

### **Step 2: Pre-Adverse Action**

If results of a screening return information which may be used, in whole or in part, as a basis for an adverse action (disqualification of a presenter), the information should be discussed with the potential presenter to obtain any additional role-related information prior to making any disqualification decision. In addition, the proposed presenter must receive a copy of the NSOPW report, a pre-adverse action letter (using the FCRA Preliminary Notice of Adverse Action notification template) and a copy of the Fair Credit Reporting Act notice of rights.

### **Step 3: Explanation Waiting Period**

If the proposed presenter does not respond to the notification within one week, the Library may proceed with its decision to disqualify the proposed presenter from a role in a Library program. If the proposed presenter responds, the Library should carefully consider the information submitted and then make a decision.

### **Step 4: Notification of Adverse Action**

The Library must provide a potential program presenter with written notice of disqualification as a program presenter using the FCRA Final Notice of Adverse Action template.

### **Step 5: Records Retention**

Copies of all consent and disclosure forms and all other documentation related to an Adverse or Pre-Adverse Action shall be maintained for five years.

<b>For Office Use:</b> NSOPW review date/by: _____ Reference check date/by: _____ _____ Approved to present    _____ Not approved
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### Program Presenter Consent and Disclosure Form

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). The following information is required for completion of a background screening check.

First Name	Middle Name	Last Name
Street Address	City	State/Zip
Primary Telephone #		Alternate Telephone #
Date of Birth (MM-DD-YYYY)		Email address
Have you previously presented at the Wichita Public Library? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, date and title of your last presentation:		
Provide contact information for two libraries or similar organizations that can speak to your presentation expertise.		
Name:		Organization:
Phone:		Email address:
Name:		Organization:
Phone:		Email address:
Name:		Organization:
Phone:		Email address:

I certify that the information provided on this application is true to the best of my knowledge.

\_\_\_\_\_  
Signature Date



## Program Presenter Reference Interview

Proposed Presenter: \_\_\_\_\_

Title of Proposed Presentation: \_\_\_\_\_

Reference Name and Organization: \_\_\_\_\_

1. When did your library/organization last engage [presenter] for a program?
2. How would you describe the ease of working with this presenter during program planning?
3. Did the presenter arrive for the scheduled event in a timely manner?
4. How would you rate the presenter's preparation for the presentation?
5. Describe the presenter's expertise about the program's subject matter.
6. Was the presentation age appropriate for the intended audience?
7. What feedback did you receive from the audience about the presentation?
8. How likely would you be to use this performer in the future?
9. What else should our library know before making a decision regarding use of this presenter?

Check completed by:

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Signature

Date

**FCRA Pre-Adverse Action Letter**

[Date]

[Applicant's Name]

[Applicant's Address]

Dear [Applicant Name],

Enclosed is a background screening report that we requested in connection with your application program presenter for our library. In accordance with the federal Fair Credit Reporting Act (FCRA), also enclosed is a copy of your rights under the Act.

Due, in part, to the contents of this report, a decision is pending regarding your acceptance as a program presenter. As required under the FCRA, we are notifying you in advance of any adverse action being taken.

You have the right to dispute the accuracy of the information in this report by contacting the reporting agency listed below directly.

[Reporting Agency Name]  
[Reporting Agency Address]  
[Toll-free phone number of Reporting Agency]

Sincerely,

Enclosures:

Copy of NSOPW Report

[A Summary of Your Rights Under the Fair Credit and Reporting Act](#)

**FCRA Notification of Adverse Action**

[Date]

[Applicant's Name]

[Applicant's Address]

Dear [Applicant Name],

Thank you for your interest in being a program presenter at the Wichita Public Library. Due to information received from the background screening report previously provided to you, we are not able to offer you a place in our program schedule at this time.

The reporting agency that supplied the report did not make the decision relating to your role as a program presenter, and it cannot give specific reasons for the decision.

You were previously provided with a summary of your rights under the FCRA, which includes the right to dispute the accuracy or completeness of any information the reporting agency furnished by contacting the agency directly. You may also request an additional free report from the agency if done so within 60 days.

[Reporting Agency Name]

[Reporting Agency Address]

[Toll-free phone number of Consumer Reporting Agency]

Sincerely,

# **Agenda**

## **Wichita Public Library Board of Directors**

### **Planning & Facilities Committee**

Tuesday, August 20, 2019, 11:30 a.m.

1<sup>st</sup> Floor Collaboration Room #116 (Yellow)

Advanced Learning Library, 711 W 2<sup>nd</sup> St., Wichita, KS 67203

1. Call to Order
2. Master Plan for Branch Libraries Activities
3. Branch Library Facilities Issues
4. Advanced Learning Library Facilities Issues
5. New Business from Committee Members
6. Adjournment

# **Agenda**

## **Wichita Public Library Board of Directors**

### **Public Affairs Committee**

Tuesday, August 20, 2019 – 11:15 a.m.

1<sup>st</sup> Floor Collaboration Room #117 (Red)

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

1. Call to Order
2. Approval of Minutes of July 16 Meeting
3. Review of Accomplishments Since Last Meeting
4. Issues Updates
5. Review of Recent and Expected Earned Media
6. Monthly Call to Action
7. Adjournment

**Wichita Public Library Board of Directors**  
**Public Affairs Committee Meeting**  
**July 16, 2019**

Present: Board members Lamont Anderson, Lauren Hirsh, Shannon Littlejohn, and Shelby Petersen; Staff members Cynthia Berner and Sean Jones

Committee Chair Lamont Anderson called the meeting to order at 11:19 a.m.

Director of Libraries Cynthia Berner briefly discussed a meeting that she, Lauren Hirsh and Shelby Petersen had with City Council Member James Clendenin about relocating the Linwood branch.

*Cynthia Berner left the meeting.*

Lamont Anderson introduced Lauren Hirsh as a new Public Affairs Committee member. Lamont and other Committee members gave an overview of the advocacy work the Committee conducts in support of the Wichita Public Library.

The potential relocation of the Linwood Park Branch was discussed. The discussion was focused on messaging for Library and District III staff to use regarding public inquiry about relocating Linwood. Shelby Petersen recommended using a word other than “relocate” to discuss the positive aspects of this decision (i.e. moving, expanding, growing, transitioning). There will be a survey available for feedback about the most used services at the current Linwood location. One recommendation was offering face-to-face meetings that would let customers ask questions and get answers, and let the Library and City Council show residents what a new Linwood Library could look like. The Committee asked Sean to work with Cynthia on determining a timeline for the survey and when messaging needs to be finished.

There was no State Legislative Advocacy business to report.

Library Communications Specialist Sean Jones gave a review of recent and expected earned media, pertaining to two events in particular: the Jennifer Pharr Davis author talk on Thursday, Aug. 8 and the fall gardening series beginning July 30. Sean also reported that media sponsorships are being gathered for this year’s NEA Big Read: Wichita program.

Shannon Littlejohn discussed letters written for state legislators and the City Council. The letters thank representatives for their service and past and present support of libraries, letting them know of the success of the Advanced Learning Library, and invite them for a tour of the facility to showcase the progress made in Wichita. Board President Kevin McWhorther will sign the letters for state legislators. The letters for City Council will need to be distributed as soon as possible.

The next meeting of the Public Affairs Committee will be on Tuesday, Aug. 20 at 11:15 a.m. before the Library Board of Directors meeting.

The meeting was adjourned by Lamont Anderson at 11:57 a.m.

## **Media Report: June 2019**

### **Newspaper**

- July 1, 2019 – West Side Story – “Wichita Public Library will check out Chromebooks to customers”

### **Television**

- July 11, 2019 – KAKE – Teen Hackathon / Modern Pop Art Experience - <http://www.kake.com/clip/14859906/kids-corner-wichita-public-library>
- July 26, 2019 – KCTU – Fall Gardening / Jennifer Pharr Davis program
- July 27, 2019 – KAKE – Fall Gardening Series - <http://www.kake.com/clip/14874262/interview-free-fall-gardening-classes-at-wichita-public-library>
- July 27, 2019 – KWCH – Jennifer Pharr Davis program
- July 28, 2019 – KSN – Teen Hackathon - <https://www.ksn.com/news/local/teens-practice-application-development-and-apply-life-skills-at-teen-hackathon/>
- July 30, 2019 – KWCH – Back to School at the Library - <https://www.kwch.com/content/news/Experts-recommend--513379601.html>