

A G E N D A

Wichita Public Library Board of Directors Meeting Tuesday, April 21, 2020 – 12:00 p.m. Virtual Meeting

Due to the COVID-19 pandemic, members of the public are unable to attend Board of Directors meetings in person. Meeting materials are available at <https://wichitalibrary.org/About/Pages/board-of-directors.aspx>. The meeting will be available for listening and viewing on YouTube, accessible through the Wichita Public Library channel or <http://wichitalibrary.org/stream>.

Residents with a question or comment relevant to agenda items may type them into the chat on the YouTube live stream. They may also participate by emailing comments or questions to cberner@wichita.gov, providing their name, address and the agenda item(s) they are speaking toward, followed by their comments. A member of the Library staff will read emailed comments during the meeting. To ensure comments are included, all emails must be submitted by 5 p.m. Monday, April 20.

1. Call to Order
2. Approval of the Agenda
3. Public Comment – SUSPENDED DURING VIRTUAL MEETINGS
4. Minutes of the February 18, 2020 Meeting
5. Unfinished Business
6. New Business

a) Final January 2020 Finance Reports Bills

General Fund Bills	\$650,344.53
Grant Fund Bills	21,280.29
<u>Total</u>	\$671,624.82

b) Final February 2020 Finance Reports and Bills

General Fund Bills	\$698,915.53
Grant Fund Bills	17,835.87
<u>Total</u>	\$716,751.40

c) Preliminary March 2020 Finance Reports and Bills

General Fund Bills	\$734,072.10
Grant Fund Bills	2,026.02
Gift & Memorial Fund Bills	3,446.04
<u>Total</u>	\$739,544.16

- d) Proposed FY20 State Grants-in-Aid Budget
- e) Proposed FY20 South Central Kansas Library System Grant Budget

7. Standing Committee Reports
8. Special Committee Reports
9. Director of Libraries Report
10. Announcements
11. Adjournment



MONTHLY ACTIVITY REPORT

March 2020

SERVICE HIGHLIGHTS

This month, Library staff shifted focus to digital resources for customers in response to the COVID-19 pandemic and temporary shutdown of Library locations.

Due to COVID-19 exposure risk, library buildings closed to the public on March 17 with all programs and room rentals cancelled for the final two weeks of the month. After a stay at home order was issued the following week, all paraprofessional and clerical employees were placed on furlough. Exempt employees transitioned to work from home with limited shifts in library facilities to empty materials returns, provide telephone reference services, and provide email and telephone assistance with digital resources.

Adjustments were made to enable broader customer access to digital collections during the building closures. These included extensions of hold pickup and due dates into early May, adjustment of renewal and address check dates, and the removal of blocks on use of Wichita E-Reads materials by customers with outstanding fees on their accounts.

The Library website was redesigned to provide customers easier access to online resources for caregivers, educators, small businesses and job seekers impacted by COVID-19.

In an effort to meet demand for e-resources, the Library leveraged offers from publishers to make access to additional titles available at no charge or through vastly expanded availability of cost-per-checkout licensing. Purchasing of all physical materials was suspended with acquisitions budgets redirected to underwrite digital offerings.

Not surprisingly, local digital collections use set several new records during March.

- **Monthly circulation:** 20,233 e-checkouts. This is a 28% increase over the previous circulation high set in February 2020, and a 47% increase over March 2019. 57% of these checkouts came between March 17th and March 31st, when the Library was closed to the public.
- **Daily circulation:** 1,021 e-checkouts. This is the first time e-circulation has exceeded 1,000 checkouts in a 24 hour period.
- **New e-card account holders:** 850. The previous high was 510 new users in a single month, a record which had stood since December 2011, the month the service launched to the public. Six hundred twenty seven of these registrations came between March 17 and March 31.
- **Unique digital collection users:** 4,351 users. More than 80% of these users checked items out between March 17 and March 31.

OTHER NEWS

It is unclear whether Library programs will be back to normal for the May through August timeline, although most programs remain tentatively in place until the need to cancel them arises. When appropriate, spring activities that were cancelled have been rescheduled for fall. Members of the Create Young Readers team have begun work on contingency plans that would start 2020 summer reading programs earlier in May and enable the programs to be completed virtually if social gathering limits prevent previously planned activities. Staff members involved in NEA Big Read: Wichita planning are also evaluating changes that may be required to that program.

The Library received a Humanities for All grant award from Humanities Kansas to focus on African American and Mexican American players in the early part of the 1900s who played in Wichita. After consultation with the Humanities Kansas staff, the \$7,600 grant was declined due to the uncertainty of summer programming in relation to COVID-19. A new application for the program will be submitted in 2021.

To improve performance of public computers, the Information Technology department has started a project to replace all hard drives in Library public computers. Staff are switching out the older mechanical hard drives with solid state drives (SSDs) which have no moving parts, making them perform better and last longer.

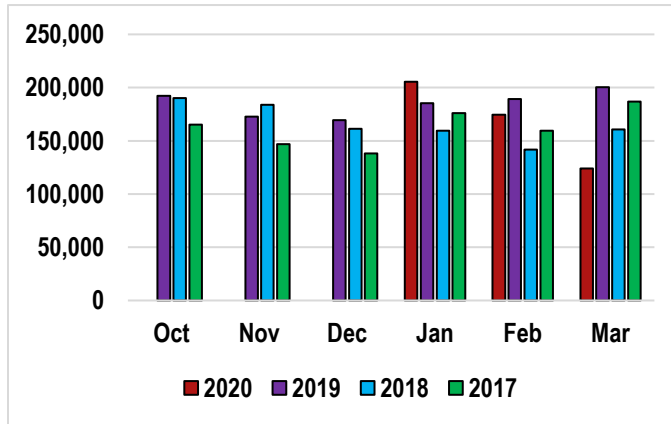
On March 5, the Women and Civic Engagement Panel featured three women in elected or appointed positions talking about gender diversity in government. Panelists included Vice Mayor Cindy Claycomb, County Commissioner Lacey Cruse and Judge Monique Centeno. The panel was moderated by Dr. Robin Henry from WSU.

In partnership with Watermark Books & Café, the Library hosted author Lisa See on March 12. She discussed her new book *The Island of Sea Women* and talked about the research she did in Korea with the women who were sea divers for their community's survival.

Agencies receiving special programs or services included: Libros book club; Via Christi Child Development Center; Loving Arms child care; TOP/North early literacy center; 2nd Street and West Village head start center; Cloud and Woodman elementary schools; Gordon Parks Academy; Campus and Maize South high schools; the Kansas Association of School Librarians; Orion Education and Training; East Heights UMC Children's Day Out; Green Eggs and Ham literacy fair; and four family care centers.

Service Dashboard All library buildings were closed to the public beginning March 17.

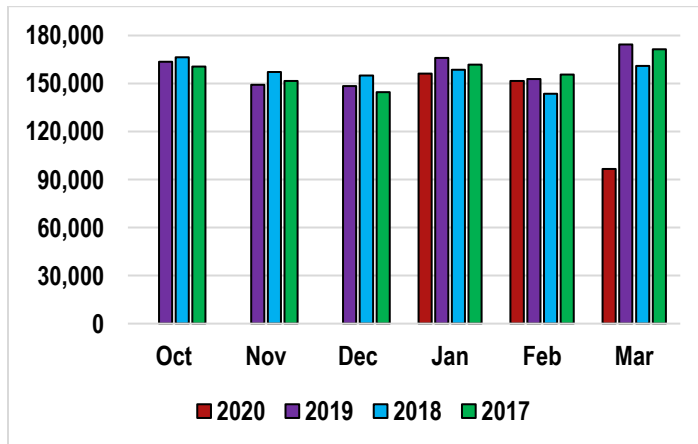
LIBRARY VISITS (door count, catalog sessions, and website visits)



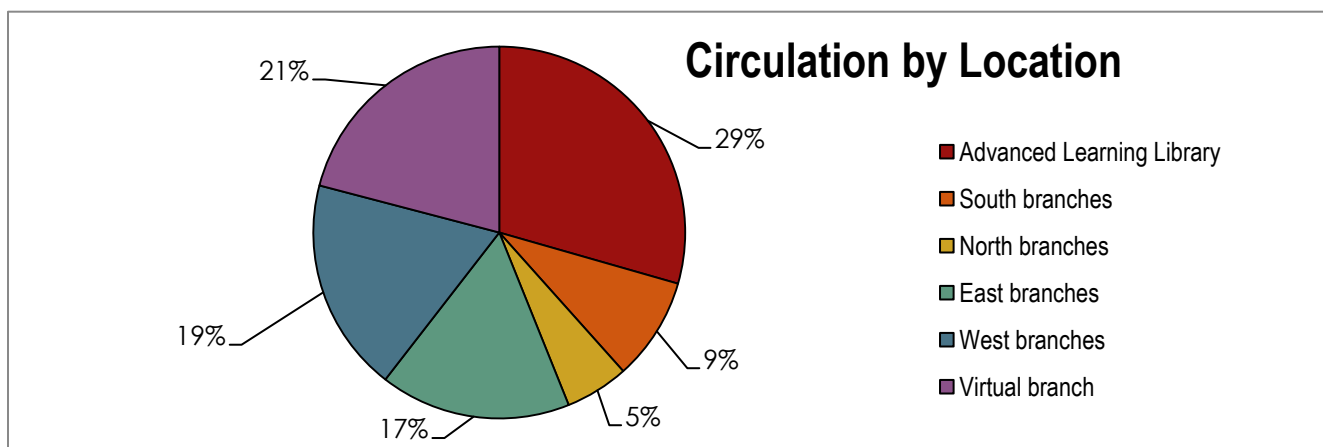
MARCH			
	2020	2019	% change
Door Counts	40,769	88,376	-53.87%
Catalog Use	32,197	47,907	-32.79%
Website Visits	50,967	64,088	-20.47%
Total	123,933	200,371	-38.15%

March door count for the Linwood branch was not available when this report was prepared.

CHECKOUTS

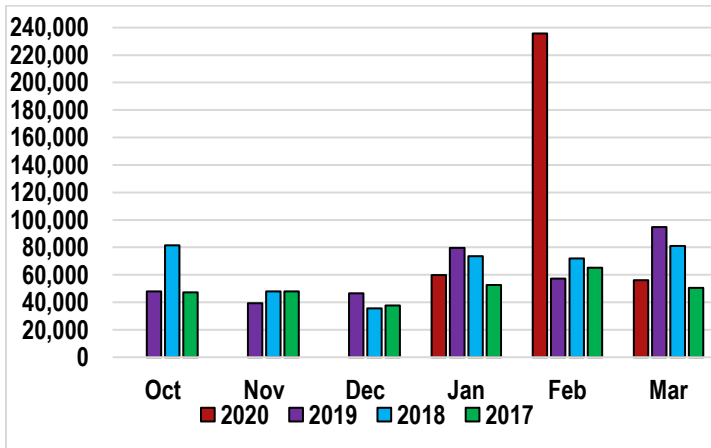


MARCH			
	2020	2019	% change
Physical Circ	76,470	153,383	-50.14%
Virtual Circ	20,233	21,080	-4.02%
WPL	20,233	13,794	46.68%
State	N/A	7,286	N/A
Total	96,703	174,463	-44.57%



State Library digital circulation data was not available when this report was prepared.

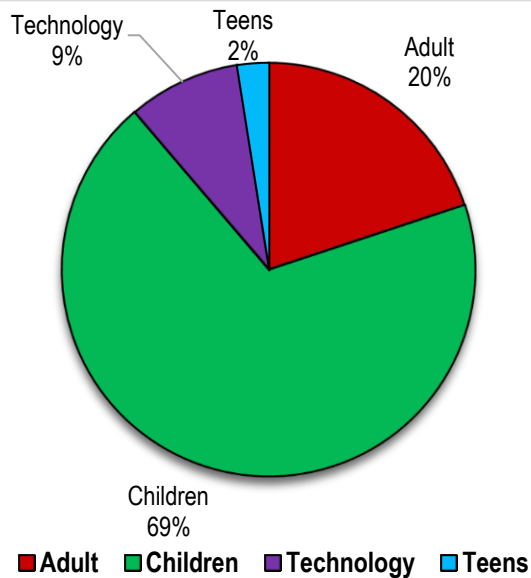
QUESTIONS ANSWERED (by staff in person/phone and through online services)



MARCH			
	2020	2019	% change
In person	N/A	8,689	N/A
Online	56,143	86,414	-35.03%
Total	56,143	95,103	-40.97%

In-person questions were not tracked in March.

PROGRAM ATTENDANCE

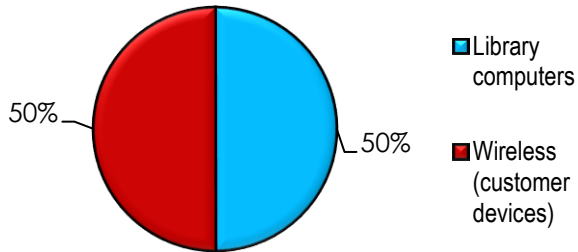


MARCH ATTENDANCE

	2020	2019	% change
Adult events	651	1,398	-53.43%
Children's events	2,248	5,733	-60.79%
Technology training	287	368	-22.01%
Teen events	80	112	-28.57%
TOTAL	3,266	7,611	-57.09%

PUBLIC COMPUTING

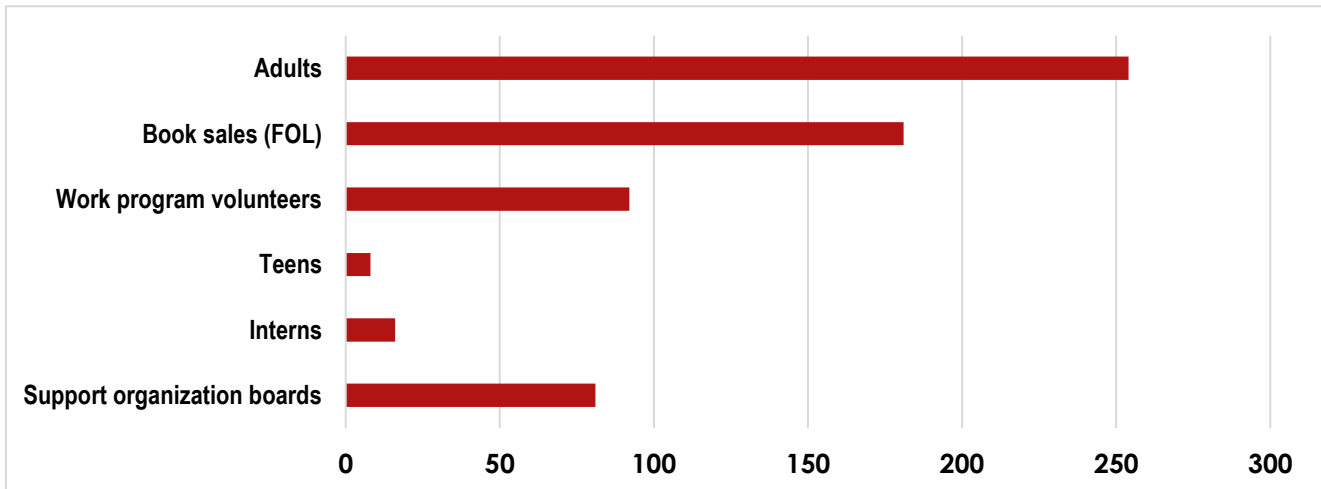
**Method of Computing Access
(by session)**



MARCH

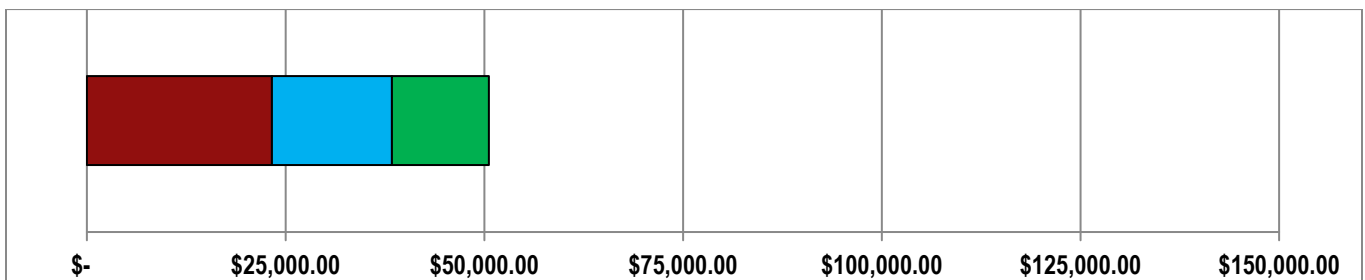
	2020	2019	% change
Library Workstation Sessions	5,537	11,370	-51.30%
Wi-Fi Sessions	5,542	9,142	-39.38%
Number of Users	790	2,144	-63.15%
Hours of Access	8,112	13,491	-39.87%

VOLUNTEERS (hours of service)



Number of volunteers YTD = 103 Hours of service received = 3,155

MATERIALS DONATIONS (value if purchased)



Year to date total = \$50,576.25 Items added to Library collections YTD = 2,963

Materials donations include holdings processed from transfer of Kansas DAR library collections.

SERVICE SNAPSHOT: Recent Raving Fans Stories

Several customers were ecstatic that their library material due dates were automatically extended for the duration of the library closure. This was one less thing they had to worry about as a result of the pandemic.

The overall response from customers regarding the Library's response to COVID-19 has been positive. Customers registered for e-cards at a higher rate than normal, and customers thanked staff for continuing to provide the community with library services despite the physical closure.

Alford Library Assistant Jim Chipman assisted a visitor to Wichita who found a lost wallet. The wallet contained no contact information for the individual, but the visitor found the individual's library card and knew the Library would have that person's contact information. Mr. Chipman worked with the visitor to have the wallet taken to a police substation and then notified the owner where the wallet could be claimed.

John Cleary, Business Librarian, received an email from a grant writer he works with: *"Several months ago I promised John I would add up the grants my clients have won because we found foundations through WPL's subscription to Foundation Directory Online. My best estimate that WPL can share the credit for is \$252,000...Bottom line is THANK YOU for your contribution to nonprofit organizations in Wichita that are working to make our city a better place."*

A customer's child who was studying abroad in Italy needed access to their course materials. Because Italy was in lockdown, the student didn't have the physical book for the online class. A librarian assisted the family by finding digital copies in the public domain the student could use to continue coursework.

During the closure, a woman needing a copy of *Tuck Everlasting* for her child to read for school. She wanted her child to get started reading it before the branch reopened so Westlink branch manager Tracie Partridge checked the Wichita E-Reads collection but found that the book was already on a waiting list. Tracie did further research and found a copy available through the State Library's collection so she issued the customer a Kansas library e-card over the phone and waited while the customer got everything downloaded and set up. The customer was thrilled that she was able to get the book and have her child start reading immediately.

A customer called the Rockwell branch after buildings had been closed to the public but before telephone service was consolidated at the Advanced Learning Library. The customer calls often to check on her holds and items out. She was very surprised when branch manager Savannah Ball answered the phone. She had expected a recording and did not realize that staff were offering telephone service. The customer thanked staff for "being there" and helping even though the facility was closed.

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors
February 18, 2020.

The regular meeting of the Library Board of Directors was held on Tuesday, February 18, 2020 at the Advanced Learning Library with the following present: Mr. Lamont Anderson, Mr. Axel Chacon, Ms. Donna Douglas, Dr. Justin Henry, Ms. Lauren Hirsh, Mr. Randall Johnston, Ms. Shannon Littlejohn, Mr. Kevin McWhorter, Ms. Shelby Petersen, Mr. Chuck Schmidt, and Mr. Jonathan Winkler.

Call to Order

President Kevin McWhorter called the meeting to order at 12:03 p.m., a quorum being present.

Staff Presentation

Branch Managers Savannah Ball (Rockwell), Robyn Belt (Alford), Anne Ethen (Evergreen), and Tracie Partridge (Westlink) provided updates on library programming and how it follows the service pillars and focus areas established in the branch plan.

Introductions

None

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 January 21, 2020 were presented. Lauren Hirsh moved (Douglas) to approve the minutes as included in board packets. **Motion carried unanimously.**

Unfinished Business

None

New Business

On behalf of the Finance Committee, Chuck Schmidt moved to approve the final 2019 revenue report, 204 report of expenditures, and the report of bills in the following amounts: General

Fund operating bills of \$275,939.27 and Grant Fund Bills of \$609.44, for a total of \$275,548.71. **Motion carried unanimously.**

On behalf of the Finance Committee, Chuck Schmidt moved to approve the revenue report, 204 report of expenditures, and the preliminary report of bills for January 2020 in the following amounts: General Fund bills of \$309,204.36; Grant Fund bills of \$11,609.91; and Gift & Memorial Fund bills of \$123,295.91, for a total of \$454,110.18. **Motion carried unanimously.**

Finance Committee Report

None

Operations Committee Report

None

Planning & Facilities Committee Report

Committee Chair Randall Johnston reported that a proposed lease for the new Linwood branch location has been prepared by the City and submitted to the landlord. Occupancy could take place in the fourth quarter, barring any unforeseen issues. Mr. Johnston undertook to put together a brief summary of the ten-year lease for the Board to review prior to its submission to the City Council for approval in April.

Installation of the gutters at the Advanced Learning Library is currently being completed. Contractors are installing new glass doors in the Children's Pavilion.

Public Affairs Committee Report

Committee Chair Lamont Anderson reported that an advocacy alert has been issued in response to a proposed cut of Institute of Museum and Library Services (IMLS) funding in the draft budget the White House has submitted to Congress. This reduction, if enacted, would adversely affect pass-through funding to the Library. The Committee encourages board members to contact legislators to encourage continued funding for the agency and its services.

A letter to Mayor Brandon Whipple, inviting him to a board meeting, is being prepared.

The committee discussed a proposal by Axel Chacon to film highlights of board members at branches in their districts. The video series would highlight the work conducted at branch libraries, how board members are involved in volunteerism, and show the different services available at the Library.

Special Committee Reports

Friends of the Library – Director Berner reported that the Friends of the Library Board will hold a strategic planning retreat on February 22. The next book sale will be in March. The Annual Volunteer Luncheon will be held April 24.

Library Foundation – Kristi Oberg reported that fourth-quarter fundraising barely missed its \$100,000 goal at \$99,813 raised. The Foundation is preparing a Spring Fundraising Appeal to fund the Kansas Reads to Preschoolers program. The Big Read grant has been submitted and the Cultural Arts grant will be submitted in March.

Wichita Genealogical Society (WGS) – Jim Byrum reported that membership is 201. The last monthly interest group had 20 attendees. The Kansas Monarchs presentation was well attended. The March 21 meeting will feature stories of James R. Mead, a Wichita founder, presented by Dr. Schuyler Jones. Genealogy 101 classes start March 7.

Director of Libraries Report

Director Berner encouraged board members to begin talks with Council members about reappointment to the board. All fourteen Board members are eligible to serve another term.

The Advanced Learning Library has received an honor award from the Association of General Contractors of Kansas.

An infographic representing 2019 library activity was distributed and discussed.

The Sedgwick County Legislative Delegation will hold a community meeting at the Advanced Learning Library on February 20 at 9:30 a.m.

Potential program options for upcoming budget negotiations were discussed. Options include operating cost updates, branch plan implementation, collection enhancements, measures to address equity issues connected to fees, LEAN projects, and miscellaneous options. Board members were asked to review the potential program options and forward their opinions to Director Berner.

Announcements

None

Adjournment

The meeting was adjourned at 1:07 p.m.

The next regularly scheduled meeting will be March 17, 2020.

Respectfully submitted,

Cynthia Berner
Director of Libraries

FINAL REVENUE REPORT - JANUARY 2020

OBJECT	ACCOUNT DESCRIPTION	BUDGET	MONTHLY REVENUE TARGET (8%)	RECEIVED IN MONTH	RECEIVED YTD	% RECEIVED YTD
422110	Library Desk Receipts (Fines)	\$ 291,632.25	\$ 26,246.90	\$ 26,542.42	\$ 26,542.42	9.10%
423030	Meeting Room Rentals	\$ 29,916.70	\$ 2,991.67	\$ 2,915.00	\$ 2,815.00	9.41%
424011	Copy Charges	\$ 13,092.00	\$ 1,047.36	\$ 1,604.00	\$ 1,604.00	12.25%
424101	Public Computing Charges	\$ 34,240.68	\$ 2,739.25	\$ 2,668.11	\$ 2,668.11	7.79%
646981	State Setoff Collections	\$ 74,000.00	\$ 4,440.00	\$ 1,138.23	\$ 1,138.23	1.54%
646990	Other Non-Operating Reenue	\$ -	\$ -	\$ 54.96	\$ 54.96	100.00%
646998	Cash Over/Short	\$ -	\$ -	\$ 2.00	\$ 2.00	100.00%
	TOTAL	\$ 442,881.63	\$ 37,465.19	\$ 34,924.72	\$ 34,824.72	7.86%

GENERAL FUND SUMMARY REPORT
JANUARY 2020 FINAL

OBJECT	ACCOUNT DESCRIPTION	APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	BALANCE	PERCENT EXPENDED
511010	Regular Wages	\$ 4,319,615.86	\$ 285,636.36	\$ -	\$ 4,033,979.50	6.6%
511020	FT/PT Limited/Classified Wages	\$ 957,279.51	\$ 59,505.56	\$ -	\$ 897,773.95	6.2%
511040	Paid Leave	\$ -	\$ 57,018.34	\$ -	\$ (57,018.34)	N/A
511080	Longevity	\$ 63,384.00	\$ 2,410.50	\$ -	\$ 60,973.50	3.8%
511090	Shift Differential	\$ 4,055.16	\$ 264.75	\$ -	\$ 3,790.41	6.5%
511950	Year-End Payroll Accrual	\$ -	\$ (47,112.26)	\$ -	\$ 47,112.26	0.0%
511999	Planned Savings	\$ (356,423.04)	\$ -	\$ -	\$ (356,423.04)	0.0%
512030	Cell Phone Allowance	\$ 1,200.00	\$ -	\$ -	\$ 1,200.00	0.0%
512040	Clothing Allowance	\$ 150.00	\$ -	\$ -	\$ 150.00	0.0%
512050	Auto Allowance	\$ 2,400.06	\$ 430.59	\$ -	\$ 1,969.47	17.9%
513020	Premium Overtime	\$ -	\$ 172.74	\$ -	\$ (172.74)	N/A
518010	FICA	\$ 407,518.01	\$ 30,068.17	\$ -	\$ 377,449.84	7.4%
518020	Workers Compensation	\$ 52,818.32	\$ 4,014.67	\$ -	\$ 48,803.65	7.6%
518030	Unemployment	\$ 5,340.27	\$ 393.05	\$ -	\$ 4,947.22	7.4%
518040	Health Insurance	\$ 937,830.96	\$ 79,394.00	\$ -	\$ 858,436.96	8.5%
518060	Life Insurance	\$ 17,278.48	\$ 536.50	\$ -	\$ 16,741.98	3.1%
518080	WER Contributions	\$ 600,974.95	\$ 43,240.19	\$ -	\$ 557,734.76	7.2%
521010	Electricity	\$ 197,595.00	\$ -	\$ -	\$ 197,595.00	N/A
521011	Electricity - EDI	\$ -	\$ 6,380.20	\$ -	\$ (6,380.20)	3.2%
521020	Natural Gas	\$ 15,705.00	\$ -	\$ -	\$ 15,705.00	N/A
521021	Natural Gas - EDI	\$ -	\$ 7,585.42	\$ -	\$ (7,585.42)	48.3%
521030	Water Service	\$ 19,545.00	\$ 622.05	\$ -	\$ 18,922.95	3.2%
521050	Trash Service	\$ 4,410.00	\$ 538.00	\$ -	\$ 3,872.00	12.2%
521060	Local Telephone Service	\$ 21,636.00	\$ 1,098.00	\$ -	\$ 20,538.00	5.1%
521990	Other Utilities	\$ 60,459.96	\$ -	\$ -	\$ 60,459.96	0.0%
522010	PBX Line Charges	\$ 11,058.00	\$ 1,149.50	\$ -	\$ 9,908.50	10.4%
522020	PBX Instrument Charges	\$ 17,460.00	\$ 1,833.75	\$ -	\$ 15,626.25	10.5%
522030	IT Moves & Changes	\$ 100.00	\$ -	\$ -	\$ 100.00	0.0%
522040	Long Distance & Teleconference	\$ 900.00	\$ 299.97	\$ -	\$ 600.03	33.3%
522070	Voicemail	\$ 1,512.00	\$ 126.00	\$ -	\$ 1,386.00	8.3%

GENERAL FUND SUMMARY REPORT
JANUARY 2020 FINAL

OBJECT	ACCOUNT DESCRIPTION	APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	BALANCE	PERCENT EXPENDED
522080	Automatic Call Distribution	\$ -	\$ 89.25	\$ -	\$ (89.25)	N/A
522990	Other Communications Charges	\$ (8,120.00)	\$ 1,200.00	\$ -	\$ (9,320.00)	-14.8%
523010	Building & Contents Insurance	\$ 92,632.00	\$ -	\$ -	\$ 92,632.00	0.0%
523020	Vehicle Liability Premiums	\$ 870.00	\$ -	\$ -	\$ 870.00	0.0%
524010	Recruitment & Hiring	\$ 3,140.00	\$ 168.80	\$ -	\$ 2,971.20	5.4%
524020	Employee Travel & Training	\$ 2,615.00	\$ -	\$ -	\$ 2,615.00	0.0%
525083	Textile Rental & Laundry Svcs	\$ 2,925.00	\$ 302.63	\$ -	\$ 2,622.37	10.3%
525990	Other Professional Services	\$ 37,970.00	\$ 5,284.15	\$ -	\$ 32,685.85	13.9%
526010	Motor Pool Scheduled Charges	\$ 3,720.00	\$ -	\$ -	\$ 3,720.00	0.0%
526020	Building Repair & Maint	\$ 13,630.00	\$ -	\$ -	\$ 13,630.00	0.0%
526041	Janitorial Services	\$ 63,000.00	\$ 5,165.48	\$ -	\$ 57,834.52	8.2%
526042	Pest Control Services	\$ 13,000.00	\$ -	\$ -	\$ 13,000.00	0.0%
526070	Equipment Repair & Maint	\$ 5,421.00	\$ 724.00	\$ -	\$ 4,697.00	13.4%
529010	Bank Charges	\$ 5,000.00	\$ 624.02	\$ -	\$ 4,375.98	12.5%
529021	Express Mail	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	0.0%
529030	Shipping & Freight	\$ (426.77)	\$ -	\$ 13.23	\$ (440.00)	-3.1%
529061	Organizational Memberships	\$ 3,195.00	\$ 225.00	\$ -	\$ 2,970.00	7.0%
529070	Printing & Copying	\$ 23,472.00	\$ 1,203.00	\$ -	\$ 22,269.00	5.1%
529141	Software License & Maint Fees	\$ 110,145.00	\$ 6,568.32	\$ -	\$ 103,576.68	6.0%
529150	Data Center Charges	\$ 868,819.00	\$ 72,401.59	\$ -	\$ 796,417.41	8.3%
529990	Other Contractuals	\$ 82,835.52	\$ 13,230.00	\$ -	\$ 69,605.52	16.0%
531010	Computing Supplies	\$ 900.00	\$ -	\$ -	\$ 900.00	0.0%
531020	Office Supplies	\$ 48,575.00	\$ 3,352.55	\$ -	\$ 45,222.45	6.9%
531030	Custodial Supplies	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00	0.0%
532990	Other Equip Parts & Supplies	\$ 450.00	\$ 126.61	\$ -	\$ 323.39	28.1%
539012	Gasoline	\$ 2,700.00	\$ -	\$ -	\$ 2,700.00	0.0%
549010	Furniture & Fixtures <\$5k	\$ 9,990.00	\$ -	\$ -	\$ 9,990.00	0.0%
549020	Data Processing Equip <\$5k	\$ 10,235.00	\$ 218.45	\$ 570.00	\$ 9,446.55	7.7%
549110	Library Materials	\$ 729,636.02	\$ 3,854.63	\$ 1,683.89	\$ 724,097.50	0.8%

GENERAL FUND SUMMARY REPORT
JANUARY 2020 FINAL

OBJECT	ACCOUNT DESCRIPTION	APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	BALANCE	PERCENT EXPENDED
	Expense Total	\$ 9,500,132.27	\$ 650,344.53	\$ 2,267.12	\$ 8,847,520.62	6.9%

**GENERAL FUND BILLS
JANUARY 2020**

AMOUNT	VENDOR NAME	DESCRIPTION
\$ 225.00	American Library Association	Membership Fees
\$ 207.74	ARAMARK UNIFORM & CA	Mat Service
\$ 235.89	ARAMARK UNIFORM & CA	Uniform Service
\$ 549.22	BLACK HILLS UTILITY - Evergreen	Utilities
\$ 240.26	BLACK HILLS UTILITY - Westlink	Utilities
\$ 367.67	CENTERPOINT ENERGY - Alford	Utilities
\$ 1,643.59	CENTERPOINT ENERGY - Advanced Learning Library	Utilities
\$ 3,352.55	City of Wichita - Commodities	SUPPLIES
\$ 624.02	City of Wichita - Contractuals	Bank charges
\$ 1,203.00	City of Wichita - Contractuals	PRINTING & COPYING
\$ 152.25	City of Wichita - Fleet	Delivery Van Repair Labor
\$ 126.61	City of Wichita - Fleet	Delivery Van Repair Parts
\$ (7,489.73)	City of Wichita - Payroll	2 & 4 day PR accr benefits
\$ (39,622.53)	City of Wichita - Payroll	2019 PR Accrual - 2 and 4
\$ 38,446.37	City of Wichita - Payroll	2019 PR Accrual - Jan Insu
\$ 272.83	City of Wichita - Payroll	2019 PR Accrual - Jan Insu
\$ 142,566.13	City of Wichita - Payroll	PAYROLL PPE 01/10/20 PAY
\$ 29,687.70	City of Wichita - Payroll	PAYROLL PPE 01/10/20 PAY
\$ 24,956.00	City of Wichita - Payroll	PAYROLL PPE 01/10/20 PAY
\$ 2,410.50	City of Wichita - Payroll	PAYROLL PPE 01/10/20 PAY
\$ 118.25	City of Wichita - Payroll	PAYROLL PPE 01/10/20 PAY
\$ 187.00	City of Wichita - Payroll	PAYROLL PPE 01/10/20 PAY
\$ 14,473.85	City of Wichita - Payroll	PAYROLL PPE 01/10/20 PAY
\$ (0.03)	City of Wichita - Payroll	PAYROLL PPE 01/10/20 PAY
\$ 2,011.25	City of Wichita - Payroll	PAYROLL PPE 01/10/20 PAY
\$ (0.01)	City of Wichita - Payroll	PAYROLL PPE 01/10/20 PAY
\$ 189.18	City of Wichita - Payroll	PAYROLL PPE 01/10/20 PAY
\$ 26,582.76	City of Wichita - Payroll	PAYROLL PPE 01/10/20 PAY
\$ (259.85)	City of Wichita - Payroll	PAYROLL PPE 01/10/20 PAY
\$ 14,624.72	City of Wichita - Payroll	PAYROLL PPE 01/10/20 PAY
\$ 268.25	City of Wichita - Payroll	PAYROLL PPE 01/10/20 PAY
\$ (4.58)	City of Wichita - Payroll	PAYROLL PPE 01/10/20 PAY
\$ 14,264.27	City of Wichita - Payroll	PAYROLL PPE 01/10/20 PAY
\$ 2,444.48	City of Wichita - Payroll	PAYROLL PPE 01/10/20 PAY
\$ (0.01)	City of Wichita - Payroll	PAYROLL PPE 01/10/20 PAY
\$ 422.14	City of Wichita - Payroll	PAYROLL PPE 01/10/20 PAY
\$ 4,680.95	City of Wichita - Payroll	PAYROLL PPE 01/10/20 PAY
\$ 143,070.23	City of Wichita - Payroll	PAYROLL PPE 01/24/20 PAY
\$ 29,817.86	City of Wichita - Payroll	PAYROLL PPE 01/24/20 PAY
\$ 32,062.34	City of Wichita - Payroll	PAYROLL PPE 01/24/20 PAY
\$ 146.50	City of Wichita - Payroll	PAYROLL PPE 01/24/20 PAY
\$ 243.59	City of Wichita - Payroll	PAYROLL PPE 01/24/20 PAY
\$ 172.74	City of Wichita - Payroll	PAYROLL PPE 01/24/20 PAY
\$ 15,594.36	City of Wichita - Payroll	PAYROLL PPE 01/24/20 PAY
\$ (0.01)	City of Wichita - Payroll	PAYROLL PPE 01/24/20 PAY

**GENERAL FUND BILLS
JANUARY 2020**

AMOUNT	VENDOR NAME	DESCRIPTION
\$ 2,003.44	City of Wichita - Payroll	PAYROLL PPE 01/24/20 PAY
\$ (0.01)	City of Wichita - Payroll	PAYROLL PPE 01/24/20 PAY
\$ 203.88	City of Wichita - Payroll	PAYROLL PPE 01/24/20 PAY
\$ (0.01)	City of Wichita - Payroll	PAYROLL PPE 01/24/20 PAY
\$ 13,738.06	City of Wichita - Payroll	PAYROLL PPE 01/24/20 PAY
\$ 2,495.75	City of Wichita - Payroll	PAYROLL PPE 01/24/20 PAY
\$ (0.02)	City of Wichita - Payroll	PAYROLL PPE 01/24/20 PAY
\$ 415.45	City of Wichita - Payroll	PAYROLL PPE 01/24/20 PAY
\$ 4,779.12	City of Wichita - Payroll	PAYROLL PPE 01/24/20 PAY
\$ 89.25	City of Wichita - Technology	AUTOMATIC CALL DISTRIBUTION
\$ 72,401.59	City of Wichita - Technology	DATA CENTER CHARGES
\$ 1,098.00	City of Wichita - Technology	FAX SERVICE
\$ 299.97	City of Wichita - Technology	LONG DISTANCE & TELECONFERENCE
\$ 1,833.75	City of Wichita - Technology	PBX INSTRUMENT CHARGES
\$ 1,149.50	City of Wichita - Technology	PBX LINE CHARGES
\$ 126.00	City of Wichita - Technology	VOICEMAIL
\$ 105.90	City of Wichita - Water Service	Utilities
\$ 30.23	City of Wichita - Water Service	Utilities
\$ 19.46	City of Wichita - Water Service	Utilities
\$ 85.57	City of Wichita - Water Service	Utilities
\$ 72.62	City of Wichita - Water Service	Utilities
\$ 130.45	City of Wichita - Water Service	Utilities
\$ 177.82	City of Wichita - Water Service	Utilities
\$ 457.00	Conference Technologies	replacement lamp for pro G
\$ 2,166.40	Conference Technologies - Alford	Meeting Room AV repairs
\$ 267.00	Conference Technologies - Angelou	Meeting Room AV repairs
\$ 2,171.60	Conference Technologies - Rockwell	Meeting Room AV repairs
\$ 2,230.32	Conference Technologies - Westlink	Meeting Room AV repairs
\$ 2,950.00	DURACON CONSTRUCTION - Alford	Snow Removal
\$ 1,850.00	DURACON CONSTRUCTION - Angelou	Snow Removal
\$ 2,770.00	DURACON CONSTRUCTION - Evergreen	Snow Removal
\$ 2,825.00	DURACON CONSTRUCTION - Rockwell	Snow Removal
\$ 2,580.00	DURACON CONSTRUCTION - Westlink	Snow Removal
\$ 2,928.48	EVERGY - Alford	Utilities
\$ 365.53	EVERGY - Angelou	Utilities
\$ 3,556.32	EVERGY - CENTRAL LIBRARY	Utilities
\$ 185.07	EVERGY - Evergreen	Utilities
\$ 642.31	EVERGY - Evergreen	Utilities
\$ 638.75	EVERGY - Rockwell	Utilities
\$ 992.22	EVERGY - Westlink	Utilities
\$ 3,808.60	FINDAWAY WORLD LLC	Library materials
\$ 218.45	HIGH TOUCH HOLDINGS	Computer repairs
\$ 168.80	HIRERIGHT LLC	Background Investigations
\$ 7.50	INFORMATION NETWORK	Records Checks
\$ 17.54	INTERNATIONAL THOMPSON	Library materials
\$ 28.49	INTERNATIONAL THOMPSON	Library materials

**GENERAL FUND BILLS
JANUARY 2020**

AMOUNT	VENDOR NAME	DESCRIPTION
\$ 1,200.00	NORTHEAST KANSAS LIBRARY SYSTEM	Annual Courier Service
\$ 1,384.33	ONE GAS INC - Advanced Learning Library	Utilities
\$ 164.87	ONE GAS INC - Angelou	Utilities
\$ 307.00	ONE GAS INC - Rockwell	Utilities
\$ 356.00	SIGN LANGUAGE INTERPRETING	Sign language services
\$ 5,165.48	STEPHENS INDUSTRIES	Custodial Services
\$ 30.00	UNDERGROUND VAULTS &	PAPER SHREDDING (SECURITY)
\$ 4,852.40	UNIQUE MANAGEMENT SERVICES	Delinquent Materials Recovery
\$ 200.00	WASTE CONNECTIONS - Advanced Learning Library	Utilities
\$ 50.00	WASTE CONNECTIONS - Alford	Utilities
\$ 28.00	WASTE CONNECTIONS - Angelou	Utilities
\$ 60.00	WASTE CONNECTIONS - CENTRAL LIBRARY	Utilities
\$ 66.00	WASTE CONNECTIONS - Evergreen	Utilities
\$ 50.00	WASTE CONNECTIONS - Westlink	Utilities
\$ 84.00	WASTE CONNECTIONS - Rockwell	Utilities
\$ 650,344.53		

GRANT FUND BILLS
JANUARY 2020 FINAL

AMOUNT	VENDOR NAME	DISCRIPTION
\$ 3,402.00	BOOKPAGE	BOOKPAGE 12 MONTHLY ISSUES
\$ 65.25	City of Wichita - Payroll	PAYROLL PPE 01/10/20 PAY
\$ (4.56)	City of Wichita - Payroll	2 & 4 day PR accr benefits
\$ 4.87	City of Wichita - Payroll	PAYROLL PPE 01/10/20 PAY
\$ 0.57	City of Wichita - Payroll	PAYROLL PPE 01/10/20 PAY
\$ 0.06	City of Wichita - Payroll	PAYROLL PPE 01/10/20 PAY
\$ (52.20)	City of Wichita - Payroll	2019 PR Accrual - 2 and 4
\$ 66.00	COPY EXPRESS INC	JOB SEEKER HANDOUTS
\$ 14,829.33	COX COMMUNICATIONS	INTERNET CHARGES
\$ 1,247.88	CYNTHIA BAILEY	COMPUTER IN LIBRARIES TRAVEL ADVANCE
\$ 338.25	REVERIE ROASTERS LLC	Literacy Grantwriting Meet
\$ 691.42	SARA DIXON	PUBLIC LIBRARY ASSOCIATION TRAVEL ADVANCE
\$ 691.42	SAVANNAH BALL	PUBLIC LIBRARY ASSOCIATION TRAVEL ADVANCE
\$ 21,280.29		

FINAL REVENUE REPORT - FEBRUARY 2020

OBJECT	ACCOUNT DESCRIPTION	BUDGET	MONTHLY REVENUE TARGET (6%)	RECEIVED IN MONTH	RECEIVED YTD	% RECEIVED YTD (14% Target)
422110	Library Desk Receipts (Fines)	\$ 291,632.25	\$ 20,414.26	\$ 16,593.27	\$ 43,135.69	14.79%
423030	Meeting Room Rentals	\$ 29,916.70	\$ 1,944.59	\$ 1,290.00	\$ 4,105.00	13.72%
424011	Copy Charges	\$ 13,092.00	\$ 1,047.36	\$ 1,056.65	\$ 2,660.65	20.32%
424101	Public Computing Charges	\$ 34,240.68	\$ 2,739.25	\$ 1,965.56	\$ 4,633.67	13.53%
646981	State Setoff Collections	\$ 74,000.00	\$ 5,920.00	\$ 11,909.35	\$ 13,047.58	17.63%
646990	Other Non-Operating Reenue	\$ -	\$ -	\$ 263.21	\$ 318.17	100.00%
646998	Cash Over/Short	\$ -	\$ -	\$ -	\$ 2.00	100.00%
	TOTAL	\$ 442,881.63	\$ 32,065.46	\$ 33,078.04	\$ 67,902.76	15.33%

GENERAL FUND SUMMARY REPORT
FEBRUARY 2020 FINAL

OBJECT	ACCOUNT DESCRIPTION	APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
511010	Regular Wages	\$ 4,319,615.86	\$ 298,571.65	\$ -	\$ 584,208.01	\$ 3,735,407.85	14%
511020	FT/PT Limited/Classified Wages	\$ 957,279.51	\$ 62,739.61	\$ -	\$ 122,245.17	\$ 835,034.34	13%
511040	Paid Leave	\$ -	\$ 35,317.37	\$ -	\$ 92,335.71	\$ (92,335.71)	N/A
511080	Longevity	\$ 63,384.00	\$ 4,673.50	\$ -	\$ 7,084.00	\$ 56,300.00	11%
511090	Shift Differential	\$ 4,055.16	\$ 317.34	\$ -	\$ 582.09	\$ 3,473.07	14%
511950	Year-End Payroll Accrual	\$ -	\$ -	\$ -	\$ (47,112.26)	\$ 47,112.26	0%
511999	Planned Savings	\$ (356,423.04)	\$ -	\$ -	\$ -	\$ (356,423.04)	0%
512010	Bonus Compensation	\$ -	\$ 4,815.90	\$ -	\$ 4,815.90	\$ (4,815.90)	#DIV/0!
512030	Cell Phone Allowance	\$ 1,200.00	\$ 150.00	\$ -	\$ 150.00	\$ 1,050.00	13%
512040	Clothing Allowance	\$ 150.00	\$ -	\$ -	\$ -	\$ 150.00	0%
512050	Auto Allowance	\$ 2,400.06	\$ 450.73	\$ -	\$ 881.32	\$ 1,518.74	37%
513020	Premium Overtime	\$ -	\$ -	\$ -	\$ 172.74	\$ (172.74)	N/A
518010	FICA	\$ 407,518.01	\$ 29,615.41	\$ -	\$ 59,683.58	\$ 347,834.43	15%
518020	Workers Compensation	\$ 52,818.32	\$ 4,014.35	\$ -	\$ 8,029.02	\$ 44,789.30	15%
518030	Unemployment	\$ 5,340.27	\$ 387.11	\$ -	\$ 780.16	\$ 4,560.11	15%
518040	Health Insurance	\$ 937,830.96	\$ 77,883.52	\$ -	\$ 157,277.52	\$ 780,553.44	17%
518060	Life Insurance	\$ 17,278.48	\$ 555.37	\$ -	\$ 1,091.87	\$ 16,186.61	6%
518080	WER Contributions	\$ 600,974.95	\$ 44,606.02	\$ -	\$ 87,846.21	\$ 513,128.74	15%
521010	Electricity	\$ 197,595.00	\$ -	\$ -	\$ -	\$ 197,595.00	0%
521011	Electricity - EDI	\$ -	\$ 8,352.45	\$ -	\$ 14,732.65	\$ (14,732.65)	N/A
521020	Natural Gas	\$ 15,705.00	\$ -	\$ -	\$ -	\$ 15,705.00	0%
521021	Natural Gas - EDI	\$ -	\$ 5,696.94	\$ -	\$ 13,282.36	\$ (13,282.36)	N/A
521030	Water Service	\$ 19,545.00	\$ -	\$ -	\$ 622.05	\$ 18,922.95	3%
521050	Trash Service	\$ 4,410.00	\$ 478.00	\$ -	\$ 1,016.00	\$ 3,394.00	23%
521060	Local Telephone Service	\$ 21,636.00	\$ 1,098.00	\$ -	\$ 2,196.00	\$ 19,440.00	10%
521990	Other Utilities	\$ 60,459.96	\$ -	\$ -	\$ -	\$ 60,459.96	0%
522010	PBX Line Charges	\$ 11,058.00	\$ 1,149.50	\$ -	\$ 2,299.00	\$ 8,759.00	21%
522020	PBX Instrument Charges	\$ 17,460.00	\$ 1,833.75	\$ -	\$ 3,667.50	\$ 13,792.50	21%
522030	IT Moves & Changes	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	0%
522040	Long Distance & Teleconference	\$ 900.00	\$ 159.13	\$ -	\$ 459.10	\$ 440.90	51%
522070	Voicemail	\$ 1,512.00	\$ 126.00	\$ -	\$ 252.00	\$ 1,260.00	17%
522080	Automatic Call Distribution	\$ -	\$ 89.25	\$ -	\$ 178.50	\$ (178.50)	#DIV/0!
522990	Other Communications Charges	\$ (8,120.00)	\$ -	\$ -	\$ 1,200.00	\$ (9,320.00)	-15%
523010	Building & Contents Insurance	\$ 92,632.00	\$ -	\$ -	\$ -	\$ 92,632.00	0%

GENERAL FUND SUMMARY REPORT
FEBRUARY 2020 FINAL

OBJECT	ACCOUNT DESCRIPTION	APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
523020	Vehicle Liability Premiums	\$ 870.00	\$ -	\$ -	\$ -	\$ 870.00	0%
524010	Recruitment & Hiring	\$ 3,140.00	\$ -	\$ -	\$ 168.80	\$ 2,971.20	5%
524020	Employee Travel & Training	\$ 2,615.00	\$ -	\$ -	\$ -	\$ 2,615.00	0%
525083	Textile Rental & Laundry Svcs	\$ 2,925.00	\$ 26.21	\$ -	\$ 328.84	\$ 2,596.16	11%
525990	Other Professional Services	\$ 37,970.00	\$ 304.50	\$ -	\$ 5,588.65	\$ 32,381.35	15%
526010	Motor Pool Scheduled Charges	\$ 3,720.00	\$ 620.00	\$ -	\$ 620.00	\$ 3,100.00	17%
526020	Building Repair & Maint	\$ 13,630.00	\$ -	\$ -	\$ -	\$ 13,630.00	0%
526041	Janitorial Services	\$ 63,000.00	\$ -	\$ -	\$ 5,165.48	\$ 57,834.52	8%
526042	Pest Control Services	\$ 13,000.00	\$ 145.00	\$ -	\$ 145.00	\$ 12,855.00	1%
526070	Equipment Repair & Maint	\$ 5,421.00	\$ -	\$ -	\$ 724.00	\$ 4,697.00	13%
529010	Bank Charges	\$ 5,000.00	\$ 618.94	\$ -	\$ 1,242.96	\$ 3,757.04	25%
529021	Express Mail	\$ 4,000.00	\$ -	\$ -	\$ -	\$ 4,000.00	0%
529030	Shipping & Freight	\$ (440.00)	\$ -	\$ -	\$ -	\$ (440.00)	0%
529061	Organizational Memberships	\$ 3,195.00	\$ 65.00	\$ -	\$ 290.00	\$ 2,905.00	9%
529070	Printing & Copying	\$ 23,472.00	\$ 2,420.80	\$ -	\$ 3,623.80	\$ 19,848.20	15%
529141	Software License & Maint Fees	\$ 110,145.00	\$ -	\$ -	\$ 6,568.32	\$ 103,576.68	6%
529150	Data Center Charges	\$ 868,819.00	\$ 72,401.59	\$ -	\$ 144,803.18	\$ 724,015.82	17%
529990	Other Contractuals	\$ 77,583.00	\$ 25,569.95	\$ -	\$ 38,799.95	\$ 38,783.05	50%
531010	Computing Supplies	\$ 900.00	\$ -	\$ -	\$ -	\$ 900.00	0%
531020	Office Supplies	\$ 48,575.00	\$ 5,336.01	\$ -	\$ 8,688.51	\$ 39,886.49	18%
531030	Custodial Supplies	\$ 6,000.00	\$ 346.19	\$ -	\$ 346.19	\$ 5,653.81	6%
532990	Other Equip Parts & Supplies	\$ 450.00	\$ 247.68	\$ -	\$ 374.29	\$ 75.71	83%
539012	Gasoline	\$ 2,700.00	\$ 381.62	\$ -	\$ 381.62	\$ 2,318.38	14%
549010	Furniture & Fixtures <\$5k	\$ 9,990.00	\$ -	\$ -	\$ -	\$ 9,990.00	0%
549020	Data Processing Equip <\$5k	\$ 10,235.00	\$ 107.70	\$ 570.00	\$ 896.15	\$ 9,338.85	9%
549110	Library Materials	\$ 729,279.37	\$ 7,243.44	\$ 1,312.25	\$ 12,832.45	\$ 716,446.92	2%
Expense Total		\$ 9,494,509.87	\$ 698,915.53	\$ 1,882.25	\$ 1,351,564.39	\$ 8,142,945.48	14%

**GENERAL FUND BILLS
FEBRUARY 2020**

AMOUNT	VENDOR NAME	DESCRIPTION
\$ 99.98	Amazon	Computer Supplies
\$ 56.98	Amazon	Custodial Supplies
\$ 136.35	Amazon	Custodial Supplies
\$ 64.85	Amazon	Library Materials
\$ 50.58	Amazon	Library Materials
\$ 100.16	Amazon	Library Materials
\$ 86.82	Amazon	Library Materials
\$ 389.12	Amazon	Library Materials
\$ 54.44	Amazon	Library Supplies
\$ 14.10	ARAMARK UNIFORM & CA	Mat, Mop, Towel & Fender Cover
\$ 26.21	ARAMARK UNIFORM & CA	Uniform Service
\$ 1,098.00	AT & T	Telephone fax lines
\$ 107.40	BATTERIES PLUS #195	Computer Supplies
\$ 518.65	BAYSCAN TECHNOLOGIES	Computer Supplies
\$ 650.64	BLACK HILLS UTILITY - Evergreen	Utilities
\$ 240.87	BLACK HILLS UTILITY - Westlink	Utilities
\$ 555.50	BRODART SUPPLIES	Library Supplies
\$ 2,117.02	CENTERPOINT ENERGY - Advanced Learning Library	Utilities
\$ 510.29	CENTERPOINT ENERGY - Alford	Utilities
\$ 14.00	CENTRAL KEY AND SAFE	Duplicate keys
\$ 140.85	CENTRAL SECURITY GROUP	security monitoring - branch libraries
\$ 1,615.90	City of Wichita - Commodities	office supplies
\$ 247.68	City of Wichita - Commodities	Other Equip Parts & Supplies
\$ 618.94	City of Wichita - Contractuals	Bank Charges
\$ 171.61	City of Wichita - Contractuals	Other Professional Servcies
\$ 1,866.00	City of Wichita - Contractuals	Printing & Copying
\$ 381.62	City of Wichita - Fleet	Fuel
\$ 620.00	City of Wichita - Fleet	Motor Pool Scheduled Charges
\$ 450.73	City of Wichita - Payroll	Auto Allowance
\$ 4,815.90	City of Wichita - Payroll	Bonus Compensation
\$ 150.00	City of Wichita - Payroll	Cell Phone Allowances
\$ 157,061.78	City of Wichita - Payroll	Employee Benefits
\$ 4,673.50	City of Wichita - Payroll	Longevity Pay
\$ 35,317.37	City of Wichita - Payroll	PAID LEAVE
\$ 62,739.61	City of Wichita - Payroll	PART-TIME SALARIES
\$ 298,571.65	City of Wichita - Payroll	REGULAR SALARIES
\$ 317.34	City of Wichita - Payroll	SHIFT DIEFFERENTIAL
\$ 89.25	City of Wichita - Technology	Automatic Call Distribution
\$ 72,401.59	City of Wichita - Technology	Data Center Charges
\$ 159.13	City of Wichita - Technology	Long Distance & Teleconference Services
\$ 1,833.75	City of Wichita - Technology	PBX Instrument Charges
\$ 1,149.50	City of Wichita - Technology	PBX Line Charges
\$ 126.00	City of Wichita - Technology	Voicemail
\$ 907.99	COMPUTYPE	Computer Supplies
\$ 150.00	COPY EXPRESS INC	Printing & Copying
\$ 275.60	DEMCO INC	Library Supplies
\$ 5,125.00	DURACON CONSTRUCTION	Snow Removal ALFORD
\$ 4,750.00	DURACON CONSTRUCTION	Snow Removal ANGELOU
\$ 5,125.00	DURACON CONSTRUCTION	Snow Removal EVERGREEN
\$ 5,125.00	DURACON CONSTRUCTION	Snow Removal ROCKWELL
\$ 4,760.00	DURACON CONSTRUCTION	Snow Removal WESTLINK
\$ 2,589.29	EVERGY - Alford	Utilities
\$ 176.13	EVERGY - Evergreen	Utilities
\$ 614.80	EVERGY - Evergreen	Utilities
\$ 972.27	EVERGY - Westlink	Utilities
\$ 387.19	EVERGY - Angelou	Utilities
\$ 3,014.74	EVERGY - CENTRAL LIBRARY	Utilities
\$ 598.03	EVERGY - Rockwell	Utilities

**GENERAL FUND BILLS
FEBRUARY 2020**

AMOUNT	VENDOR NAME	DESCRIPTION
\$ 246.01	FILMTOOLS, INC.	Library Supplies
\$ 554.80	Houchen Bindery	Library Materials - Binding
\$ 324.90	INTERNATIONAL THOMPS	Library Materials
\$ 530.00	LIQUID ENVIRONMENTAL	Grease Trap Disposal
\$ 104.14	MATT J WEIR	refund of fee overpayment
\$ 14.99	MIDWEST TAPE LLC	Library Materials
\$ 25.48	MIDWEST TAPE- LLC	Library Materials
\$ 65.00	Mountain Plains Library Association	Membership
\$ 165.00	MSI MORNINGSTAR INC	Library Materials - Magazine Subscription
\$ 14.75	NANCY R MCFALL	refund of fee overpayment
\$ 1,675.95	ONE GAS INC - Advanced Learning Library	Utilities
\$ 148.52	ONE GAS INC - Angelou	Utilities
\$ 353.65	ONE GAS INC - Rockwell	Utilities
\$ 6,021.54	OVERDRIVE DIST	Library Materials
\$ 145.00	SCHENDEL PEST	Pest Services
\$ 366.12	SHOWCASES	Library Supplies
\$ 90.20	TARRANT INC	Printing & Copying
\$ 45.00	TARRANT INC	Printing & Copying
\$ 123.00	TARRANT INC	Printing & Copying
\$ 168.00	TARRANT INC	Printing & Copying
\$ 8.94	THE HOME DEPOT #2205	Computer Supplies
\$ 59.98	THE HOME DEPOT #2205	Computer Supplies
\$ 143.92	ULINE SHIP SUPPLIE	Computer Supplies
\$ 59.94	US TOY/CONSTR PLAYTH	Library Equipment
\$ 200.00	WASTE CONNECTIONS - Advanced Learning Library	Trash Service
\$ 50.00	WASTE CONNECTIONS - Alford	Trash Service
\$ 28.00	WASTE CONNECTIONS - Angelou	Trash Service
\$ 66.00	WASTE CONNECTIONS - Evergreen	Trash Service
\$ 50.00	WASTE CONNECTIONS - Westlink	Trash Service
\$ 84.00	WASTE CONNECTIONS - Rockwell	Trash Service
\$ 698,915.53		

GRANT FUND BILLS
FEBRUARY 2020

AMOUNT	VENDOR NAME	Description
\$ 14,689.73	COX COMMUNICATIONS	Public internet - branch libraries
\$ 325.00	INNOVATIVE USERS GROUP	Conference Registration - J Tate
\$ 296.00	AMERICAN AIRLINES	Public Library Assn Conference Travel - S Dixon
\$ 296.00	AMERICAN AIRLINES	Public Library Assn Conference Travel - S Dball
\$ 1,780.30	CDW GOVERNMENT INC	Adobe Licenses Renewal
\$ 46.84	SSI SCHOOL SPECIALTY	computer supplies
\$ 402.00	THOMSON WEST TCD	Library materials
\$ 17,835.87		

PRELIMINARY REVENUE REPORT - MARCH 2020

OBJECT	ACCOUNT DESCRIPTION	BUDGET	MONTHLY REVENUE TARGET (8%)	RECEIVED IN MONTH	RECEIVED YTD	% RECEIVED YTD (22% Target)
422110	Library Desk Receipts (Fines)	\$ 291,632.25	\$ 26,246.90	\$ 23,464.65	\$ 66,600.34	22.84%
423030	Meeting Room Rentals	\$ 29,916.70	\$ 2,243.75	\$ 1,530.00	\$ 5,635.00	18.84%
424011	Copy Charges	\$ 13,092.00	\$ 1,309.20	\$ 897.90	\$ 3,558.55	27.18%
424101	Public Computing Charges	\$ 34,240.68	\$ 3,424.07	\$ 1,586.35	\$ 6,220.02	18.17%
646981	State Setoff Collections	\$ 74,000.00	\$ 7,400.00	\$ 24,262.20	\$ 37,309.78	50.42%
646990	Other Non-Operating Reenue	\$ -	\$ -	\$ -	\$ 318.17	100.00%
646998	Cash Over/Short	\$ -	\$ -	\$ -	\$ 2.00	100.00%
	TOTAL	\$ 442,881.63	\$ 40,623.92	\$ 51,741.10	\$ 119,643.86	27.01%

GENERAL FUND SUMMARY REPORT
MARCH 2020 PRELIMINARY

OBJECT	ACCOUNT DESCRIPTION	APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
511010	Regular Wages	\$ 4,319,615.86	\$ 287,043.75	\$ -	\$ 871,251.76	\$ 3,448,364.10	20%
511020	FT/PT Limited/Classified Wages	\$ 957,279.51	\$ 65,479.46	\$ -	\$ 187,724.63	\$ 769,554.88	20%
511040	Paid Leave	\$ -	\$ 39,820.40	\$ -	\$ 132,156.11	\$ (132,156.11)	N/A
511080	Longevity	\$ 63,384.00	\$ 4,697.00	\$ -	\$ 11,781.00	\$ 51,603.00	19%
511090	Shift Differential	\$ 4,055.16	\$ 319.00	\$ -	\$ 901.09	\$ 3,154.07	22%
511950	Year-End Payroll Accrual	\$ -	\$ -	\$ -	\$ (47,112.26)	\$ 47,112.26	0%
511999	Planned Savings	\$ (356,423.04)	\$ -	\$ -	\$ -	\$ (356,423.04)	0%
512010	Bonus Compensation	\$ -	\$ -	\$ -	\$ 4,815.90	\$ (4,815.90)	N/A
512030	Cell Phone Allowance	\$ 1,200.00	\$ 150.00	\$ -	\$ 300.00	\$ 900.00	25%
512040	Clothing Allowance	\$ 150.00	\$ -	\$ -	\$ -	\$ 150.00	0%
512050	Auto Allowance	\$ 2,400.06	\$ 372.95	\$ -	\$ 1,254.27	\$ 1,145.79	52%
513020	Premium Overtime	\$ -	\$ 144.50	\$ -	\$ 317.24	\$ (317.24)	N/A
518010	FICA	\$ 407,518.01	\$ 28,947.80	\$ -	\$ 88,631.38	\$ 318,886.63	22%
518020	Workers Compensation	\$ 52,818.32	\$ 3,989.19	\$ -	\$ 12,018.21	\$ 40,800.11	23%
518030	Unemployment	\$ 5,340.27	\$ 378.37	\$ -	\$ 1,158.53	\$ 4,181.74	22%
518040	Health Insurance	\$ 937,830.96	\$ 76,373.04	\$ -	\$ 233,650.56	\$ 704,180.40	25%
518060	Life Insurance	\$ 17,278.48	\$ 541.36	\$ -	\$ 1,633.23	\$ 15,645.25	9%
518080	WER Contributions	\$ 600,974.95	\$ 43,363.01	\$ -	\$ 131,209.22	\$ 469,765.73	22%
521010	Electricity	\$ 197,595.00	\$ -	\$ -	\$ -	\$ 197,595.00	0%
521011	Electricity - EDI	\$ -	\$ 4,444.34	\$ -	\$ 19,176.99	\$ (19,176.99)	10%
521020	Natural Gas	\$ 15,705.00	\$ -	\$ -	\$ -	\$ 15,705.00	0%
521021	Natural Gas - EDI	\$ -	\$ 5,088.56	\$ -	\$ 18,370.92	\$ (18,370.92)	117%
521030	Water Service	\$ 19,545.00	\$ 1,868.87	\$ -	\$ 2,490.92	\$ 17,054.08	13%
521050	Trash Service	\$ 4,410.00	\$ 478.00	\$ -	\$ 1,494.00	\$ 2,916.00	34%
521060	Local Telephone Service	\$ 21,636.00	\$ 245.29	\$ -	\$ 2,441.29	\$ 19,194.71	11%
521990	Other Utilities	\$ 60,459.96	\$ -	\$ -	\$ -	\$ 60,459.96	0%
522010	PBX Line Charges	\$ 11,058.00	\$ -	\$ -	\$ 2,299.00	\$ 8,759.00	21%
522020	PBX Instrument Charges	\$ 17,460.00	\$ -	\$ -	\$ 3,667.50	\$ 13,792.50	21%
522030	IT Moves & Changes	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	0%
522040	Long Distance & Teleconference	\$ 900.00	\$ -	\$ -	\$ 459.10	\$ 440.90	51%
522070	Voicemail	\$ 1,512.00	\$ -	\$ -	\$ 252.00	\$ 1,260.00	17%
522080	Automatic Call Distribution	\$ -	\$ -	\$ -	\$ 178.50	\$ (178.50)	#DIV/0!
522990	Other Communications Charges	\$ (8,120.00)	\$ -	\$ -	\$ 1,200.00	\$ (9,320.00)	-15%
523010	Building & Contents Insurance	\$ 92,632.00	\$ -	\$ -	\$ -	\$ 92,632.00	0%
523020	Vehicle Liability Premiums	\$ 870.00	\$ -	\$ -	\$ -	\$ 870.00	0%

GENERAL FUND SUMMARY REPORT
MARCH 2020 PRELIMINARY

OBJECT	ACCOUNT DESCRIPTION	APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
524010	Recruitment & Hiring	\$ 3,140.00	\$ 45.00	\$ -	\$ 213.80	\$ 2,926.20	7%
524020	Employee Travel & Training	\$ 2,615.00	\$ -	\$ -	\$ -	\$ 2,615.00	0%
525083	Textile Rental & Laundry Svcs	\$ 2,925.00	\$ 12.11	\$ -	\$ 340.95	\$ 2,584.05	12%
525990	Other Professional Services	\$ 37,970.00	\$ 84.00	\$ -	\$ 5,672.65	\$ 32,297.35	15%
526010	Motor Pool Scheduled Charges	\$ 3,720.00	\$ 310.00	\$ -	\$ 930.00	\$ 2,790.00	25%
526020	Building Repair & Maint	\$ 13,630.00	\$ -	\$ -	\$ -	\$ 13,630.00	0%
526041	Janitorial Services	\$ 63,000.00	\$ -	\$ -	\$ 5,165.48	\$ 57,834.52	8%
526042	Pest Control Services	\$ 13,000.00	\$ 762.50	\$ -	\$ 907.50	\$ 12,092.50	7%
526070	Equipment Repair & Maint	\$ 5,421.00	\$ -	\$ -	\$ 724.00	\$ 4,697.00	13%
529010	Bank Charges	\$ 5,000.00	\$ -	\$ -	\$ 1,242.96	\$ 3,757.04	25%
529021	Express Mail	\$ 4,000.00	\$ -	\$ -	\$ -	\$ 4,000.00	0%
529030	Shipping & Freight	\$ (440.00)	\$ -	\$ -	\$ -	\$ (440.00)	0%
529061	Organizational Memberships	\$ 3,195.00	\$ -	\$ -	\$ 290.00	\$ 2,905.00	9%
529070	Printing & Copying	\$ 23,472.00	\$ 2,185.80	\$ -	\$ 5,809.60	\$ 17,662.40	25%
529110	Legal Advertising	\$ -	\$ 42.00	\$ -	\$ 42.00	\$ -	#DIV/0!
529141	Software License & Maint Fees	\$ 110,145.00	\$ -	\$ -	\$ 6,568.32	\$ 103,576.68	6%
529150	Data Center Charges	\$ 868,819.00	\$ 73,570.62	\$ -	\$ 218,373.80	\$ 650,445.20	25%
529990	Other Contractuals	\$ 77,583.00	\$ 179.05	\$ -	\$ 38,979.00	\$ 38,604.00	50%
531010	Computing Supplies	\$ 900.00	\$ -	\$ -	\$ -	\$ 900.00	0%
531020	Office Supplies	\$ 48,575.00	\$ 3,372.79	\$ -	\$ 12,061.30	\$ 36,513.70	25%
531030	Custodial Supplies	\$ 6,000.00	\$ 113.69	\$ -	\$ 459.88	\$ 5,540.12	8%
532990	Other Equip Parts & Supplies	\$ 450.00	\$ 23.88	\$ -	\$ 398.17	\$ 51.83	88%
539012	Gasoline	\$ 2,700.00	\$ 161.30	\$ -	\$ 542.92	\$ 2,157.08	20%
549010	Furniture & Fixtures <\$5k	\$ 9,990.00	\$ -	\$ -	\$ -	\$ 9,990.00	0%
549020	Data Processing Equip <\$5k	\$ 10,235.00	\$ -	\$ 570.00	\$ 896.15	\$ 9,338.85	9%
549100	Laboratory Equip <\$k	\$ -	\$ 78.90	\$ -	\$ 78.90	\$ -	#DIV/0!
549110	Library Materials	\$ 729,279.37	\$ 89,385.57	\$ 1,312.25	\$ 102,218.02	\$ 627,061.35	14%
Expense Total		\$ 9,494,509.87	\$ 734,072.10	\$ 1,882.25	\$ 2,085,636.49	\$ 7,408,994.28	22%

PRELIMINARY GENERAL FUND BILLS
MARCH 2020

AMOUNT	VENDOR NAME	DESCRIPTION
\$ 116.96	Amazon	Library Materials
\$ 16.86	Amazon	Library Materials
\$ 62.27	Amazon	Library Materials
\$ 30.99	Amazon	Library Materials
\$ 59.00	Amazon	Library Equipment
\$ 65.23	Amazon	Library Materials
\$ 3.58	Amazon	Library Equipment
\$ 113.67	Amazon	Library Equipment
\$ 12.99	Amazon	Library Equipment
\$ 37.99	Amazon	Library Materials
\$ 8.00	Amazon	Computer Equipment
\$ 24.98	Amazon	Computer Equipment
\$ 45.98	Amazon	Library Materials
\$ 26.21	ARAMARK UNIFORM & CA	Uniform Service
\$ 14.10	ARAMARK UNIFORM & CA	Mat Service
\$ 1,040.00	ASSOCIATED BUSINESS	Library Supplies
\$ 334.00	ASSOCIATED BUSINESS	Library Supplies
\$ 150.96	ASSOCIATED BUSINESS	Library Supplies
\$ 2,272.30	ASSOCIATED BUSINESS	Library Supplies
\$ 245.29	AT&T	Utilities
\$ 65.28	BATTERIES PLUS #195	Office Supplies
\$ 456.38	BLACK HILLS - Evergreen	Utilities
\$ 221.43	BLACK HILLS - Westlink	Utilities
\$ 7,922.44	BRODART BOOKS	Library Materials
\$ 8,749.96	BRODART BOOKS	Library Materials
\$ 278.60	BRODART SUPPLIES	Library Supplies
\$ 2,140.80	CENTERPOINT ENERGY Advanced Learning Library	Utilities
\$ 393.71	CENTERPOINT ENERGY Alford	Utilities
\$ 140.85	CENTRAL SECURITY GROUP	Security Monitoring - branch libraries
\$ 5,812.00	CFRA	Library Materials
\$ 23.88	City of Wichita - Commodities	Other Equip Parts & Supplies
\$ 811.80	City of Wichita - Contractuals	Printing & Copying
\$ 78.90	City of Wichita - Equipment	laboratory Equip <5k
\$ 310.00	City of Wichita - Fleet	Motor Pool Scheduled Charges
\$ 161.30	City of Wichita - Fleet	Gasoline
\$ 287,043.75	City of Wichita - Payroll	Regular Wages
\$ 65,479.46	City of Wichita - Payroll	Part-time Wages
\$ 39,820.40	City of Wichita - Payroll	Paid Leave
\$ 4,697.00	City of Wichita - Payroll	Longevity
\$ 319.00	City of Wichita - Payroll	Shift Differential
\$ 150.00	City of Wichita - Payroll	Cell Phone Allowance
\$ 372.95	City of Wichita - Payroll	Auto Allowance
\$ 144.50	City of Wichita - Payroll	Overtime
\$ 153,592.77	City of Wichita - Payroll	Employee Benefits
\$ 73,570.62	City of Wichita - Technology	Data Center Charges
\$ 1,868.87	City of Wichita - Water Service	Utilities
\$ 122.88	DEMCO INC	Library Supplies
\$ 290.17	EVERGY - Angelou	Utilities
\$ 2,193.54	EVERGY - Alford	Utilities
\$ 158.33	EVERGY - Evergreen	Utilities
\$ 500.40	EVERGY - Evergreen	Utilities
\$ 504.16	EVERGY - Rockwell	Utilities
\$ 797.74	EVERGY - Westlink	Utilities

**PRELIMINARY GENERAL FUND BILLS
MARCH 2020**

AMOUNT	VENDOR NAME	DESCRIPTION
\$ 1,300.00	INF CITY DIRECTORIE	Library Materials
\$ 325.00	INF CITY DIRECTORIE	Library Materials
\$ 4.19	INGRAM LIBRARY SERVI	Library Materials
\$ 1,021.93	INGRAM LIBRARY SERVI	Library Materials
\$ 1,614.23	INGRAM LIBRARY SERVI	Library Materials
\$ 3,346.17	INGRAM LIBRARY SERVI	Library Materials
\$ 539.71	INGRAM LIBRARY SERVI	Library Materials
\$ 2,469.48	INGRAM LIBRARY SERVI	Library Materials
\$ 1,131.22	INGRAM LIBRARY SERVI	Library Materials
\$ 269.02	INGRAM LIBRARY SERVI	Library Materials
\$ 798.57	INGRAM LIBRARY SERVI	Library Materials
\$ 100.12	MFASCO HEALTH & SAFE	Custodial Supplies
\$ 3,625.12	MIDWEST TAPE- LLC	Library Materials
\$ 7,389.77	MIDWEST TAPE- LLC	Library Materials
\$ 4,105.55	MIDWEST TAPE- LLC	Library Materials
\$ 1,479.70	ONE GAS INC - Advanced Learning Library	Utilities
\$ 131.13	ONE GAS INC - Angelou	Utilities
\$ 265.41	ONE GAS INC - Rockwell	Utilities
\$ 30.00	OVERDRIVE DIST	Library Materials
\$ 19,749.30	OVERDRIVE DIST	Library Materials
\$ 13,925.62	OVERDRIVE DIST	Library Materials
\$ 2,735.01	OVERDRIVE DIST	Library Materials
\$ 25.00	PAYPAL TCHAVDARGUE	Library Materials
\$ 1,539.00	SAGE PUBLICATIONS	Library Materials
\$ 762.50	SCHENDEL PEST	Pest Services
\$ 84.00	SIGN LANGUAGE INTERPRETING	Sign language interpretation services
\$ 199.00	SQ H W WILSON	Library Materials
\$ 9.99	THE HOME DEPOT #2205	Custodial Supplies
\$ 382.00	THOMSON WEST TCD	Library Materials
\$ 264.13	ULINE SHIP SUPPLIE	Office SUpplies
\$ 10.00	UNDERGROUND VAULTS &	PAPER SHREDDING (SECURITY)
\$ 45.00	VIA CHRISTI REHABILITATION	New Employee Physicals
\$ 200.00	WASTE CONNECTIONS - Advanced Learning Library	Utilities
\$ 50.00	WASTE CONNECTIONS - Alford	Utilities
\$ 66.00	WASTE CONNECTIONS - Evergreen	Utilities
\$ 84.00	WASTE CONNECTIONS - Rockwell	Utilities
\$ 28.00	WASTE CONNECTIONS - Angelou	Utilities
\$ 50.00	WASTE CONNECTIONS - Westlink	Utilities
\$ 42.00	WICHITA EAGLE	FEBRUARY 2020 WICHITA EAGLE PUBLICATIONS
\$ 734,072.10		

**PRELIMINARY GRANT FUND BILLS
MARCH 2020**

AMOUNT	VENDOR NAME	DESCRIPTION
\$ 622.12	SARA DIXON	Travel Reimbursement - PLA
\$ 499.00	INFORMATION TODAY	Conference Registration - Bailey
\$ 256.80	DELTA AIR 00624164	Travel - Jeff Tate - Polaris User Group
\$ 407.40	UNITED 01624963	Travel - Cindy Bailey - Computers in Libraries
\$ 240.70	BRODART SUPPLIES	Library supplies
\$ 2,026.02		

GIFT AND MEMORIAL FUND

RECEIPTS/REIMBURSEMENTS

Baird (interest)	\$444.11
CD Redeemed	\$52,000.00
Flower Fund (Staff Donations)	\$15.00
Friends of the Library (Monthly Donation)	\$1,451.00
Friends of the Library (Senior Wednesdays Sponsorships)	\$1,200.00
Friends of the Library (1000 Books before Kindergarten Sponsorship)	\$300.00
Friends of the Library (Materials Collection Enhancement)	\$500.00
Staff Honorariums	\$50.00
Memorial Donations	\$331.24

TOTAL RECEIPTS	\$56,291.35
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EXPENDITURES

Awards Factory (Staff Service Awards)	\$	310.68
Commerce Bank/Amazon.com (Flower Fund-Staff Memorial in Lieu of Flowers)*	\$	53.50
Copy Express (Senior Wednesday Programs)*	\$	10.75
Drury Hotel (Senior Wednesday Speaker)*	\$	132.44
Ingram Library Services (Memorials)*	\$	2,886.71
Kroger (Library Board Supplies)	\$	51.96

TOTAL EXPENDITURES	\$3,446.04
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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



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Cynthia Berner, Director of Libraries
SUBJECT: State Grants in Aid FY2020
DATE: April 14, 2020

Background: The 2020 State Grants-in-Aid payment has been received in the amount of \$111,998.20.

Analysis: A project budget must be established and approved by the Library Board of Directors before the payment may be deposited.

Financial Considerations: The 2020 grant award reflects an increase of \$759.18 from the previous year. The grant is administered by the City of Wichita on behalf of the Library. There is a 3.98% administrative charge for this service.

In previous years, all other funds from this grant have been allocated to the cost of public internet connections for branch libraries. Full invoices for this service were paid and then submitted to the Universal Service Administrative Company as e-rate subsidy reimbursements. This year, staff proposed that the vendor (Cox Communications) receive the subsidies directly and to reduce the monthly invoices accordingly. This will provide the library with approximately \$75,000 to be used for other needs during the year.

These funds are proposed to be allocated to the library materials and equipment, office supplies, printing, and the Library's membership in the Urban Libraries Council.

A copy of the proposed grant budget is attached.

Legal Considerations: There is no contract associated with the grant. All funds must be expended during the calendar year. There are no other restrictions for use of these grant funds.

Recommendations/Actions: It is recommended that the Board approve the budget as proposed by staff.

**CITY OF WICHITA
FEDERAL, STATE AND FOUNDATION GRANT BUDGET FORM**

Form No. 21-012 (2010)

E-print, scan or save as pdf and drag following documentation to Laserfiche/Performance/Grants/Your Department.

New Grant: Budget form, notice of award and grant agreement.

Budget revision: Revised budget form.

Name grant award file OCA# - Grant # Program Title (Rev # as appropriate)

Send voting email to Department Director and Budget Analyst. Set results to go to assigned Controller accountant.

OCA Title: State Grants in Aid FY20 Formal Grant Title: _____
 Grant period: From : 1/1/2020 To : 12/31/2020 Grantor Agency: State Library of Kansas
 Department #: _____ CFDA Number: 98.000
 OCA #: _____ HUD activity number#: _____
 Grant #: _____ Federal/State Project #: _____
 Grant Detail#: _____ CC Approval date: _____

Object level 1 or **Expenditure Total** Expenditure Total will be utilized if no selection made.

Source of funding:	Object Level 3	Original Budget	Revisions Increase	Decrease	Revised Budget	Revision #
Federal contributions	8000				0.00	
State contributions	8030	111,998.20			111,998.20	
Federal to State	8062				0.00	
Federal to County	8090				0.00	
City - cash transfer	9800				0.00	
Private contributions	9713				0.00	
City - in-kind	9714				0.00	
REVENUE TOTAL		111,998.20	0.00	0.00	111,998.20	
Expenditures:						
Personal services (1xxx):						
Bi-weekly wages	1100	0.00			0.00	
Longevity	1101	0.00			0.00	
Shift Differential	1104	0.00			0.00	
Paid Leaves	1125	0.00			0.00	
Part-time Wages	1200	0.00			0.00	
FICA	1400	0.00			0.00	
Employees Pension	1401	0.00			0.00	
Worker's Compensation	1403	0.00			0.00	
Unemployment Compensation	1404	0.00			0.00	
Health Insurance	1405	0.00			0.00	
Life Insurance	1406	0.00			0.00	
Total Personal Services		0.00	0.00	0.00	0.00	
Contractual services (2xxx):						
Internet Service	2217	35,345.00			35,345.00	
Other data processing charges	2699				0.00	
City Administrative Charge (3.98%)	2900	4,458.00			4,458.00	
Membership Dues	2906	6,000.00			6,000.00	
Printing & Photocopying	2917	2,000.00			2,000.00	
Other Contractuals	2999	14,600.00			14,600.00	
Total Contractual Services		62,403.00	0.00	0.00	62,403.00	
Commodities (3xxx):						
Office Supplies	3103	3,000.00			3,000.00	
Other Office Supplies (processing supplie	3199	3,000.00			3,000.00	
Data Equipment < \$5000 each	3804	3,000.00			3,000.00	
Office Equipment < \$5000 each	3805	3,000.00			3,000.00	
Library Materials < \$5000 each	3811	37,595.20			37,595.20	
Total Commodities		49,595.20	0.00	0.00	49,595.20	
Capital outlay (4xxx):						
		0.00			0.00	
					0.00	
					0.00	
Total Capital Outlay		0.00	0.00	0.00	0.00	
Other (5xxx):						
In-kind expense	5306	0.00			0.00	
EXPENDITURE TOTAL		111,998.20	0.00	0.00	111,998.20	

Position classification	Pay Range	Number Authorized	Annual Salary	Annual Benefits	(Use additional page if needed)
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	

Department Director or Designee approval is required. Electronic approval acceptable.

Electronic approval from Budget Officer or Designee is required.



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Cynthia Berner, Director of Libraries
SUBJECT: South Central Kansas Library System Grant FY20
DATE: April 14, 2020

Background: The South Central Kansas Library System (SCKLS) is one of seven regional systems of cooperating libraries operating across the state of Kansas. The purpose of these regional systems is to ensure adequate library service to all Kansas residents. Regional systems fulfill this mission by supporting the work of local public libraries through services including continuing education, consulting, interlibrary loan lending and grant programs intended to help offset the cost of extending library services to residents from outside the local taxing district. Grants-in-aid funding to local libraries is provided annually through a formula distribution based on the population of the local library taxing district, the proportional number of out of district account holders and the number of interlibrary loan lending transactions completed during the previous calendar year. Grants for continuing education, e-books reimbursement, technology purchases and programming are made available through competitive applications. The Wichita Public Library has received funding support from each of these grant programs.

Analysis: The South Central Kansas Library System Executive Committee has directed the implementation of service contracts for the grants-in-aid program. The contract prohibits use of grant funds for costs associated with services or programs for which the library charges fees.

Financial Considerations: The Wichita Public Library's proposed 2020 service contract provides for a grants-in-aid award of \$178,639. This is a reduction of \$19,881 (10%) from the previous year, due in large part to a decrease in interlibrary loan lending. A first payment of \$119,956 will be made upon submission of the signed service contract with a second payment of \$58,683 to be provided prior to September 30, 2020. Grant funds are to be expended, encumbered or transferred by December 31, 2021 and must be used for library purposes only, with no administrative fees allowed.

The proposed budget included \$50,000 for public Internet connections in branch libraries, \$2,500 for staff development, \$90,000 for library materials and \$26,139 for supply costs related to the processing of library materials and for contractual expenses related to cataloging materials and promotion of library collections, programs and services.

Legal Considerations: The contract has been submitted to the Law Department for approval as to form. Because the Library Board of Directors does not have the authority to enter into contracts, the proposed contract will need to be submitted to the City Council for review and approval.

Recommendations: It is recommended that the Library Board approve the proposed budget and authorize staff to submit the contract to the City Council for review and approval.

Attachments: Contract and Proposed Budget

**South Central Kansas Library System
2020 Grants-in-Aid Service Contract**

This contract is between the **South Central Kansas Library System**, referred to as SCKLS, and the **Wichita Public Library**, a participating member in the SCKLS regional system of cooperating libraries and in accordance with Kansas Statutes Annotated 75-2547 through 75-2552.

The purpose of this contract is for SCKLS in cooperation with participating member libraries to provide adequate library services to all citizens of the south central regional which includes the following counties – Barber, Butler, Cowley, Harper, Harvey, Kingman, McPherson, Reno, Rice, Sedgwick, Stafford and Sumner – and to extend library service to persons not having library service through a local and legally-established library.

In accordance with Kansas Administrative Regulation 54-1-18, the participating member library agrees to the provision for free service and to permit any citizen of the territory comprising SCKLS to borrow materials or receive services without charge and subject to reasonable library rules during the period from January 1, 2020 to December 31, 2020.

In exchange for the participating member library providing free service and permitting any citizen of the territory comprising SCKLS to borrow materials or receive services without charge and subject to reasonable library rules, SCKLS agrees to provide the participating member library:

- (1) One grant-in-aid payment in the amount of \$119,956 upon receipt of this signed service contract and prior to July 1, 2020; and
- (2) A second grant-in-aid payment in the amount of \$58,683 prior to September 30, 2020.

Additional conditions of this grants-in-aid contract shall include the following:

- (a) The annual grants-in-aid eligibility form shall be completed by the participating member library and received by SCKLS no later than July 1, 2020.
- (b) Grants-in-aid funds must be used by the participating member library for library purposes only, with no administrative fees allowed, and funds shall be expended, encumbered or transferred within one year of December 31, 2020.
- (c) Grants-in-aid funds shall not be used to pay for costs associated with services or programs for which the member library charges.
- (d) If sufficient annual tax funds are not received by SCKLS, this contract shall be void and any grants-in-aid payment obligation terminated.

By signing this contract, the representative of the **Wichita Public Library** represents that such person is duly authorized to execute this contract on behalf of the participating member library and the participating member library agrees to the above provisions.

Participating Member Library

South Central Kansas Library System

Signature: _____

Mayor Brandon Whipple

Date: _____

Paul Hawkins, Director

April 1, 2020

**CITY OF WICHITA
FEDERAL, STATE AND FOUNDATION GRANT BUDGET FORM**

Form No. 21-012 (2010)

E-print, scan or save as pdf and drag following documentation to Laserfiche/Performance/Grants/Your Department.

New Grant: Budget form, notice of award and grant agreement.

Budget revision: Revised budget form.

Name grant award file OCA# - Grant # Program Title (Rev # as appropriate)

Send voting email to Department Director and Budget Analyst. Set results to go to assigned Controller accountant.

OCA Title: _____	Formal Grant Title: <u>South Central Kansas Library System 2020</u>
Grant period: From : _____ To : _____	Grantor Agency: _____
Department #: _____	CFDA Number: <u>98.000</u>
OCA #: _____	HUD activity number#: _____
Grant #: _____	Federal/State Project #: _____
Grant Detail#: _____	CC Approval date: _____

Set Expenditure Controls at (bold or box one)	Object level 1	or	Expenditure Total	Expenditure Total will be utilized if no selection made.
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Source of funding:	Object	Original Budget	Revisions		Revised Budget	Revision # _____
State contributions	415045	178,639.00	<u>Increase</u>	<u>Decrease</u>	178,639.00	
REVENUE TOTAL		178,639.00	0.00	0.00	178,639.00	
Expenditures:						
Internet Service	521070	50,000.00			50,000.00	
Employee Travel & Training	524020	2,500.00			2,500.00	
Printing and Copying	529070	5,000.00			5,000.00	
Other Contractuals	529990	20,000.00			20,000.00	
Supplies	531020	11,139.00			11,139.00	
Library Materials	549110	90,000.00			90,000.00	
EXPENDITURE TOTAL		178,639.00	0.00	0.00	178,639.00	

Department Director or Designee approval is required. Electronic approval acceptable.

Electronic approval from Budget Officer or Designee is required.

Wichita Public Library

Media Report, March 2020

- 3/5/20, The Wichita Eagle, “Free spring gardening classes offered at Wichita branch libraries” <https://www.kansas.com/living/home-garden/article240691406.html>
- 3/9/20, KFDI, “Wichita Library offering gardening classes” <https://www.kfdi.com/2020/03/09/wichita-library-offering-gardening-classes/>
- 3/16/20, KFDI, “Wichita to close some facilities for two weeks” <https://www.kfdi.com/2020/03/16/wichita-to-close-some-public-facilities-for-two-weeks/>
- 3/16/20, KAKE, “Sedgwick County bans public gatherings of more than 50 people, declares emergency” <http://www.kake.com/story/41900855/sedgwick-county-declares-emergency-bans-public-gatherings-of-50-or-more-people>
- 3/24/20, KWCH, “City of Wichita announces stay-at-home” <https://www.kwch.com/content/news/City-of-Wichita-announces-stay-at-home-plans-569073991.html>
- 3/31/20, KMUW, “Hunkered down for the pandemic? Here’s how to keep reading for free” <https://www.kmuw.org/post/hunkered-down-pandemic-heres-how-keep-reading-free>



WPLF Update
April 14, 2020

In April, the WPLF is working on two separate fundraising initiatives. Now more than ever, your gift to either fundraising initiative will ensure resources are available to the public that otherwise might not be.

The first is centered around the April 23 Library Giving Day and involves a match for the first 20 gifts of \$100 to support Childhood Literacy. The match is provided through a partnership with the Friends of the Library. Our fundraising goal is \$5,000. As of April 12, social media and Facebook posts have raised \$1,500. A direct-mail solicitation to 1,700 WPLF constituents mailed on April 13.

The Second fundraising initiative will ensure that Library e-resources remain available through our website or what we are calling the Virtual Branch during Library closures and beyond.

Since Library closures, access to e-resources have increased dramatically. Most e-content have a cost associated per check-out or a subscription fee. Because of increased usage, the Library is estimating non-budgeted costs for e-resources to exceed \$75,000 this year. Without additional funding, the Library will need to reduce the number of e-resources available.

Through this fundraising initiative, the public will be able to continue to check-out a broader offering of e-books and e-audiobooks, plus explore databases, and access digital versions of magazines through Flipster - our newest addition to our Virtual Branch.

Our Virtual Branch is just one of many urgent needs that are emerging as we support the Library's work to find new and creative ways to serve the community amidst the COVID-19 crisis. Therefore, we have created a COVID-19 Emergency Fund with a fundraising goal of \$125,000.

WPLF staff are making fundraising for the Virtual Branch, our number one priority. Since April 3, we have raised \$9,000.

Respectfully Submitted,
Kristi Oberg
CEO/President WPLF

P.S. You can make your gift by returning the direct-mail piece you will be receiving, through the WPLF Facebook Page or on the WPLF website at <http://bit.ly/Donatetomylibrary>.