

# A G E N D A

## **Wichita Public Library Board of Directors Meeting Tuesday, February 16, 2021 – 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 [kdowell@wichita.gov](mailto:kdowell@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. Friday, February 12th.

1. Call to Order
2. Approval of the Agenda
3. Public Comment
4. Minutes of the January 19, 2020 Meeting
5. Unfinished Business
6. New Business

a) Final 2020 Finance Report and Bills

General Fund Bills	\$891,910.51
Grant Fund Bills	\$57,857.93
Library Donations Bills	\$929.85
CIP Linwood/Walters	\$18,701.04
Gift & Memorial Fund Bills	\$28,669.85
<b>Total</b>	<b>\$998,069.18</b>

b) January 2021 Finance Report and Bills

General Fund Bills	\$614,640.73
Grant Fund Bills	\$15,107.38
CIP Linwood/Walters	\$634.51
Gift & Memorial Fund Bills	\$1,761.21
<b>Total</b>	<b>\$632,143.83</b>

- c) Proposed Program Options
- d) Elect Second Vice-President
7. Special Committee Reports -none
8. Support Organization Reports
9. Director of Libraries Report
10. Announcements
11. Adjournment



# Monthly Activity Report

## January 2021

### **Service Highlights**

Staff at the Alford Branch rang in the New Year by filling more than 100 hold requests on the first operating day of 2021. Staff answered phone calls, fulfilled faxing service and checked in several tables of returned materials.

The Library and its community partners launched the 13<sup>th</sup> annual NEA Big Read: Wichita on Saturday, January 9. Customers could watch the [Virtual Kick Off](#) on KPTS and [www.kpts.org](http://www.kpts.org) and then drive through the Advanced Learning Library later that evening to pick up a free copy of “Circe” by Madeline Miller, this year’s Big Read selection.

Several staff members have created informational videos about different resources and services available to customers. These videos live on the Library’s [YouTube account](#) and will be shared on various social media platforms: [Getting a Library Card](#), [Quick Start Online for Teens](#), [How to Pay Fines and Fees](#) and [Finding Items at the Library](#).

The move from the Linwood Park Branch to the Walters Branch moved along ahead of schedule. Shelves were installed before the Linwood Park Branch closed on January 15, and following the holiday weekend, movers arrived to bring materials to the new space. The next week, technology equipment was installed to help staff work towards a soft opening date of February 1 offering curbside service.

Based on feedback from customers and staff, the Digital Services Team changed the email address used by customers to send print jobs via the Library’s mobile print service. MobilePrint allows customers to send documents to the Library’s printer using an email, a website or an app. Customers and staff complained that the former email addresses were too complex, easy to mistype and hard to enunciate over the phone. More information can be found on the Library’s [print page](#).

The Library received 2021 tax forms and tax instruction booklets to pass out to customers who need them. Librarian John Cleary coordinated these efforts, and customers are able to pick up these forms through curbside and drive up window service from February 1 through April 15.

Technology Trainers held their first technology training programs in January. Teaching technology in a virtual environment to beginner and intermediate learners has unique challenges, so staff evaluated existing programming from other libraries for the best opportunities to develop virtual training programs. The Downloading E-Books program had 13 participants and the Practical Security Online program had 21 students.

## **Other News**

The Library introduced original local short story submissions for the three short story dispensers in Wichita. Local authors and writers are encouraged to submit original 8,000 character stories or less for a chance to be featured in the Short Edition story dispensers located at Reverie Coffee Roasters, Hunter Health Clinic and the Ablah Library at Wichita State University. More information is available online at [www.wichita-public-library.short-edition.com](http://www.wichita-public-library.short-edition.com).

The Youth Services team expanded access to library resources for USD 259 schools in Wichita. Staff created more than 549 e-cards for Pleasant Valley Middle School, 411 cards for Washington Elementary, 329 cards for Harry Street Elementary, and 14 cards for Black Elementary virtual second grade students.

The January Tuesday Topics program, "Where Do You Get Your News?," broke away from the usual opposing viewpoints format and featured a panel of three journalists and newsmakers who discussed the rise of social media, fake news and a shrinking industry that has seen significant losses in the last two weeks.

The Special Collections division is creating spreadsheets to sort the Library's photograph collection under various topics, such as Old Town, Native Americans, hospitals, etc. This project came about because the Special Collections division is working on researching and describing the large selection of Old Town photographs for a new walking tour that will be available this spring.

Youth Services Librarian Hannah Adamson's [recorded outreach story time](#) featuring the book *The Midnight Library* was featured in Riverside Elementary School's Literacy Day activities for kindergarten.

January 2021 saw a new record for Wichita E-Reads circulation (e-books and e-audiobooks): 27,227 checkouts. This record was unexpected because the previous record (25,566 checkouts in April 2020) stood throughout all of 2020.

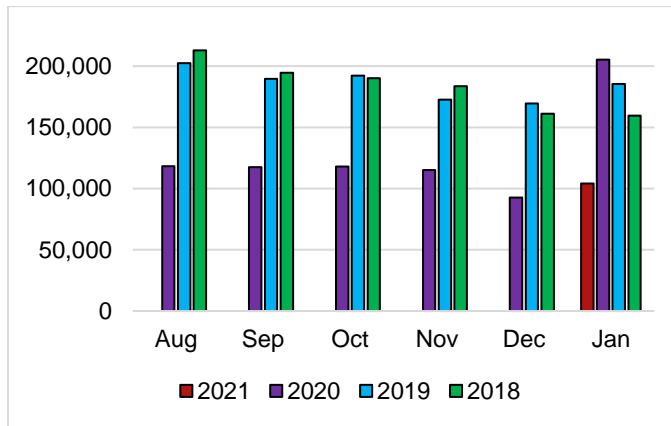
When the Advanced Learning Library was built, staff installed infrastructure to create a centralized, more robust wireless network to create a better customer and staff wireless experience at all locations. As each branch is remodeled, they will be connected to the equipment at the Advanced Learning Library. The Walters Branch will act as a test platform to refine the new wireless network system.

Several Library divisions have begun work on a new podcast that will be an extension of the #ReadICT Reading Challenge. Staff hope that the podcast will be a welcomed platform for reader's advisory and for promoting programs, resources and services to customers.

## Service Dashboard

On November 25, 2020, all locations reverted from limited in-person services to curbside and drive-up services due to the rising numbers of COVID-19 cases in Wichita and Sedgwick County. The Evergreen Branch closed on November 30 for renovations, while the Evergreen Temporary Outlet opened on December 21 at the Evergreen Recreation Center. The Linwood Park Branch closed on January 15, 2021.

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

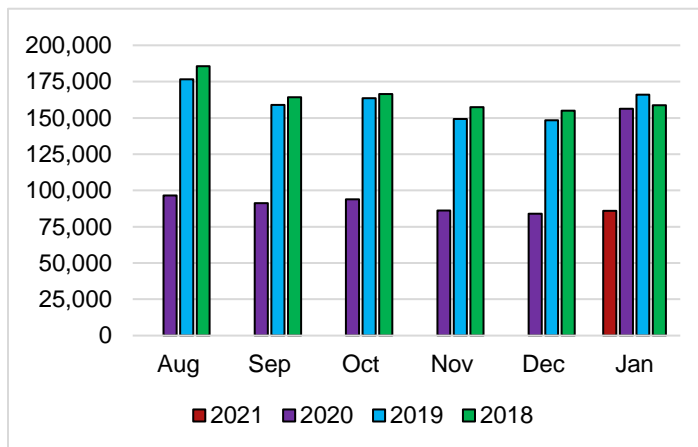


#### JANUARY

	2021	2020	% change
Door Counts	11,166	97,608	-88.56%
Catalog Log-ins	42,581	44,297	-3.87%
Website Visits	50,501	63,456	-20.42%
Total	104,248	205,361	-49.24%

Door counts include activity related to curbside materials delivery.

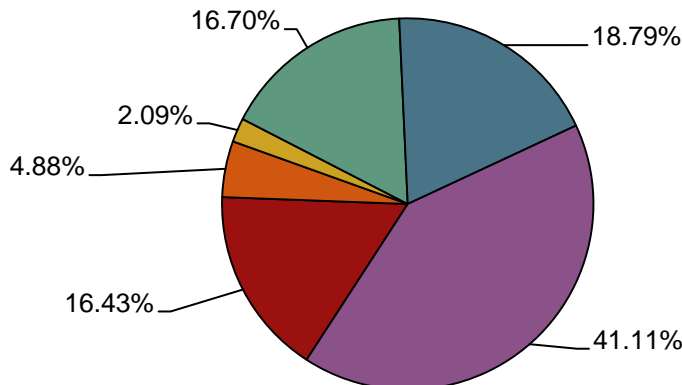
### CHECKOUTS



#### JANUARY

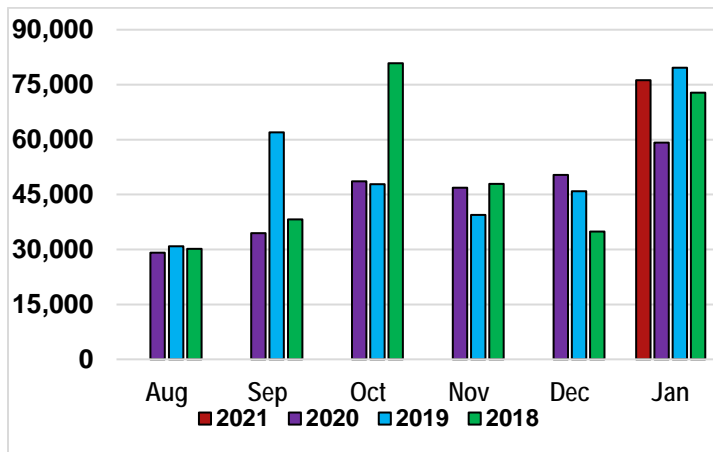
	2021	2020	% change
Physical Circ	50,635	131,929	-61.62%
Virtual Circ	35,341	24,289	45.50%
WPL	28,217	15,161	86.12%
State	7,124	9,128	-21.95%
Total	85,976	156,218	-44.96%

### Circulation by Location



- Advanced Learning Library
- South branches
- North branches
- East branches
- West branches
- Virtual branch

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

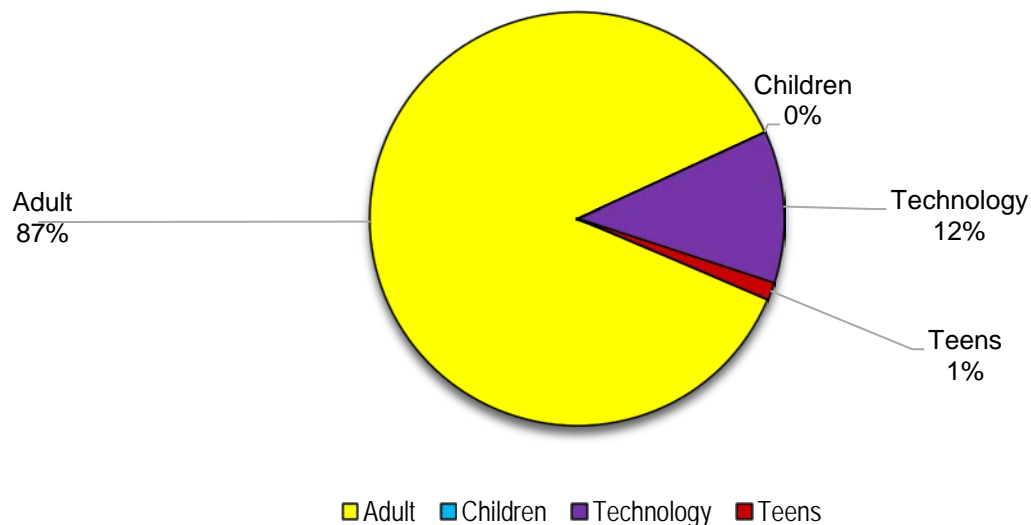


JANUARY			
	2021	2020	% change
In person	230	8,485	-97.29%
Online	76,188	50,708	50.25%
Total	76,418	59,193	29.10%

Most locations did not record in-person and telephone reference transactions from March 2020-January 2021.

Minor data entry errors from 2018-2020 have been corrected beginning with this month's report.

## PROGRAM ATTENDANCE



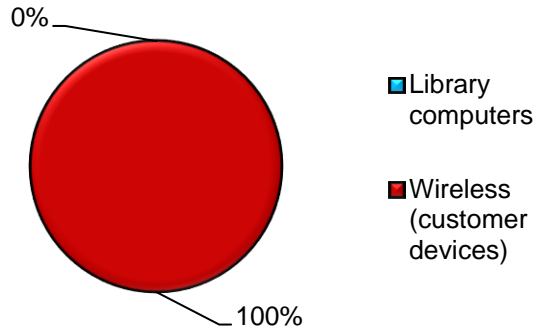
### JANUARY ATTENDANCE

	2021	2020	% change
Adult events	694	1,037	-33.08%
Children's events	0	2,915	-100.00%
Technology training	95	480	-80.21%
Teen events	11	78	-85.90%
TOTAL	800	4,510	-82.26%

January 2021 attendance reflects Book a Librarian technology assistance via telephone in addition to virtual programming.

## PUBLIC COMPUTING

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



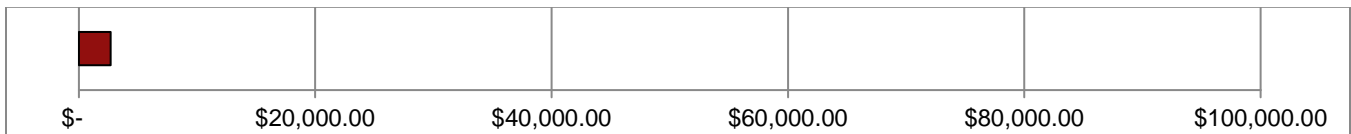
### JANUARY

	2021	2020	% change
Workstation Sessions	0	10,139	-100.00%
Wi-Fi Sessions	3,394	7,677	-55.79%
Number of Users	147	1,903	-92.28%
Hours of Access	4,057	10,903	-62.79%

## VOLUNTEERS (hours of service)

No volunteer service was recorded for January 2021.

## MATERIALS DONATIONS (value if purchased)



**Year to date total = \$2,681.80**

**Items added to Library collections YTD = 174**

## **Service Snapshot: Recent Raving Fans Stories**

The Library's grab bag service continues to invite praise from parents: "Your suggestions look great, as usual! We have loved everything we have gotten so far. Thank you so much for your help."

A customer was worried about hold fees for 30 items she had saved to a list through her online account. Westlink Youth Services Librarian Eva Caudill explained that during the current curbside service model, hold fees are waived. She helped the customer place her saved list items on hold and encouraged her to sign up for the 1,000 Books Before Kindergarten program, since many of her hold requests were for young readers. The finisher prize for 1,000 Books Before Kindergarten is a gold card membership to the Friends of the Library, which has a benefit of no holds fees. The customer was appreciative of the Library's efforts to assist her needs.

Librarian Sara McNeil received a paper copy in the mail of a customer's #ReadICT submissions for 2020 to be put into Beanstack. Sara logged the books, back dating the logs for 2020 and then logged into the customer's Beanstack account to add title and author information into the challenge. Sara then sent a letter to the customer saying she finished logging these books, included a bookmark for the 2021 challenge, and included a Wichita Eagle article about the 2021 challenge, since two of the categories (Own Voices and Challenged Books) might be a little confusing without some explanation.

While working with a customer via email, Collection Development Manager Sarah Kittrell received a compliment for the Rockwell Branch staff: "I would also like to thank you and the people at Rockwell Library for all that you have done for the community during these past many months to continue our library experience. The Rockwell workers have been easy and delightful to work with."

A customer recently purchased several books in memory of her late mother. In a letter with her donation, she wrote: "...my mother was an avid reader and a former Boston school teacher for nearly 40 years. She moved to Wichita in 2004 and spent the last 10 years of her life living with us. Our trips to WPL are some of the fondest memories of our time together. Thank you for making this wonderful tribute available."

A customer sent a message to the Library on Instagram with the following compliment: "I was so impressed with the drive thru pick up system at Rockwell yesterday. It was so efficient, and an amazing librarian stood out in 27-degree weather to get people their books! Thanks for all you guys are doing during this pandemic. It is immensely appreciated."

Evergreen Branch Librarian Mark Cato continues to assist with COVID testing of City staff at City Hall, part of the City's rapid testing program.

## **WICHITA PUBLIC LIBRARY**

Minutes of a Virtual Meeting of the Library Board of Directors  
January 19, 2021.

The regular meeting of the Library Board of Directors was held on Tuesday, January 19, 2021 at the Advanced Learning Library with the following present: Ms. Erinn Bock, Ms. Donna Douglas, Ms. Jennifer Goheen, Dr. Justin Henry, 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.

### **Call to Order**

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

### **Staff Presentation**

Jeff Tate, Digital Services Manager presented the 2021-2023 Technology Plan. Its goals include flexibility, usability, innovation, accessibility, diversity, and thinking nationally to benefit locally.

*Jennifer Goheen arrived.*

The planning process included reviewing past technology plans, assessing existing provision, reviewing national library trends, and conducting in-depth discussions among staff to identify opportunities to augment technology usage. Mr. Tate drafted the document, which was then reviewed by key staff and the management team before being sent to the Library Board.

Core focus areas of the technology plan include community engagement, staff service mobility, expanding mobile experiences and services, forming new technology partnerships, evaluating services, and identifying unsupported technology strategies. The board will be asked to endorse this plan under its new-business agenda.

*TaDonne Neal arrived.*

*Shelby Petersen arrived.*

### **Approval of the Agenda**

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

### **Public Comment**

None

### **Approval of Minutes**

Minutes of the regular meeting held on December 15, 2020 were presented. Chuck Schmidt moved (Douglas) to approve the minutes as included in board packets. **Motion carried unanimously.**

### **Unfinished Business**

None

### **New Business**

The semi-annual accounting of the Gift & Memorial Fund was presented. Chuck Schmidt noted that the numbers on the last page were not added correctly. Lauren Hirsh moved (Winkler) to receive and file the July-December 2020 report of the Gift and Memorials Account as amended. **Motion carried unanimously.**

President McWhorter moved (Winkler) to endorse the 2021-2023 Technology Plan. **Motion carried unanimously.**

### **Finance Committee Report**

No report.

### **Operations Committee Report**

No report.

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

No report.

### **Public Affairs Committee Report**

No report.

### **Special Committee Reports**

*Friends of the Library* – Amanda Shankle reported that the Friends will vote on their yearly budget in February. The book sales committee will meet to plan another virtual book sale in early spring.

*Library Foundation* – Kristi Oberg reported that 2020 accomplishments for the Foundation included cleaning up the donor database, raising \$183,917.00, and surpassing the acquisition goal of receiving gifts from 50 new donors with 68 for a total of \$4,368.00. Goals for 2021 include continuing to develop infrastructure for administrative and accounting functions, building relationships with major donors (including those who gave only during the capital campaign) to increase giving, and augmenting social media and digital interactions with

younger audiences.

Wichita Genealogical Society (WGS) – Julie Crawford reported that WGS continues to hold all meetings online. WGS volunteers are currently indexing Kansas cookbooks. Information about the Wichita Big Read has been added to the WGS website.

### **Director of Libraries Report**

Interim Director Dowell reported that a correction has been made to the 2021 library holiday closure list. As Friday, December 31, 2021 is a City holiday, the library will be closed all day and will not simply be closing early, as was shown on the original list.

Movers are now transporting items from Linwood to the new Walters branch, a process that is expected to take a few days. On January 5, the City Council approved the official name of the new facility as the Dr. Ronald W. Walters Branch Library. The opening date is tentatively set for February 1, 2021, depending on whether all of the furniture arrives. A grand opening ceremony with a ribbon-cutting will be scheduled once the signage is installed, probably in late February or early March.

Work has begun on the children's STEAM garden at the Advanced Learning Library. Equipment needed for this work has been deployed and construction is expected to finish by late March.

### **Announcements**

President McWhorter conveyed words of farewell from Lamont Anderson, who has resigned from the Library Board.

### **Adjournment**

The meeting was adjourned at 1:05 p.m.

The next regularly scheduled meeting will be February 16, 2021.

Respectfully submitted,

Kristi Dowell  
Interim Director of Libraries

## REVENUE REPORT - DECEMBER 2020

OBJECT	ACCOUNT DESCRIPTION	BUDGET	MONTHLY REVENUE TARGET	RECEIVED IN MONTH	RECEIVED YTD	% RECEIVED YTD
422110	Library Desk Receipts (Fines)	\$ 174,417.00	\$ 8,720.85	\$ 6,642.32	\$ 171,065.14	98.08%
423030	Meeting Room Rentals	\$ 16,695.00	\$ 1,836.45	\$ -	\$ 3,840.00	23.00%
424011	Copy Charges	\$ 9,132.00	\$ 547.92	\$ 408.30	\$ 8,988.45	98.43%
424101	Public Computing Charges	\$ 10,370.00	\$ 622.20	\$ 515.25	\$ 16,269.02	156.89%
646981	State Setoff Collections	\$ 57,000.00	\$ 3,420.00	\$ 1,183.82	\$ 82,194.15	144.20%
646990	Other Non-Operating Revenue	\$ (3,808.00)	\$ -	\$ -	\$ 4,186.87	-109.95%
646998	Cash Over/Short	\$ -	\$ -	\$ -	\$ 4.00	100.00%
	<b>TOTAL</b>	<b>\$ 263,806.00</b>	<b>\$ 15,147.42</b>	<b>\$ 8,749.69</b>	<b>\$ 286,547.63</b>	<b>108.62%</b>

GENERAL FUND SUMMARY REPORT  
DECEMBER 2020

OBJECT	ACCOUNT DESCRIPTION	APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
511010	Regular Wages	\$ 4,253,161.34	\$ 253,073.98	\$ -	\$ 3,395,133.72	\$ 858,027.62	80%
511020	FT/PT Limited/Classified Wages	\$ 938,855.58	\$ 58,984.21	\$ -	\$ 708,485.23	\$ 230,370.35	75%
511040	Paid Leave	\$ -	\$ 35,074.73	\$ -	\$ 670,660.05	\$ (670,660.05)	N/A
511080	Longevity	\$ 57,648.00	\$ 1,895.50	\$ -	\$ 50,684.50	\$ 6,963.50	88%
511090	Shift Differential	\$ 4,055.16	\$ 246.00	\$ -	\$ 3,122.09	\$ 933.07	77%
511950	Year-End Payroll Accrual	\$ -	\$ -	\$ -	\$ (47,112.26)	\$ 47,112.26	0%
511999	Planned Savings	\$ (183,316.00)	\$ -	\$ -	\$ -	\$ (183,316.00)	0%
512010	Bonus Compensation	\$ -	\$ -	\$ -	\$ 4,815.90	\$ (4,815.90)	N/A
512030	Cell Phone Allowance	\$ 1,800.00	\$ -	\$ -	\$ 1,500.00	\$ 300.00	83%
512040	Clothing Allowance	\$ 150.00	\$ -	\$ -	\$ -	\$ 150.00	0%
512050	Auto Allowance	\$ 2,400.06	\$ 68.83	\$ -	\$ 2,934.76	\$ (534.70)	122%
513020	Premium Overtime	\$ -	\$ 134.98	\$ -	\$ 1,017.39	\$ (1,017.39)	N/A
518010	FICA	\$ 403,677.29	\$ 26,000.76	\$ -	\$ 352,059.23	\$ 51,618.06	87%
518020	Workers Compensation	\$ 54,535.06	\$ 3,529.57	\$ -	\$ 47,830.37	\$ 6,704.69	88%
518030	Unemployment	\$ 5,294.66	\$ 339.91	\$ -	\$ 4,614.35	\$ 680.31	87%
518040	Health Insurance	\$ 949,991.04	\$ 35,566.77	\$ -	\$ 860,251.05	\$ 89,739.99	91%
518060	Life Insurance	\$ 17,192.64	\$ 219.65	\$ -	\$ 5,958.39	\$ 11,234.25	35%
518080	WER Contributions	\$ 592,644.54	\$ 37,763.72	\$ -	\$ 524,497.76	\$ 68,146.78	89%
521011	Electricity	\$ 282,000.00	\$ 5,198.57	\$ -	\$ 79,624.69	\$ 202,375.31	28%
521021	Natural Gas	\$ 41,004.00	\$ 3,750.87	\$ -	\$ 43,771.56	\$ (2,767.56)	107%
521030	Water Service	\$ 11,004.00	\$ 558.87	\$ -	\$ 18,152.70	\$ (7,148.70)	165%
521050	Trash Service	\$ 5,736.00	\$ 732.40	\$ -	\$ 4,949.55	\$ 786.45	86%
521060	Local Telephone Service	\$ 16.00	\$ 671.00	\$ -	\$ 10,555.02	\$ (10,539.02)	65969%
522010	PBX Line Charges	\$ 11,058.00	\$ 931.00	\$ -	\$ 12,325.11	\$ (1,267.11)	111%
522020	PBX Instrument Charges	\$ 17,460.00	\$ 1,576.25	\$ -	\$ 20,223.94	\$ (2,763.94)	116%
522030	IT Moves & Changes	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	0%
522040	Long Distance & Teleconference	\$ 900.00	\$ 68.55	\$ -	\$ 2,179.02	\$ (1,279.02)	242%
522070	Voicemail	\$ 1,512.00	\$ 326.00	\$ -	\$ 2,638.68	\$ (1,126.68)	175%
522080	Automatic Call Distribution	\$ -	\$ 65.50	\$ -	\$ 928.18	\$ (928.18)	#DIV/0!
522990	Other Communications Charges	\$ -	\$ -	\$ -	\$ 1,200.00	\$ (1,200.00)	#DIV/0!
523010	Building & Contents Insurance	\$ 92,631.85	\$ 23,157.92	\$ -	\$ 92,631.85	\$ 0.00	100%
523020	Vehicle Liability Premiums	\$ 870.00	\$ 217.50	\$ -	\$ 870.00	\$ -	100%
524010	Recruitment & Hiring	\$ 3,140.00	\$ -	\$ -	\$ 622.65	\$ 2,517.35	20%
524020	Employee Travel & Training	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	0%
525083	Textile Rental & Laundry Svcs	\$ 2,925.00	\$ 157.26	\$ -	\$ 1,258.30	\$ 1,666.70	43%

GENERAL FUND SUMMARY REPORT  
DECEMBER 2020

OBJECT	ACCOUNT DESCRIPTION	APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
525990	Other Professional Services	\$ 37,970.00	\$ 2,848.30	\$ -	\$ 23,513.82	\$ 14,456.18	62%
526010	Motor Pool Scheduled Charges	\$ 3,410.00	\$ 310.00	\$ -	\$ 3,720.00	\$ (310.00)	109%
526020	Building Repair & Maint	\$ 13,630.00	\$ -	\$ -	\$ -	\$ 13,630.00	0%
526041	Janitorial Services	\$ 63,000.00	\$ 56,820.28	\$ -	\$ 56,820.28	\$ 6,179.72	90%
526042	Pest Control Services	\$ 16,000.00	\$ 3,140.50	\$ -	\$ 11,093.00	\$ 4,907.00	69%
526070	Equipment Repair & Maint	\$ 5,421.00	\$ -	\$ -	\$ 5,104.00	\$ 317.00	94%
526092	Facility Rental	\$ -	\$ 6,246.02	\$ -	\$ 6,246.02	\$ (6,246.02)	#DIV/0!
529010	Bank Charges	\$ 5,000.00	\$ 476.36	\$ -	\$ 5,117.90	\$ (117.90)	102%
529021	Express Mail	\$ 4,000.00	\$ -	\$ -	\$ -	\$ 4,000.00	0%
529030	Shipping & Freight	\$ (440.00)	\$ -	\$ -	\$ -	\$ (440.00)	0%
529061	Organizational Memberships	\$ 3,195.00	\$ 110.00	\$ -	\$ 400.00	\$ 2,795.00	13%
529070	Printing & Copying	\$ 28,852.00	\$ 1,675.00	\$ -	\$ 17,946.53	\$ 10,905.47	62%
529110	Legal Advertising	\$ -	\$ -	\$ -	\$ 42.00	\$ (42.00)	#DIV/0!
529150	Data Center Charges	\$ 885,257.00	\$ 80,477.92	\$ -	\$ 965,734.92	\$ (80,477.92)	109%
529990	Other Contractuals	\$ 82,703.00	\$ 16,977.70	\$ -	\$ 116,561.15	\$ (33,858.15)	141%
531010	Computing Supplies	\$ 1,900.00	\$ -	\$ -	\$ -	\$ 1,900.00	0%
531020	Office Supplies	\$ 48,575.00	\$ 15,588.59	\$ -	\$ 47,333.45	\$ 1,241.55	97%
531030	Custodial Supplies	\$ 5,000.00	\$ 1,150.93	\$ -	\$ 2,708.62	\$ 2,291.38	54%
532990	Other Equip Parts & Supplies	\$ 450.00	\$ 23.88	\$ -	\$ 505.63	\$ (55.63)	112%
539012	Gasoline	\$ 1,590.00	\$ 111.33	\$ -	\$ 1,991.57	\$ (401.57)	125%
539990	Other Commodities	\$ -	\$ -		\$ 11.94	\$ (11.94)	#DIV/0!
549010	Furniture & Fixtures <\$5k	\$ 9,990.00	\$ (28,474.45)	\$ -	\$ (27,155.45)	\$ 37,145.45	-272%
549020	Data Processing Equip <\$5k	\$ 9,665.00	\$ -	\$ -	\$ 326.15	\$ 9,338.85	3%
549030	Communication Equip <\$5K	\$ -	\$ -		\$ 443.20	\$ (443.20)	#DIV/0!
549100	Laboratory Equip <\$5k	\$ -	\$ -	\$ -	\$ 78.90	\$ (78.90)	#DIV/0!
549110	Library Materials	\$ 627,530.00	\$ 244,117.85	\$ 26,844.74	\$ 662,772.42	\$ (35,242.42)	106%
Expense Total		\$ 9,421,644.22	\$ 891,910.51	\$ 26,844.74	\$ 8,779,699.83	\$ 641,944.39	93%

**Grant Fund Summary Report  
DECEMBER 2020**

Grant		Beginning Balance 12/01/2020	Revenue Received	Personnel Services	Contractuals	Materials	Supplies & Petty Cash	Equipment	Total Expenditures	Encumbrances	Remaining Balance 12/31/2020
<b>SCKLS 2019</b>	*	\$ 40,227.50	\$ -	\$ -	\$ 38,246.68	\$ 326.96	\$ -	\$ -	\$ 38,573.64	\$ -	\$ -
<b>SCKLS 2020</b>		\$ 170,559.00	\$ -	\$ -	\$ 9,922.76	\$ 1,271.81	\$ -	\$ -	\$ 11,194.57	\$ -	\$ 159,364.43
<b>State Aid 2020</b>		\$ 8,089.72	\$ -	\$ -	\$ 5,358.26	\$ 2,731.46	\$ -	\$ -	\$ 8,089.72	\$ -	\$ -
<b>Totals</b>		\$ 218,876.22	\$ -	\$ -	\$ 53,527.70	\$ 4,330.23	\$ -	\$ -	\$ 57,857.93	\$ -	\$ 159,364.43

## Wichita Public Library General Fund Bills

December 2020

Org: 10000080

## 10001 - Library - Personnel

## 1B - Base Compensation

## 511010 Regular Wages

Payroll, PR PPE1211 \$129,247.77

Payroll, PR PPE1225 \$123,826.21

Total 511010 Regular Wages	\$253,073.98
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## 511020 FT/PT Limited/Classified Wages

Payroll, PR PPE1211 \$31,283.97

Payroll, PR PPE1225 \$27,700.24

Total 511020 FT/PT Limited/Classified Wages	\$58,984.21
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## 511040 Vacation Leave

Payroll, PR PPE1211 \$11,079.40

Payroll, PR PPE1225 \$23,995.33

Total 511040 Vacation Leave	\$35,074.73
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## 511080 Longevity

Payroll, PR PPE1211 \$1,895.50

Total 511080 Longevity	\$1,895.50
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## 511090 Shift Differential

Payroll, PR PPE1211 \$130.00

Payroll, PR PPE1225 \$116.00

Total 511090 Shift Differential	\$246.00
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Total 1B - Base Compensation	\$349,274.42
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## 1F - Special Compensation

## 512050 Auto Allowance

Payroll, PR PPE1211 \$25.60

Payroll, PR PPE1225 \$43.23

Total 512050 Auto Allowance	\$68.83
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Total 1F - Special Compensation	\$68.83
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## 1J - OT Compensation

## 513020 Premium Overtime

Payroll, PR PPE1211 \$134.98

Total 513020 Premium Overtime	\$134.98
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Total 1J - OT Compensation	\$134.98
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# Wichita Public Library General Fund Bills

December 2020

## 1N - Employee Benefits

### 518010 FICA

Payroll, PR PPE1211 \$12,564.41

Payroll, PR PPE1225 \$13,436.35

Total 518010 FICA	\$26,000.76
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### 518020 Workers Compensation

Payroll, PR PPE1211 \$1,743.93

Payroll, PR PPE1225 \$1,785.64

Total 518020 Workers Compensation	\$3,529.57
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### 518030 Unemployment

Payroll, PR PPE1211 \$164.29

Payroll, PR PPE1225 \$175.62

Total 518030 Unemployment	\$339.91
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### 518040 Health Insurance

Payroll, PR PPE1211 \$35,566.77

Total 518040 Health Insurance	\$35,566.77
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### 518060 Life Insurance

Payroll, PR PPE1211 \$219.65

Total 518060 Life Insurance	\$219.65
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### 518080 WER Contributions

Payroll, PR PPE1211 \$18,765.87

Payroll, PR PPE1225 \$18,997.85

Total 518080 WER Contributions	\$37,763.72
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Total 1N - Employee Benefits	\$103,420.38
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Total 10001 - Library - Personnel	\$452,898.61
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## 10002 - Library - Contractuals

### 2B - Utilities

#### 521011 Electricity - EDI

EVERGY KANSAS CENTRAL INC \$5,198.57

Total 521011 Electricity - EDI	\$5,198.57
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#### 521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC \$639.96

ONE GAS INC \$1,747.93

SYMMETRY ENERGY SOLUTIONS LLC \$1,362.98

Total 521021 Natural Gas - EDI	\$3,750.87
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# Wichita Public Library General Fund Bills

December 2020

## 521030 Water Service

City of Wichita \$558.87

Total 521030 Water Service	\$558.87
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## 521050 Trash Service

BEST VALUE SERVICES LLC \$732.40

Total 521050 Trash Service	\$732.40
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Total 2B - Utilities	\$10,240.71
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## 2F - Technology Charges

### 521060 Local Telephone Service

City of Wichita \$671.00

Total 521060 Local Telephone Service	\$671.00
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### 522010 PBX Line Charges

City of Wichita \$931.00

Total 522010 PBX Line Charges	\$931.00
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### 522020 PBX Instrument Charges

City of Wichita \$1,576.25

Total 522020 PBX Instrument Charges	\$1,576.25
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### 522040 Long Distance & Teleconference

AT&T \$51.30

City of Wichita \$17.25

Total 522040 Long Distance & Teleconference	\$68.55
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### 522070 Voicemail

City of Wichita \$326.00

Total 522070 Voicemail	\$326.00
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### 522080 Automatic Call Distribution

City of Wichita \$65.50

Total 522080 Automatic Call Distribution	\$65.50
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### 529150 Data Center Charges

City of Wichita \$80,477.92

Total 529150 Data Center Charges	\$80,477.92
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Total 2F - Technology Charges	\$84,116.22
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## 2J - Insurance Premiums

### 523010 Building & Contents Insurance

City of Wichita \$23,157.92

Total 523010 Building & Contents Insurance	\$23,157.92
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# Wichita Public Library General Fund Bills

December 2020

## 523020 Vehicle Liability Premiums

City of Wichita \$217.50

Total 523020 Vehicle Liability Premiums	\$217.50
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Total 2J - Insurance Premiums	\$23,375.42
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## 2N - Employee Development

### 524020 Employee Travel & Training

City of Wichita (\$110.00)

P-CARD ONE-TIME PAY \$110.00

Total 524020 Employee Travel & Training	\$0.00
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Total 2N - Employee Development	\$0.00
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## 2R - Professional Svcs

### 525083 Textile Rental & Laundry Svcs

ARAMARK UNIFORM & CAREER \$157.26

APPAREL GRP INC

Total 525083 Textile Rental & Laundry Svcs	\$157.26
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### 525990 Other Professional Services

KELLY COMPLIANCE INC \$64.00

SANDIFER ENGINEERING AND  
CONTROLS INC \$1,501.50

SIGN LANGUAGE INTERPRETING  
SERVICES \$84.00

UNIQUE MANAGEMENT SERVICES INC \$1,198.80

Total 525990 Other Professional Services	\$2,848.30
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Total 2R - Professional Svcs	\$3,005.56
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## 2V - Bldg & Equip Charges

### 526010 Motor Pool Scheduled Charges

City of Wichita \$310.00

Total 526010 Motor Pool Scheduled Charges	\$310.00
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### 526041 Janitorial Services

City of Wichita \$56,820.28

Total 526041 Janitorial Services	\$56,820.28
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### 526042 Pest Control Services

P-CARD ONE-TIME PAY \$3,140.50

Total 526042 Pest Control Services	\$3,140.50
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### 526092 Facility Rental

City of Wichita \$250.00

# Wichita Public Library General Fund Bills

December 2020

CO CO PROPERTIES LLC	\$5,996.02
Total 526092 Facility Rental	\$6,246.02
Total 2V - Bldg & Equip Charges	\$66,516.80
2Z - Other Contractuals	
529010 Bank Charges	
City of Wichita	\$476.36
Total 529010 Bank Charges	\$476.36
529061 Organizational Memberships	
City of Wichita	\$110.00
Total 529061 Organizational Memberships	\$110.00
529070 Printing & Copying	
City of Wichita	\$635.00
P-CARD ONE-TIME PAY	\$1,040.00
Total 529070 Printing & Copying	\$1,675.00
529990 Other Contractuals	
ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$84.60
P-CARD ONE-TIME PAY	\$16,883.10
UNDERGROUND VAULTS & STORAGE INC	\$10.00
Total 529990 Other Contractuals	\$16,977.70
Total 2Z - Other Contractuals	\$19,239.06
Total 10002 - Library - Contractuals	\$206,493.77

## 10003 - Library - Commodities

### 3B - Supplies

531020 Office Supplies	
City of Wichita	\$5,544.45
P-CARD ONE-TIME PAY	\$10,044.14
Total 531020 Office Supplies	\$15,588.59
531030 Custodial Supplies	
P-CARD ONE-TIME PAY	\$1,150.93
Total 531030 Custodial Supplies	\$1,150.93
Total 3B - Supplies	\$16,739.52

# Wichita Public Library General Fund Bills

December 2020

## 3F - Components & Parts

532990 Other Equip Parts & Supplies

City of Wichita \$23.88

Total 532990 Other Equip Parts & Supplies \$23.88

Total 3F - Components & Parts \$23.88

## 3N - Fuel

539012 Gasoline

City of Wichita \$111.33

Total 539012 Gasoline \$111.33

Total 3N - Fuel \$111.33

## 4Z - Non-Capital Outlay

549020 Data Processing Equip <\$5k

CONVERGEONE INC (\$28,474.45)

Total 549020 Data Processing Equip <\$5k (\$28,474.45)

549110 Library Materials

BRODART CO \$22,306.93

INGRAM LIBRARY SERVICES INC \$4,220.74

INTERNATIONAL THOMPSON  
PUBLISHING \$338.51

MIDWEST TAPE LLC \$349.05

P-CARD ONE-TIME PAY \$216,902.62

Total 549110 Library Materials \$244,117.85

Total 4Z - Non-Capital Outlay \$215,643.40

Total 10003 - Library - Commodities \$232,518.13

**Grand Total**

**\$891,910.51**

## Y0001 - Relocation of Linwood Library 2020

## 1 - Personnel

## 1B - Base Compensation

## 511010000 Regular Wages

Payroll, PR PPE1211 \$141.14

Payroll, PR PPE1225 \$71.63

Total 511010000 Regular Wages	\$212.77
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Total 1B - Base Compensation	\$212.77
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## 1N - Employee Benefits

## 518010000 FICA

Payroll, PR PPE1211 \$10.04

Payroll, PR PPE1225 \$6.58

Total 518010000 FICA	\$16.62
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## 518020000 Workers Compensation

Payroll, PR PPE1211 \$3.36

Payroll, PR PPE1225 \$2.05

Total 518020000 Workers Compensation	\$5.41
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## 518030000 Unemployment

Payroll, PR PPE1211 \$0.13

Payroll, PR PPE1225 \$0.09

Total 518030000 Unemployment	\$0.22
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## 518040000 Health Insurance

Payroll, PR PPE1211 \$40.80

Total 518040000 Health Insurance	\$40.80
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## 518060000 Life Insurance

Payroll, PR PPE1211 \$0.32

Total 518060000 Life Insurance	\$0.32
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## 518080000 WER Contributions

Payroll, PR PPE1211 \$19.56

Payroll, PR PPE1225 \$11.78

Total 518080000 WER Contributions	\$31.34
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Total 1N - Employee Benefits	\$94.71
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Total 1 - Personnel	\$307.48
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## 2 - Contractuals

## 2R - Professional Svcs

## 525045000 City Engineering Overhead

City of Wichita \$222.13

## Wichita Public Library Grant Bills

December 2020

Total 525045000 City Engineering Overhead	\$222.13
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525080000 Service Contractors

CONFERENCE TECHNOLOGIES INC \$1,769.38

Total 525080000 Service Contractors	\$1,769.38
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Total 2R - Professional Svcs	\$1,991.51
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2Z - Other Contractuals

529141000 Software License &amp; Maint Fees

CONFERENCE TECHNOLOGIES INC \$0.00

Total 529141000 Software License & Maint Fees	\$0.00
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529260000 Relocation

FASTSIGNS \$0.00

JACO GENERAL CONTRACTOR INC \$7,545.00

SANDIFER ENGINEERING AND  
CONTROLS INC \$0.00

Total 529260000 Relocation	\$7,545.00
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Total 2Z - Other Contractuals	\$7,545.00
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Total 2 - Contractuals	\$9,536.51
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## 3 - Commodities

4Z - Non-Capital Outlay

549020000 Data Processing Equip &lt;\$5k

City of Wichita \$7,711.15

CONFERENCE TECHNOLOGIES INC \$1,145.90

CONVERGEONE INC \$0.00

Total 549020000 Data Processing Equip <\$5k	\$8,857.05
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Total 4Z - Non-Capital Outlay	\$8,857.05
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Total 3 - Commodities	\$8,857.05
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## 4 -

4N - Machinery &amp; Equip

544020000 Data Processing Equipment &gt;\$5k

CONVERGEONE INC \$0.00

Total 544020000 Data Processing Equipment >\$5k	\$0.00
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Total 4N - Machinery & Equip	\$0.00
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Total 4 -	\$0.00
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Total Y0001 - Relocation of Linwood Library 2020	\$18,701.04
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## Wichita Public Library Grant Bills

December 2020

## Y0800 - Library -State Grant In Aid 2020

## 2 - Contractuals

## 2B - Utilities

521070000 Internet Service

City of Wichita (\$697.00)

COX COMMUNICATIONS \$5,232.90

Total 521070000 Internet Service	\$4,535.90
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Total 2B - Utilities	\$4,535.90
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Total 2 - Contractuals	\$4,535.90
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## 3 - Commodities

## 4Z - Non-Capital Outlay

549110000 Library Materials

INGRAM LIBRARY SERVICES INC \$429.98

P-CARD ONE-TIME PAY \$2,301.48

Total 549110000 Library Materials	\$2,731.46
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Total 4Z - Non-Capital Outlay	\$2,731.46
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Total 3 - Commodities	\$2,731.46
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## 5 -

## 5A - City Admin Charges

551010000 City Administrative Charges

City of Wichita \$822.36

Total 551010000 City Administrative Charges	\$822.36
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Total 5A - City Admin Charges	\$822.36
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Total 5 -	\$822.36
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Total Y0800 - Library -State Grant In Aid 2020	\$8,089.72
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## Wichita Public Library Grant Bills

December 2020

## Y0801 - SCKLS 2020

## 2 - Contractuals

## 2B - Utilities

## 521070000 Internet Service

City of Wichita \$697.00

COX COMMUNICATIONS \$4,864.71

Total 521070000 Internet Service	\$5,561.71
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Total 2B - Utilities	\$5,561.71
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## 2Z - Other Contractuals

## 529141000 Software License &amp; Maint Fees

DEMCO INC \$4,361.05

Total 529141000 Software License & Maint Fees	\$4,361.05
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Total 2Z - Other Contractuals	\$4,361.05
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Total 2 - Contractuals	\$9,922.76
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## 3 - Commodities

## 4Z - Non-Capital Outlay

## 549110000 Library Materials

INGRAM LIBRARY SERVICES INC \$181.03

P-CARD ONE-TIME PAY \$1,090.78

Total 549110000 Library Materials	\$1,271.81
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Total 4Z - Non-Capital Outlay	\$1,271.81
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Total 3 - Commodities	\$1,271.81
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Total Y0801 - SCKLS 2020

\$11,194.57

Y9800 - Library Donations		
3 - Commodities		
4Z - Non-Capital Outlay		
549020000 Data Processing Equip <\$5k		
P-CARD ONE-TIME PAY		\$929.85
Total 549020000 Data Processing Equip <\$5k		\$929.85
Total 4Z - Non-Capital Outlay		\$929.85
Total 3 - Commodities		\$929.85
Total Y9800 - Library Donations		\$929.85

## Wichita Public Library Grant Bills

December 2020

## Y9802 - South Central KS Library Syste

## 2 - Contractuals

## 2Z - Other Contractuals

## 529990000 Other Contractuals

WICHITA PUBLIC LIBRARY  
FOUNDATION INC

\$38,246.68

Total 529990000 Other Contractuals

\$38,246.68

Total 2Z - Other Contractuals

\$38,246.68

Total 2 - Contractuals

\$38,246.68

## 3 - Commodities

## 4Z - Non-Capital Outlay

## 549110000 Library Materials

P-CARD ONE-TIME PAY

\$326.96

Total 549110000 Library Materials

\$326.96

Total 4Z - Non-Capital Outlay

\$326.96

Total 3 - Commodities

\$326.96

Total Y9802 - South Central KS Library Syste

\$38,573.64

**Grand Total****\$77,488.82**

## REVENUE REPORT - JANUARY 2021

OBJECT	ACCOUNT DESCRIPTION	BUDGET	MONTHLY REVENUE TARGET	RECEIVED IN MONTH	RECEIVED YTD	% RECEIVED YTD
422110	Library Desk Receipts (Fines)	\$ 310,929.00	\$ 15,546.45	\$ 10,105.29	\$ 10,105.29	3.25%
423030	Meeting Room Rentals	\$ 32,875.00	\$ 3,616.25	\$ -	\$ -	0.00%
424011	Copy Charges	\$ 13,088.00	\$ 785.28	\$ 401.30	\$ 401.30	3.07%
424101	Public Computing Charges	\$ 34,237.00	\$ 2,054.22	\$ 511.60	\$ 511.60	1.49%
646981	State Setoff Collections	\$ 96,500.00	\$ 5,790.00	\$ 1,512.86	\$ 1,512.86	1.57%
646990	Other Non-Operating Revenue	\$ -	\$ -	\$ -	\$ -	0.00%
646998	Cash Over/Short	\$ -	\$ -	\$ -	\$ -	0.00%
	<b>TOTAL</b>	<b>\$ 487,629.00</b>	<b>\$ 27,792.20</b>	<b>\$ 12,531.05</b>	<b>\$ 12,531.05</b>	<b>2.57%</b>

GENERAL FUND SUMMARY REPORT  
JANUARY 2021

OBJECT	ACCOUNT DESCRIPTION	APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
511000	Base Compensation	\$ -	\$ 361,364.58	\$ -	\$ 361,364.28	\$ (361,364.28)	0%
511010	Regular Wages	\$ 4,069,716.00	\$ -	\$ -	\$ -	\$ 4,069,716.00	0%
511020	FT/PT Limited/Classified Wages	\$ 938,856.00	\$ -	\$ -	\$ -	\$ 938,856.00	0%
511040	Paid Leave	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
511080	Longevity	\$ 61,836.00	\$ -	\$ -	\$ -	\$ 61,836.00	0%
511090	Shift Differential	\$ 4,056.00	\$ -	\$ -	\$ -	\$ 4,056.00	0%
511950	Year-End Payroll Accrual	\$ -	\$ -	\$ -	\$ -	\$ -	0%
511999	Planned Savings	\$ (401,269.00)	\$ -	\$ -	\$ -	\$ (401,269.00)	0%
512000	Special Compensation	\$ -	\$ 550.00	\$ -	\$ 550.00	\$ (550.00)	0%
512010	Bonus Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
512030	Cell Phone Allowance	\$ 1,800.00	\$ -	\$ -	\$ -	\$ 1,800.00	0%
512040	Clothing Allowance	\$ 156.00	\$ -	\$ -	\$ -	\$ 156.00	0%
512050	Auto Allowance	\$ 2,400.00	\$ -	\$ -	\$ -	\$ 2,400.00	0%
513020	Premium Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
518010	FICA	\$ 404,000.00	\$ -	\$ -	\$ -	\$ 404,000.00	0%
518020	Workers Compensation	\$ 54,684.00	\$ -	\$ -	\$ -	\$ 54,684.00	0%
518030	Unemployment	\$ 5,299.00	\$ -	\$ -	\$ -	\$ 5,299.00	0%
518040	Health Insurance	\$ 983,245.00	\$ -	\$ -	\$ -	\$ 983,245.00	0%
518060	Life Insurance	\$ 17,193.00	\$ -	\$ -	\$ -	\$ 17,193.00	0%
518080	WER Contributions	\$ 601,878.00	\$ 39,896.57	\$ -	\$ 39,896.57	\$ 561,981.43	7%
518200	Employer Wage Taxes & WC	\$ -	\$ 30,347.63	\$ -	\$ 30,347.63	\$ (30,347.63)	0%
518300	Employer Share EE Insurance	\$ -	\$ 72,857.74	\$ -	\$ 72,857.74	\$ (72,857.74)	0%
521011	Electricity	\$ 298,449.00	\$ 4,803.25	\$ -	\$ 4,803.25	\$ 293,645.75	2%
521021	Natural Gas	\$ 41,004.00	\$ 6,082.22	\$ -	\$ 6,082.22	\$ 34,921.78	15%
521030	Water Service	\$ 11,004.00	\$ 985.09	\$ -	\$ 985.09	\$ 10,018.91	9%
521050	Trash Service	\$ 4,404.00	\$ -	\$ -	\$ -	\$ 4,404.00	0%
521060	Local Telephone Service	\$ 21,636.00	\$ 730.38	\$ -	\$ 730.38	\$ 20,905.62	3%
522010	PBX Line Charges	\$ 11,058.00	\$ 931.00	\$ -	\$ 931.00	\$ 10,127.00	8%
522020	PBX Instrument Charges	\$ 17,460.00	\$ 1,576.25	\$ -	\$ 1,576.25	\$ 15,883.75	9%
522030	IT Moves & Changes	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	0%
522040	Long Distance & Teleconference	\$ 900.00	\$ 20.00	\$ -	\$ 20.00	\$ 880.00	2%
522070	Voicemail	\$ 1,512.00	\$ 326.00	\$ -	\$ 326.00	\$ 1,186.00	22%
522080	Automatic Call Distribution	\$ -	\$ 65.50	\$ -	\$ 65.50	\$ (65.50)	0%
522990	Other Communications Charges	\$ (8,120.00)	\$ -	\$ -	\$ -	\$ (8,120.00)	0%
523010	Building & Contents Insurance	\$ 92,632.00	\$ -	\$ -	\$ -	\$ 92,632.00	0%

GENERAL FUND SUMMARY REPORT  
JANUARY 2021

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	\$ -	\$ -	\$ -	\$ 3,140.00	0%
524020	Employee Travel & Training	\$ 1,600.00	\$ -	\$ -	\$ -	\$ 1,600.00	0%
525083	Textile Rental & Laundry Svcs	\$ 2,925.00	\$ 104.84	\$ -	\$ 104.84	\$ 2,820.16	4%
525990	Other Professional Services	\$ 37,970.00	\$ 1,158.05	\$ -	\$ 1,158.05	\$ 36,811.95	3%
526010	Motor Pool Scheduled Charges	\$ 3,720.00	\$ 310.00	\$ -	\$ 310.00	\$ 3,410.00	8%
526020	Building Repair & Maint	\$ 13,630.00	\$ -	\$ -	\$ -	\$ 13,630.00	0%
526041	Janitorial Services	\$ 63,000.00	\$ -	\$ -	\$ -	\$ 63,000.00	0%
526042	Pest Control Services	\$ 13,000.00	\$ -	\$ -	\$ -	\$ 13,000.00	0%
526070	Equipment Repair & Maint	\$ 5,421.00	\$ 420.00	\$ -	\$ 420.00	\$ 5,001.00	8%
526092	Facility Rental	\$ 49,060.00	\$ 6,588.24	\$ -	\$ 6,588.24	\$ 42,471.76	13%
529010	Bank Charges	\$ 5,000.00	\$ 293.46	\$ -	\$ 293.46	\$ 4,706.54	6%
529021	Express Mail	\$ 4,000.00	\$ -	\$ -	\$ -	\$ 4,000.00	0%
529030	Shipping & Freight	\$ (440.00)	\$ -	\$ -	\$ -	\$ (440.00)	0%
529061	Organizational Memberships	\$ 3,195.00	\$ -	\$ -	\$ -	\$ 3,195.00	0%
529070	Printing & Copying	\$ 23,472.00	\$ 1,089.60	\$ -	\$ 1,089.60	\$ 22,382.40	5%
529110	Legal Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	0%
529150	Data Center Charges	\$ 991,088.00	\$ 83,454.29	\$ -	\$ 83,454.29	\$ 907,633.71	8%
529990	Other Contractuals	\$ 77,583.00	\$ 92.40	\$ -	\$ 92.40	\$ 77,490.60	0%
531010	Computing Supplies	\$ 900.00	\$ 356.13	\$ -	\$ 356.13	\$ 543.87	40%
531020	Office Supplies	\$ 48,575.00	\$ -	\$ -	\$ -	\$ 48,575.00	0%
531030	Custodial Supplies	\$ 6,000.00	\$ -	\$ -	\$ -	\$ 6,000.00	0%
532990	Other Equip Parts & Supplies	\$ 450.00	\$ 23.88	\$ -	\$ 23.88	\$ 426.12	5%
539012	Gasoline	\$ 1,800.00	\$ 213.63	\$ -	\$ 213.63	\$ 1,586.37	12%
539990	Other Commodities	\$ -	\$ -	\$ -	\$ -	\$ -	0%
549010	Furniture & Fixtures <\$5k	\$ 9,990.00	\$ -	\$ -	\$ -	\$ 9,990.00	0%
549020	Data Processing Equip <\$5k	\$ 9,665.00	\$ -	\$ -	\$ -	\$ 9,665.00	0%
549030	Communication Equip <\$5K	\$ -	\$ -	\$ -	\$ -	\$ -	0%
549100	Laboratory Equip <\$5k	\$ -	\$ -	\$ -	\$ -	\$ -	0%
549110	Library Materials	\$ 627,530.00	\$ -	\$ -	\$ -	\$ 627,530.00	0%
Expense Total		\$ 9,239,033.00	\$ 614,640.73	\$ -	\$ 253,276.15	\$ 8,985,756.85	3%

**Grant Fund Summary Report**  
**JANUARY 2021**

Grant	Beginning Balance 01/01/2021	Revenue Received	Personnel Services	Contractuals	Materials	Supplies & Petty Cash	Equipment	Total Expenditures	Encumbrances	Remaining Balance 01/31/2021
<b>SCKLS 2020</b>	\$ 159,364.43	\$ -	\$ -	\$ 15,107.38	\$ -	\$ -	\$ -	\$ 15,107.38	\$ -	\$ 144,257.05
<b>State Aid 2020</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Totals</b>	<b>\$ 159,364.43</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,107.38</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,107.38</b>	<b>\$ -</b>	<b>\$ 144,257.05</b>

## GIFT AND MEMORIAL FUND

**RECEIPTS/REIMBURSEMENTS**

Baird (interest)	\$154.22
Friends of the Library (Quarterly Memberships)	\$1,225.00
Local History Photo Payments from Customers	\$60.00
Memorial Donations	\$776.00
Premier Food Service (Vending Commissions)	\$238.06
Rockwell Gift from Patron	\$100.00
City of Wichita (Transfer of 2019 SCKLS Grant Balance to Branch Improvement Fund)	\$38,246.68
SCKLS (Honorarium-Menon)	\$50.00
SCKLS (Summer Library Grant)	\$100.00
<b>TOTAL RECEIPTS</b>	<b>\$40,949.96</b>

**EXPENDITURES**

City of Wichita (IT - Laptops)	\$ 24,179.22
Commerce Bank/USPS (Evergreen Temporary Change of Address)	\$ 1.05
Ingram Library Services (Memorials)*	\$ 148.00
Ingram Library Services (Materials)*	\$ 1,460.58
Kingsley (Book Drops for Linwood)	\$ 2,881.00
<b>TOTAL EXPENDITURES</b>	<b>\$28,669.85</b>

\*Reimbursed expenses

Ms. Dowell:

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

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

# Library Program Options

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WORKING COPY  
2021-2023  
PENDING REVIEW OF  
LIBRARY BOARD OF DIRECTORS

	2021	2022	2023
<b><u>EQUITABLE ACCESS TO INFORMATION</u></b>			
1. ELIMINATE HOLD/TRANSFER FEES	(10,208)	(20,416 <sup>1</sup> )	(20,416 <sup>1</sup> )
2. MOVE INTERNET COSTS INTO GENERAL FUND	\$65,418 <sup>2</sup>	\$138,686 <sup>2</sup>	\$147,007 <sup>2</sup>

<sup>1</sup>DECREASE IN REVENUE

<sup>2</sup>WILL APPLY FOR E-RATE SUBSIDY TO OFFSET THE COST

Option #1: Elimination of hold and transfer fees				
Description: Describe the funding change				
Program	Activity	Departmental Goal Alignment		Focus Area Alignment
Customer Services; Education & Engagement	RLV for Pleasure; K-5 Literacy & Learning; Teen Literacy & Learning; Reference Service	Providing Equitable Access to Information; Supporting a Literate Community		Living Well
Key Outcome or Program Outcome Measures (May be impacted by other program options)				
Metric	2020 Actual	2021 Target	2022 Target	2023 Target
Holds filled	256,316	250,000	300,000	300,000
Materials Circulation	770,399	793,500	1,050,000	2,125,000
Unique customers borrowing physical materials	24,762	35,000	41,700	47,300
Financial and Staffing Impact				
	2021	2022	2023	
New Revenues	(\$10,208)	(\$20,416)	(\$20,416)	
New Expenditures	0	0	0	
Net Financial Impact	(\$10,208)	(\$20,416)	(\$20,416)	
FTE Change	0	0	0	
Description				
Hold and transfer fees have been used by the Wichita Public Library to capture a portion of the revenue expected to be generated by the department.				
Wichita’s materials budget is significantly less than those of most peers, leaving the Library without the ability to purchase popular titles in the quantities needed to meet customer demand. In addition, the materials budget was decreased in 2020 by \$100,000, the cut is expected to continue in 2021 and 2022. The result of these factors is the need for customers to place items on hold or to wait months on end before titles are available on a library shelf.				
Because the smallest branches are in the city’s lower income areas, customers of these locations must use holds and transfers to obtain items in order to gain access to the same scope and depth of resources available in more affluent neighborhoods. The upcoming downsizing of the Evergreen library from a district to neighborhood branch collection size will add one more location to the branches where customers face this inequity. We expect that the new Dr. Ronald W. Walters branch (relocated from Linwood Park & Recreation from City Council District I to District III) will see increased use and those customers will endure the same equity issue.				
During the COVID pandemic, customers were often times required to place items on hold in order to pick up materials through curbside service. Hold fees were waived during this time to ensure equity of access to information.				
This program option eliminates fees for holds and transfers of materials for all customers. The change will improve equity of access to information and will enable the library to better fulfill its role in supporting a literate community.				
The financial model for the option assumes implementation in Q3 of 2021.				

Option #2: Move Internet Costs Into General Fund				
Description: Describe the funding change				
Program	Activity	Departmental Goal Alignment		Focus Area Alignment
Customer Services; Digital Services; Education & Engagement	Public Computing; Technology Training; Reference Service; Mobile Printing; Public Fax Service	Ensuring Digital Inclusion; Providing Equitable Access to Information		Living Well
Key Outcome or Program Outcome Measures (May be impacted by other program options)				
Metric	2020 Actual	2021 Target	2022 Target	2023 Target
Wireless/PC sessions delivered to the community	105,932	110,000	229,700	234,300
% technology students gaining knowledge about using digital resources	92%	90%	92%	94%
% technology students feeling more confident when using digital services	86%	85%	86%	88%
Financial and Staffing Impact				
		2021	2022	2023
New Revenue		\$0	\$0	\$0
New Expenditures		\$65,418	\$138,686	\$147,007
E-rate (based on 80%)		\$(52,334)	\$(110,948)	\$(117,605)
Net Financial Impact		\$13,084	\$27,738	\$29,402
FTE Change		0	0	0
Description				
<p>Library Internet charges including data circuits and Internet for public computing and Wi-Fi services are currently funded through grants. The Library applies for e-rate for reimbursement of the costs of these services which runs on a July 1 – June 30 funding cycle. Reimbursement percentages are dependent on the number of students participating in the National School Lunch Program for USD259. Historically, the Library has received between 80% and 90% reimbursement. When e-rate funds are received the money is applied back to the fund from which it was paid if the same year or as revenue if not the same funding year. The Library is not guaranteed grant funding that has historically been used to pay for the upfront internet costs, and the amounts received from the grants have continued to decrease over the years making the current process increasingly difficult. The Library also relies on these grants to fund programming and to offset technology purchases which are not covered in the general fund.</p> <p>Public computing services are the library’s second highest ranked activity and an untouchable component of the department’s service delivery. Internet charges should be incorporated into the general fund to ensure the Library’s ability to provide Wi-Fi, public computing, technology training, reference, and research services to the citizens of Wichita.</p> <p>Digital technologies have changed people’s relationships to information and to each other. The Library’s resources help to bridge the digital divide. In each of its locations, the Wichita Public Library makes public computing and managed Wi-Fi services available to the community. This includes access to office applications, the Internet and subscription based digital resources, mobile printing and fax service.</p> <p>This program option moves internet charges into the general fund budget. The change will ensure equity of access to information and will enable the library to better fulfill its role in providing digital inclusion.</p> <p>The financial model for the option assumes implementation in Q3 of 2021.</p>				

## **Media Report: December 2020**

### **Television:**

- January 4, 2021: KWCH, "Wichita set to name new library branch after leader of nation's first sit-in," <https://www.kwch.com/2021/01/04/wichita-to-name-new-library-after-civil-rights-leader/>
- January 4, 2021: KAKE, "New Wichita public library branch set to be named after local civil rights icon," <https://www.kake.com/story/43126901/new-wichita-public-library-branch-set-to-be-named-after-local-civil-rights-icon>
- January 5, 2021: KSN, "Wichita Public Library's 'Big Read' kicks off this weekend," <https://www.ksn.com/news/wichita-public-librarys-big-read-kicks-off-this-weekend/>
- January 5, 2021: KSN, "Wichita names new library after late civil rights leader," [https://www.ksn.com/news/local/wichita-names-new-library-after-late-civil-rights-leader/?utm\\_medium=referral&utm\\_campaign=socialflow&utm\\_source=t.co](https://www.ksn.com/news/local/wichita-names-new-library-after-late-civil-rights-leader/?utm_medium=referral&utm_campaign=socialflow&utm_source=t.co)
- January 6, 2021: KWCH, "Wichita Public Library kicks off Big Read program," <https://www.kwch.com/2021/01/06/wichita-public-library-kicks-off-big-read-program/>
- January 7, 2021: KAKE, "Big Read Kicks Off Saturday with Virtual Events," <https://www.kake.com/clip/15174003/big-read-wichita-kicks-off-saturday-with-virtual-events>
- January 8, 2021: KWCH, "4You: 'Big Read' program underway in Wichita," <https://www.kwch.com/2021/01/09/4you-big-read-program-underway-in-wichita-local-students-get-hands-on-aviation-experience/>
- January 14, 2021: KSN, "Linwood Park Branch Library closing, relocating starting Friday," [https://www.ksn.com/news/local/linwood-park-branch-library-closing-relocating-starting-friday/?utm\\_medium=referral&utm\\_campaign=socialflow&utm\\_source=t.co](https://www.ksn.com/news/local/linwood-park-branch-library-closing-relocating-starting-friday/?utm_medium=referral&utm_campaign=socialflow&utm_source=t.co)
- January 15, 2021: KWCH, "Linwood library closes Friday, relocates as Walter Branch in February," <https://www.kwch.com/2021/01/15/linwood-library-closes-friday-relocates-as-walter-branch-in-february/>
- January 25, 2021: KWCH, "Wichita writers can submit short stories, poems for short story dispensers," <https://www.kwch.com/2021/01/25/wichita-writers-can-submit-short-stories-poems-for-short-story-dispensers/>

**Print:**

- January 4, 2021: Associated Press, "Wichita library likely to be named after civil rights leader," <https://www.msn.com/en-us/news/us/wichita-library-likely-to-be-named-after-civil-rights-leader/ar-BB1csxWA?ocid=se>
- January 4, 2021: The Wichita Eagle, "Wichita council poised to name new library for leader of 1958 desegregation sit-in," <https://www.kansas.com/news/politics-government/article248205710.html>
- January 5, 2021: The Wichita Eagle, "New library to be named for civil rights leader Ronald Walters," <https://www.kansas.com/news/politics-government/article248282240.html>
- January 5, 2021: U.S. News, "Wichita Names New Library After Late Civil Rights Leader," <https://www.usnews.com/news/best-states/kansas/articles/2021-01-04/wichita-library-likely-to-be-named-after-civil-rights-leader>
- January 15, 2021: The Wichita Eagle, "Join the Big Read" (events calendar)
- January 26, 2021: The Sunflower, "Local writers can now submit works to Wichita Public Library's story dispensers," <https://thesunflower.com/54241/lifestyle/local-writers-can-now-submit-works-to-wichita-public-librarys-story-dispensers/?fbclid=IwAR3DVNOuszI4n-D4a0LesrY40vQmtJ72z0deyWYy9g4QMNnTviwZuhRc6co>

**Radio:**

- January 4, 2021: KMUW, "#ReadICT Challenge Inspires Readers To Set A Goal and Explore New Books," [https://www.kmuw.org/post/readict-challenge-inspires-readers-set-goal-and-explore-new-books?fbclid=IwAR3mK927N-MxsysDXcASF61mXTA7HXq4FfI\\_Hlt7u5SHJgTtRelilcqyKU](https://www.kmuw.org/post/readict-challenge-inspires-readers-set-goal-and-explore-new-books?fbclid=IwAR3mK927N-MxsysDXcASF61mXTA7HXq4FfI_Hlt7u5SHJgTtRelilcqyKU)
- January 5, 2021: KFDI, "Wichita Library branch to be named after local civil rights leader," <https://www.kfdi.com/2021/01/05/wichita-library-branch-to-be-named-after-local-civil-rights-leader/>
- January 5, 2021: KNSS, "New library in southeast Wichita receives name," <https://knss.radio.com/articles/new-library-in-southeast-wichita-receives-name>
- January 6, 2021: KMUW, "Next Best Thing: Big Read Wichita," <https://www.kmuw.org/post/next-best-thing-big-read-wichita>

- January 30, 2021: KFDI, "Wichita Public Library accepting submissions for their short story dispensers," <https://www.kfdi.com/2021/01/30/wichita-public-librarys-accepting-submissions-for-their-short-story-dispensers/>

**Miscellaneous:**

- January 5, 2021: ICT Council Chat Podcast, <https://www.wichita.gov/Council/Pages/default.aspx>
- January 8, 2021: Howard University, "Wichita Library to be named after Ronald W. Walters, Ph.D.," <https://newsroom.howard.edu/newsroom/static/13686/wichita-library-be-named-after-ronald-w-walters-phd>

From: Julie Crawford, WGS Liaison

To: Library Board

Date: February 8, 2021

The January meeting, shown on Zoom, had 70 attendees, mostly from around KS. There were also some from from OK, TX, CA, and MS. I was the speaker. The topic was how to get genealogical records from the DAR public website.

February will feature the Wichita Dockum Drugstore sit-in. March will have a talk on DNA clusters.

For 2021 we have 2 new board members. Fred Knoblauch is serving as secretary and Sarah McNay is our publicity chairman.

We are analyzing two computer systems: Wild Apricot and Club Express.

We have 166 members.

/jc

# Foundation Library Board Report

February 8, 2021

Kristi Oberg CEO/President

## 2020 Financial Update

1. The Foundation cut expenses to offset lower than expected fundraising revenue to nearly balance the budget ending 2020 with a \$1,711 deficit for the year. This result was achieved during a pandemic and while investing in three non-budgeted projects that will bring additional future revenue:
  - a. Database update mailing: 500 new emails, telephone numbers, etc.
  - b. Gratitude cards: thanked donors in November for their year-long support
  - c. Library cardholder acquisition: 5,000 piece mailing resulted in 64 new donors
2. Altogether the Foundation provided \$550,658 for Library Programs and Services.
3. As we finalize our 2021 budget, the Foundation payout to the Library will increase to \$148,155. An increase over last year of 25%.
4. 2021 Goals:
  - a. Continue to build and professionalize the infrastructure of the Foundation's administrative and accounting functions
  - b. Work with Library staff to determine funding opportunities and fill them
  - c. Work to build relationships with major donors to increase giving
  - d. Increase quality and types of Grant requests
  - e. Work to build annual giving relationships with those whose only gift to the Foundation was during the Capital Campaign
  - f. Increase Social media and digital interactions with constituents to increase financial support and outreach to a younger audience
5. New 2021 Foundation Board Members

			
<b>Amy Williams</b> Diversity & Inclusion/ Corporate Responsibility Executive <i>Spirit AeroSystems</i>	<b>Alan Howarter</b> Vice-President of Financial Reporting <i>Vess Oil</i>	<b>Johnathan Weigand</b> Director of Strategic Initiatives <i>J.P. Weigand &amp; Sons Inc</i>	<b>Dr. Sharon Iorio</b> Community Leader <i>Retired</i>

**New 2021 Board Members  
Wichita Public Library Foundation**



# WICHITA PUBLIC LIBRARY

## 2020 YEAR IN REVIEW

**172,901** people have a library card

**539,789** website visits

**383,643** e-content downloads

**761,743** physical materials borrowed

**1,798** lent items from interlibrary loan

**2,938** requested items from interlibrary loan

**54,512** uses of public internet computers

**51,420** wireless sessions

**885,934** items in the Library's collection

→ [wichitalibrary.org](http://wichitalibrary.org)

