

A G E N D A
Wichita Public Library Board of Directors Meeting
Tuesday, February 21, 2023– 12:00 p.m.
Board Room
Advanced Learning Library, Second Floor
711 W 2nd, Wichita KS 67203

1. Call to Order/Introductions
 - a) Staff Presentation: The Library is for Everyone Campaign
2. Approval of the Agenda
3. Public Comment
4. Minutes of the January 17, 2023 Meeting
5. Unfinished Business
6. New Business
 - a) Proposed 2024 Budget Program Options

7. Finance Committee Report

a) Final December 2022 Bills and Finance Reports

General Fund Bills	\$1,284,970.29
Grant Fund Bills	\$155,677.65
Gift & Memorial Fund Bills	\$3,134.96
<u>Total</u>	\$1,443,782.90

b) January 2023 Bills and Finance Reports

General Fund Bills	\$594,160.02
Grant Fund Bills	\$0.00
Gift & Memorial Fund Bills	\$8,327.11
<u>Total</u>	\$602,487.13

- c) Semi-Annual Annual Accounting of Gift & Memorial Fund June – December 2022
 - d) Kanopy Capped Agreement Renewal 2023
 - e) Overdrive Magazine Renewal 2023
8. Operations Committee Report
9. Planning & Facilities Committee Report
10. Public Affairs Committee Report
11. Support Organization Reports
12. Director of Libraries Report
13. Announcements
14. Adjournment



Monthly Activity Report

January 2023

Service Highlights

LinkedIn Learning is now available for customers to use. LinkedIn Learning is a video-based learning platform offering classes in business, management skills, technology, coding, website design, financial literacy, DEI and hundreds of other topics. A commenter on Reddit said: "Whaaaaat this is amazing. Now I can quit paying \$35 a month. Honestly amazing content on there. This is great!" [Click here to get started!](#)

Twelve new categories were unveiled at midnight on January 1 for the 2023 #ReadICT Reading Challenges. This reading challenge encourages adults to step out of their reading comfort zones and read 12 books from 12 categories in 12 months. Categories this year include "a book about a secret or closed society," "a book with a color in the title," and "a book told from a villain's point of view." A reading log and more information about the challenge is available at www.wichitalibrary.org/readict.

The Evergreen Branch has been designated as a passport acceptance agency. A start date has not been determined, but adding this service will give residents in the North End the opportunity to visit the Evergreen Community Center and Library to apply for their passports. This service is already offered at the Alford Branch and has proven successful. More information at wichitalibrary.org/passports.

Discussions have taken place with Workforce Centers of South Central Kansas to create a partnership for Digital Skills instruction at the Walters Branch. Branch Manager Robyn Belt and Education & Engagement Manager Savannah Ball met with Kaitlyn Downey, Digital Skills Coordinator for Workforce at Walters to show the available space and furnishings of the meeting room for a potential Digital Skills Lab. The lab will be open to anyone on a regular basis, such as weekly or bi-weekly, with a self-paced curriculum that provides a certificate once completed.

Staff is working on preparations to convert the Library's collections from barcode stickers to RFID tags. This new process gives customers and staff a faster and more efficient check in, checkout, and material handling experience. As part of the conversion to RFID, Tech Logic and Digital Services staff hosted a demonstration for staff on the equipment, software, and tags the Library is expected to use. Staff also activated the RFID functionality of the existing self-check machines. All staff were invited to hear about the new technology, test out writing tags, using RFID technology for circulation and records management, and possible next steps for conversion. After the demonstration, staff were asked about the experience and were impressed with Tech logic, the equipment shown, and the quality of the demonstration. Next, staff will have another meeting with Tech Logic to discuss material workflows to determine quantities and style of RFID equipment.

Other News

The most popular book of the year, Prince Harry's *Spare*, was released on January 10th. Even knowing that the title was going to be popular, the demand has been staggering. The Library has purchased the title in print, large print, physical audiobook, e-book, and e-audiobook. The physical items have checked out 47 times and have 173 active holds. The e-materials have checked out 95 times and have 448 active holds.

The Library purchased (leased) 20 copies of the e-book (16 (12 month) copies at \$27.50, 4 (24 month) copies at \$55.00) and 21 copies of the e-audiobook (2 (permanent) copies at \$95.00, 19 (12 month) copies at \$47.50). In all, the library has spent \$1,752.50 on e-copies of *Spare*, and the hold list for both e-book and e-audiobook is still approximately 5-7 months. The Library has spent an additional \$970 for the 39 physical copies of *Spare*, which have a wait list of 2-3 months.

Spare is an excellent example of how much harder it is to meet e-material demand. There are over two times as many holds on the e-materials, which cost nearly twice as much as the physical materials. Additionally, as e-material budgets are still limited (although not as limited as in past years), staff need to make choices between purchasing high quantities of popular titles so wait lists are shorter, or focusing their funding on fewer copies of a wider variety of titles, which leads to longer wait lists.

Academy Award nominations were announced on Tuesday, January 24, which means the Library is one step closer to the 37th Annual Academy Award Short Film Festival, March 4-11. This program showcases the five short films nominated for Academy Awards in the Live Action, Animation and Documentary categories. More information is available at wichitalibrary.org/academyawards.

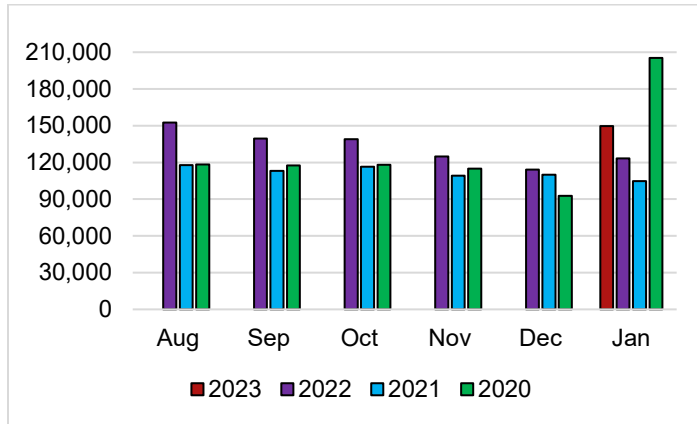
Cindy Bailey, Technology Training supervisor, started serving on the Kansas Notable Book committee. The Kansas Notable Books List is an annual recognition by the State Library of Kansas of 15 outstanding titles either written by Kansans or about a Kansas related topic. She has attended three meetings so far and has read a variety of books by Kansas authors, books about Kansas, or books set in Kansas. The committee will narrow the book selection down in May and submit a final list of recommended titles to the State Librarian of Kansas.

There are now 61 customers certified to 3D print with 16 certified to print on the Prusa, 29 certified on the MakerBot, and 16 certified to print on both. As of the end of the year, there are 218 people who have taken 3D Printing Basics, 122 students who have taken the Maker Bot Processes class, and 47 customers have taken the Prusa Processes class. Staff will conduct a review of the 3D printing process in 2023 to adjust the service as need to increase customer engagement.

GoCreate continues to be a draw for customers. Although our events typically attract a loyal group of attendees, the "How to Paint/Stain Furniture" event on January 17 was an exceptional success with an all-time high attendance of 18 customers, followed by "Desktop CNC Basics" with an attendance of 16.

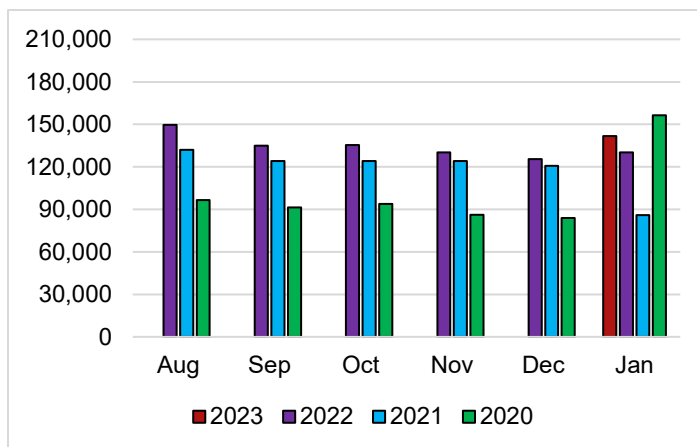
Service Dashboard

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



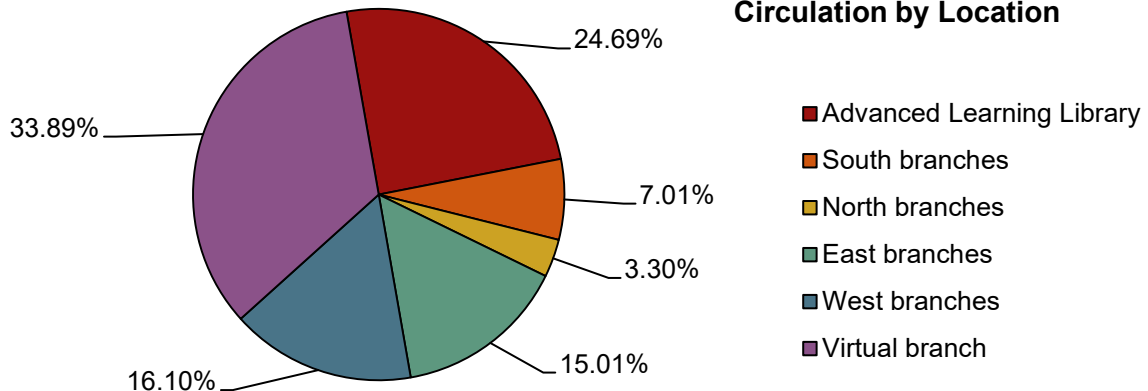
JANUARY			
	2023	2022	% change
Door Counts	50,893	37,243	36.65%
Catalog Log-ins	37,570	36,449	3.08%
Website Visits	60,464	49,690	21.68%
CONTENTdm Users	694	N/A	N/A
Total	149,621	123,382	21.27%

CHECKOUTS

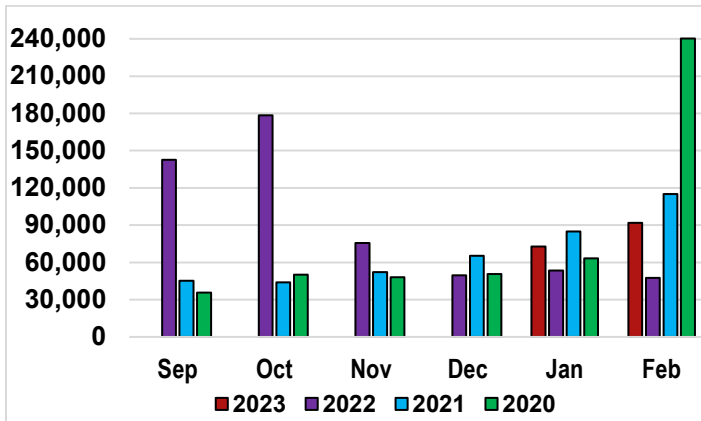


JANUARY			
	2023	2022	% change
Physical Circ	93,708	88,617	5.74%
Virtual Circ	48,028	41,485	15.77%
WPL	40,031	34,211	17.01%
State	7,997	7,274	9.94%
Total	141,736	130,102	8.94%

Circulation by Location

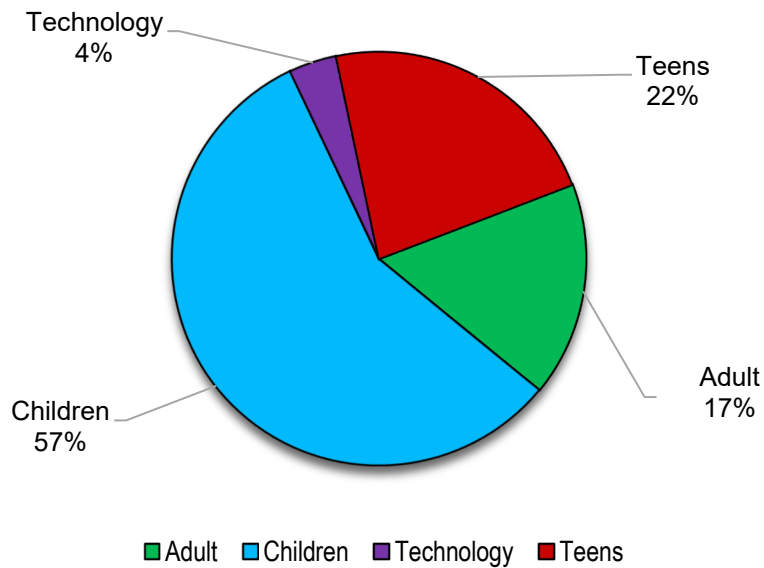


QUESTIONS ANSWERED (by staff in person/phone and through online services)



FEBRUARY			
	2023	2022	% change
Reference Questions	4,972	5,592	-11.09%
Database Searches	84,113	38,620	117.80%
Technology Assistance	2,628	3,240	-18.89%
Book-A-Librarian Appointments	247	191	29.32%
Total	91,960	47,643	93.02%

PROGRAM ATTENDANCE

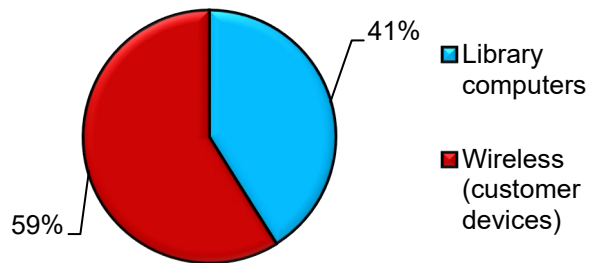


FEBRUARY ATTENDANCE

	2023	2022	% change
Adult events	472	528	-10.61%
Children's events	1,610	199	709.05%
Technology training	105	82	28.05%
Teen events	634	6	10,466.67%
TOTAL	2,821	815	246.13%

PUBLIC COMPUTING

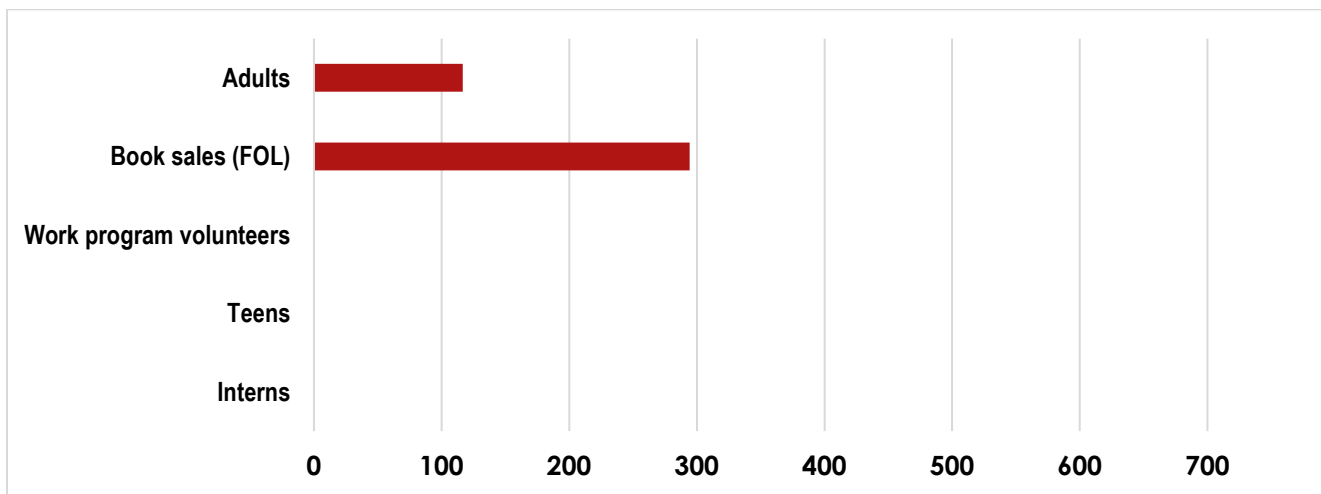
**Method of Computing Access
(by session)**



JANUARY

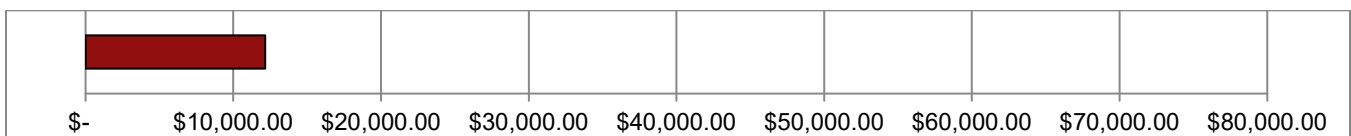
	2023	2022	% change
Workstation Sessions	5,603	4,220	32.77%
Wi-Fi Sessions	8,019	5,904	35.82%
Number of Users	1,306	891	46.58%
Hours of Access	8,450	6,438	31.25%

VOLUNTEERS (hours of service)



Number of volunteers YTD = 37 Hours of service YTD = 411

MATERIALS DONATIONS (value if purchased)



Year to date total = \$12,158.74 Items added to Library collections YTD = 659

Service Snapshot: Recent Raving Fans Stories

A customer visited the Westlink branch this week picking up a book about Facebook. He wanted to share videos of his church's sermons so others could watch. Staff showed him related courses on LinkedIn Learning as well as another resource, Learning Express. The customer left feeling confident about his project.

A goal of the Wichita Public Library is to be more conscious of diversity, equity, and inclusion (DEI) and reflect these principles in all aspects of its service. Westlink Branch Youth Services Librarian Eva Peacock has taken this goal to heart and been making a concentrated effort to reflect DEI in her storytime book selection. Previously, she has concentrated on ethnicities, but she is now expanding to other differences that reflect members of the community. In her most recent storytime focusing on vehicles, she included a book about a little girl who lost her hearing as an infant and another which featured a child in a wheelchair. That storytime, a child in a wheelchair actually attended the program, and as a result of Eva's efforts, he was able to see someone with a similarity to him in the books shared.

Zach Vilaythong received two complimentary letters from customers who were overwhelmed by his kindness and expertise with technology issues.

Local author Michael D. Graves thanks the Manager of Special Collections Michelle Enke in his 2022 book *Shadows and Sorrows*: "Libraries and museums are important sources of information for my stories, and I'm grateful for the generosity of many people, including Michelle Enke at the Wichita Public Library and Jami Frazier Tracy at the Wichita Sedgwick County Historical Museum."

Ian Bailey took a call from a customer who was inquiring about an article from a magazine from the 1980s that she wanted to read. From just part of the article title, Ian was able to find the exact issue. Unfortunately, our library did not have access to this particular magazine's archives, but Ian was able to find the issue in the Internet Archive. Ian followed up with instructions on how to access the material so that the customer would be able to access what she needed.

A customer who had never visited the library before asked for help finding books for a paper he was writing for school. He was unaware that books could be checked out and thought he had to read them there. Daniel Pewewardy explained how circulating books can be checked out, and the patron was thrilled with the idea of taking books home. They mentioned having little experience with libraries and thanked the staff for explaining the services to them.

Robin Dauster has spoken with several patrons over the phone recently that want to compliment staff on their interesting programs and to let us know that our efforts are appreciated. Patrons seem particularly intrigued by our programs on business, crafting, and hands-on technology.

WICHITA PUBLIC LIBRARY

Minutes of a Meeting of the Library Board of Directors
January 17, 2023.

The hybrid meeting of the Library Board of Directors was held on Tuesday, January 17, 2023 at the Advanced Learning Library with the following present in person: Ms. Erinn Bock, Ms. Donna Douglas, Mr. Kevin McWhorter, Ms. Shelby Petersen, Mr. Chuck Schmidt, and Mr. Jonathan Winkler. The following attended virtually: Ms. Rachel Enix, Ms. Lauren Hirsh, Ms. Shannon Littlejohn, and Dr. Maaskelah Thomas.

Call to Order

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

Staff Presentation

Director Nix and Paul Hawkins, Director of the South Central Kansas Library System, provided an overview of the work done to create the Library's new mission and vision statements. Following the discussion with board members at the November meeting, several variations of both statements were developed through work with Director Hawkins, focus groups, and staff. The preferred possibilities were then sent to the City Manager for review and are now being incorporated into Library policy. The new mission statement is: "Connect. Discover. Learn. Thrive," while the new vision statement is: "Inclusive. Responsive. Collaborative. Your library makes your community limitless."

Approval of the Agenda

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

Public Comment

None

Approval of Minutes

Minutes of the regular meeting held on December 20, 2022 were presented. Shannon Littlejohn asked she be added as being in attendance, as the minutes do not reflect this. Erinn Bock moved (Petersen) to approve the minutes as amended. **Motion carried unanimously.**

Unfinished Business

None

New Business

Erinn Bock moved (Schmidt) to receive and file the semi-annual report of staff travel. **Motion carried unanimously.**

Finance Committee Report

Director Nix reported that the Finance Committee did not meet. December financial reports are still in the preliminary phase and will be brought to the Board in February with the January financial reports.

Operations Committee Report

Director Nix reviewed a series of policy updates recommended by staff. These included:

- PHI-002 Mission Statement
- PHI-003 Vision Statement
- PHI-004 Values Statement
- REF-002 General Equipment Available for Customer Use
- REF-003 Public Computer Workstation
- REF-005 Photograph Collection Reproduction
- REF-007 Handouts and Bulletin Boards
- REF-009 Meeting Room Facilities
- REF-009.2 Advanced Learning Library AV Maker Studio

On behalf of the Operations Committee, Jonathan Winkler moved (Douglas) to adopt the policy changes as recommended by staff. **Motion carried unanimously.**

Planning & Facilities Committee Report

No report.

Public Affairs Committee Report

No report.

Special Committee Reports

Friends of the Library (FOL) – Leslie Naylor reported that FOL board members have been identifying the WPL programs they wish to support in 2023. Students from the WSU Shocker Lab are developing a brand for the FOL to assist in recruitment. The board is currently working to fill its executive roles.

Library Foundation – Director Nix reported that the Kansas Health Foundation is providing \$50,000.00 to introduce bookmobile services. A grant application has recently been submitted to the United Way of the Plains.

Wichita Genealogical Society (WGS) – Julie Crawford presented the WGS accomplishments for 2022. The society indexed approximately 33,000 women's names from local cookbooks, donated approximately \$800,000.00 to the Library, compiled five indexes of obituaries, and held its annual conference in October.

Director of Libraries Report

Director Nix reported that the design work on the Westlink renovation project is moving forward. Wireless access points are being installed at Evergreen, after being delayed approximately one year by supply chain issues.

The Library was contacted by PBS to be part of a news story about libraries and their ever-changing roles in the community.

Two art donations have been approved by the Design Council. Paul Foley's bronze statue will be placed at Alford, and John Waltner's will progress to development of concept drawings for a mobile for the Advanced Learning Library.

The Parks and Recreation Department is interested in a new mobile application that may be beneficial to the Library.

The Little Free Libraries are ready to be installed by Hutton Construction in District 3.

There will be a demonstration of the new RFID technology for staff in the next week, which will kick start this technology conversion.

A State of the Library presentation will be given at the February 10 City Council meeting.

Staff have been researching and learning more about the ongoing fentanyl addiction problem within the community in order to make more resources and information available to library customers.

Announcements

None

Adjournment

The meeting was adjourned at 12:55 p.m.

The next regularly scheduled meeting will be February 21, 2023.

Respectfully submitted,

Jaime Nix



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Jaime Nix, Director of Libraries
SUBJECT: Proposed 2024 Budget Program Options
DATE: February 14, 2023



Background: In preparation of annual budget planning, the Leadership Team recommends three funding programs that advance equity of access in library spaces, services, and collections. Wichita Public Library continues to align its strategies with the Branch Master Plan, Technology Plan, and 2023 Workplan. Each Program Option has public service implications to strengthen service pillars to create a community of readers, ensure digital inclusion, provide equitable access to information, and deliver efficient and effective administrative activities. Below is a summary of the Program Options in priority order:

1. Expansion of hours at Dr. Ronald W. Walters Branch to meet customer demand for weekend service.
2. Expansion of hours at Maya Angelou Northeast Branch to provide equitable service in a diverse community and build community connections.
3. Elimination of the \$3.00 per request Interlibrary Loan fee to ensure all customers have equal access to borrowing materials from other lending institutions, and enacting a \$1.00 unclaimed pick up fee for InterLibrary Loan materials left unborrowed after the request is successfully processed.

Financial Considerations: Each program option has a financial implication identified within the worksheet and description.

Legal Considerations: The Law Department will review necessary policy changes to support any selected Program Options in advance of Library Board approvals.

Recommendations or Actions: Endorse the 2024 Budget Program Options to advance library services in support of strategic plans.

Attachments: Wichita Public Library Proposed 2024 Budget Program Options

Option #1: Expanded hours for Dr. Ronald W. Walters Branch				
Description:		Adds one FT professional staff and two FT paraprofessional in order to expand hours, services, and value of District III branch library		
Program	Activity	Departmental Goal Alignment		Focus Area Alignment
Customer Services	Public computing, technology training, Pre-K literacy services, K-5 literacy & learning, RLV for pleasure, teen literacy & learning programs, collaboration spaces, employment programming, DIY programming	Ensuring Digital Inclusion; Supporting a Literate Community; and Providing Equitable Access to Information		Living Well
Key Outcome or Program Outcome Measures				
Metric	2022 Actual	2023 Target	2024 Target	2025 Target
Branch visits	33120	37,000	47,000	50,000
PC and Wifi Sessions	6581	7,800	9,800	11,000
Physical materials circulation	44,905	48,000	54,000	60,000
Customers rating hours as excellent/good	72%	70%	85%	90%
Financial and Staffing Impact				
		2023	2024	2025
New Revenues		\$10,000	\$11,000	\$11,000
Room Rentals		\$500	\$1,000	\$1,000
Fax, Printing & Photocopying		\$3,000	\$3,500	\$3,500
Desk Receipts		\$6,500	\$6,500	\$6,500
New Expenditures		\$69,100.19	\$287,456.78	\$298,955.05
Salary and benefits				
Net Financial Impact		\$59,100.19	\$276,456.78	\$289,955.05
FTE Change		3	3	3
Description				
<p>Limited number of service hours was an identified and significant access barrier for District 3 residents in the 2018 Branch Master Plan and continues to be a regular customer complaint since opening the Walters Branch Library. Over 28% of survey respondents rated the Linwood Branch hours as poor or fair and usage continued to decline year over year despite providing collections and technology from the general fund, and programming support from grants. At that time, the mission of the library was to be the community's preferred source for information and engagement. In its previous location with neglected maintenance, the Linwood library served a small amount of dedicated power users but is growing in use at Walters branch. Physical material circulation increased 23% in 2022, the highest circulating month reached over 4680 items in July, and 20% of all branch computer use in 2022 occurred at the Walters branch.</p> <p>At present, the Dr. Ronald W. Walters Branch operates 35 hour/5 day per week schedule with five part-time, para-professional employees who manage services in support of a growing visitor count. The combined FTE affords no more than 10 hours of service desk variation per week to safely operate during open hours and process the quantity of library materials that are circulating. Operationally, no fewer than 2 people are scheduled at a time to provide minimum safety needs in a space that includes public meeting rooms, technology services, and library circulation functions. The part-time staff are astute in working to the maximum of their job descriptions and routinely receive compliments regarding the impact of the assistance they deliver. When staffing shortages have occurred that cannot be filled elsewhere in the library system, this location closes to the public. At present, no weekend hours are available for accessing library service in a community who works</p>				

multiple shifts that do provide access. By policy this location serves as a computer hub and is an outlet for high demand titles.

Professional staff manages the branch as a dual location responsibility (Alford and Walters) and one Youth Services Librarian provides programming support on average of 2 hours per week. These staff regularly fulfill front-line service tasks to meet current basic operational requirements. The work is streamlined as much as possible, and staff within the South region collaborate routinely on staff coverage to manage minimum staffing requirements.

The level of assistance staff can provide to District 3 residents is beyond capacity in balancing time to operate all services. At present, no outreach or Book a Librarian efforts are offered, but is being requested by community members. Partnerships are underway to provide technology training. Customers daily demonstrate a need for dedicated computer training, continued education and workforce support, legal, financial and housing assistance, and additional youth and teen services. There is opportunity to expand library offerings that support the Family Engagement program option that was approved in 2021 and would directly benefit the large group of families – both those who are already regularly visiting but the large number of residents who do not actively have library cards.

The additional staff proposed in this program option will often not be the primary social service providers but will help manage growing library business and will develop and maintain strong partnerships who can assist in program delivery. Based on identified needs, staff will collaborate with agencies throughout the county to bring programming and other supports to the branch to leverage assets in and around Wichita. They will focus on playing an information connector role and will support programs that reflects the library's mission to help residents connect, discover, learn, and thrive. Family Place library efforts will be introduced to support and develop parent skills to be their child's first and best teacher.

This staffing model shift invests in one of the library's greatest assets – its professional staff – to engage the community in ways that can have transformative impact for residents' wellbeing. At present, for every operating hour, Wichita Public Library has 3 professional staff on schedule (at 3 of 7 locations), limiting the professional programming and complex supports that can be provided. When increasing staffing, the Library would like the professional position to hold an MLS or have qualifying experience in working with low-access communities. Urban library staffing models are including qualifying experiences, such as community building or social work, to increase the opportunity to hire staff who reflects the community. Social service skills are needed to best support the Walters branch.

There is capacity to increase library use, and subsequent awareness of other city and human services, by 35% over the next four years. At present more than 56% of district residents do not currently have active library accounts. Daily, residents with intersections of barriers use the library to access public technology and have a safe place. With a more visible location a larger service area, the use of the branch has increased. Staff continuously offer in-depth assistance with the complex nature of help customers need to navigate public assistance, job applications, unemployment benefits and more. Public transportation is required for many customers to access library service. Usage patterns continue to grow as more people are aware of the new location and there is significant business on Mondays after the branch is closed for the weekend. The new customer base includes educational attainment at high school, and more are likely to be on public service assistance as the annual income less than \$30,000 in the surrounding zip codes.

This program option creates a new staffing model for the library system's historically underrepresented neighborhood branches. It allows branch locations to offer the full array of library services, at scale, and stabilizes the staffing on site rather than continuously covering from its larger regional library. The consistency of staffing builds important customer service relationships where trust-building is routinely needed. Adding one full-time professional and two full-time paraprofessional employees will enable the branch to increase its schedule from a 35 hour/5 days per week service to a 52 hour/6 days per week operation to better meet the needs of the diverse service community.

At present, due to staffing constraints, when professional staff are on site, they are required to perform routine circulation functions to meet business demands. Research and best practice in library industry includes providing professional staffing during service hours to ensure customers have their informational needs met. When a library location is primarily staffed by part-time paraprofessional staff, customers receive assistance limited to the job classification and the training that can be provided in 20 hours per week. Staff at this location are working approximately 90% of their week in direct public service to manage workflows. The staffing increase would enable the branch to add book-a-librarian technology training in addition to develop stronger partnerships to offer adult and teen programming, offer more early learning activities, have in-building supervisory level staff who assist with more complex operations, as well as the scheduling and use of the new meeting space, which is a popular amenity for residents of District III. In addition, having full-time professional staff will allow for community outreach and engagement, a pillar requirement when serving low-access residents.

Staff and customer safety and security is also a concern. Multiple incidents of concern about public and staff safety occurred during the first year of operations, more de-escalation of customer incidents was managed than at Linwood, and staff have expressed concerns regarding safety and security at the facility when they are serving both more customers and more customers with greater needs. Staff have received training in this area.

Current hours of operation include Monday, 1-8pm, Tuesday – Friday, 11am-6pm. Additional hours would include one weekend day and extend hours during the week.

This option assumes one professional at a Librarian Classification (1C41/Midpoint), one Senior Library Assistant (1622/Step 15), and one Library Assistant (1619/Step 15) with premium family insurance to be hired for expansion of hours in Q4 2023.

Option #2 Expanded hours for Maya Angelou Branch				
Description:		Adds one FT professional, two FT paraprofessionals and one PT paraprofessional in order to expand hours/services of District I branch library		
Program	Activity	Departmental Goal Alignment		Focus Area Alignment
Customer Services	Public computing, technology training, Pre-K literacy services, K-5 literacy & learning, RLV for pleasure, teen literacy & learning programs, collaboration spaces, employment programming, DIY programming	Ensuring Digital Inclusion; Supporting a Literate Community; and Providing Equitable Access to Information		Living Well
Key Outcome or Program Outcome Measures (May be impacted by other program options)				
Metric	2022 Actual	2023 Target	2024 Target	2025 Target
Branch visits	15,834	20,000	40,000	45,000
PC and Wifi Sessions	1513	2,500	3,500	4,500
Materials circulation	17,179	20,000	25,000	40,000
Customers rating hours as excellent/good	72%	70%	85%	90%
Financial and Staffing Impact (May be impacted by other program options)				
		2023	2024	2025
New Revenues		\$4280	\$4900	\$5400
Room Rentals		\$500	\$1,000	\$1,500
Fax, Printing & Photocopying		\$980	\$1100	\$1100
Desk Receipts		\$2800	\$2800	\$2800
New Expenditures				
Salary and benefits		\$71,911.52	\$316,956.73	\$329,635.00
Net Financial Impact		\$67,631.52	\$312,056.76	\$324,235.00
FTE Change		3.5	3.5	3.5
Description				

The Maya Angelou Branch receives regular customer complaints, concerns, and comments about the limited number of service hours, which creates access barriers for residents. This has been a perennial concern that has been magnified by COVID-19 impacts but will not be resolved without significant staffing investments. From a report to Advance Racial Equity in WPL Branch Facilities (2022):

The Maya Angelou library branch is a smaller facility located at the intersection of Hillside and 21st Street in northeast Wichita. It services a neighborhood that has traditionally been the center of African American life in Wichita after that community was moved northeast from the Water St./Downtown area, a previous hub for the African American community, in the 1940s. Decades of segregationist and other adverse policies have shaped the area. The neighborhood is characterized by smaller, single-family homes, a large Boy's and Girls Club of America facility, WSU's campus, and countless small businesses and churches. A legacy of redlining policies, the area has an overwhelming majority-minority population. 77% percent of the area's population are members of a minority group, most of the area's population, 55%, are African Americans. Asian and Latino residents make up 7.38% and 9.74% of the area's population respectively. 34% of residents in this area are below the poverty line and there is little variation between tracts in percentage of people below the poverty line.

At present, the Maya Angelou branch operates on a 27 hour/5 day per week schedule with staffing provided by three part-time, para-professional employees. Current hours of operation include: Tuesday, 1-8pm, Wednesday – Saturday, 1-6pm. With this program option, hours of operation could expand to 52 hours/6 days a week.

Professional staff manages the branch as a dual location responsibility, and some Youth Services Librarian support is provided weekly for programming. The additional staffing will allow the professional staff to provide higher-level program and engagement. When a library location is staffed by part-time paraprofessional staff, customers receive assistance that is limited to the maximum scope of the job classification. The staffing increase would enable the branch to add book-a-librarian and technology training services to develop stronger partnerships to offer adult and teen programming, offer more early learning activities, have in-building supervisory level staff who assist with more complex operations, as well as the scheduling and use of the meeting space. In addition, having full-time professional staff will allow for community outreach and engagement, something that is a pillar requirement when serving low-access residents.

The branch has the potential to serve approximately 70% of its community that currently does not use library service – a staggering opportunity. Public transportation is required for many customers to be able to receive library service and expanded hours provides flexibility to meet transit needs. In the Branch Master Plan, 17% of residents indicated they would not travel to another library. Over 21% of the immediate neighborhood receives public assistance, more than 2.5 times higher than other neighborhoods. Basic technology assistance is a high demand for both use and staff support, and the branch experiences a high number of customer engagements that require more in-depth and skilled responses.

Adding one full-time professional, two full-time paraprofessional employee and one part-time employee will bring equitable service to low-access residents. The staffing model enables the library to conduct strategic outreach and grow partnerships with area caregivers, schools, clubs, businesses, social services and churches in order to connect with community members who are not currently engaged with the library. Family engagement, cultural events and other public programs would be designed with community and partner insights, that reach beyond a one-time activity and instead

creates a synergy of partnerships. The community has requested greater emphasis on early learning, workforce development, technology access, and culturally appealing resources. In addition, they have asked for hours that allows youth to visit the library after Boys & Girls Club activities complete or on weekends. As a result of CIP investments, the branch design will be mapped to support these transformational services. And, as seen with each branch remodel that has occurred, community use increases.

This program option creates a new staffing model for the library system's historically underrepresented neighborhood branches. It allows branch locations to offer the full array of library services, at scale, and stabilizes the staffing rather than continuously covering from its larger district library. The consistency of staffing builds important customer service relationships where trust-building is routinely needed. At present, there are 56% of the service population who do not have active library accounts, and there is room to improve service metrics up to 35% in the next four years.

This option assumes one professional at a Librarian Classification (1C41/Midpoint), a Senior Library Assistant (1622/Step 15), one Fulltime Library Assistant (1619/Step 15) with premium family insurance, and one part-time Library Assistant (1619/Step 15) to be hired for expanding service hours in Q4 2023.

Option #3: Update InterLibrary Loan Fee Structure				
Description:		Permanent elimination of a \$3.00 Interlibrary Loan fee and instituting a \$1.00 unclaimed hold fee to align all materials borrowed at the library		
Program	Activity	Departmental Goal Alignment	Focus Area Alignment	
Customer Services, Support Services, Collection Management, Education & Engagement	Pre-K Literacy Services, K-5 Literacy & Learning, RLV for Pleasure, Teen Literacy & Learning Programs, Department Administration, Marketing, Reference Service	Ensuring Digital Inclusion; Supporting a Literate Community; and Providing Equitable Access to Information	Living Well; Wichita: a Well-Run City; Growing Wichita’s Economy	
Key Outcome or Program Outcome Measures (May be impacted by other program options)				
Metric	2022 Actual	2023 Target	2024 Target	2025 Target
Borrowers as % of population	52.3	54	60%	64%
Materials circulation	1,639,105	1,700,000	1,900,000	2,000,000
O&M per item circulated	\$6.48	\$6.24	\$5.60	\$5.31
Financial and Staffing Impact (May be impacted by other program options)				
		2023	2024	2025
New Revenues		\$1767	(-\$1767) \$267 <hr/> (-\$1500)	(-\$1767) \$267 <hr/> (-\$1500)
New Expenditures		N/A	N/A	N/A
Net Financial Impact				
FTE Change		\$1767	-\$1500	-\$1500
Description				

In 2018, Wichita Public Library began charging customers \$3.00 per request borrowed from libraries outside of its system collection. In most public libraries, InterLibrary Loan is considered an industry best practice because not every library can realistically own every book ever published that is of interest to its community. While the cost to request, receive, and return an InterLibrary Loan title is approximately \$12.40, which is usually less costly than purchasing a single title.

Upon implementation, the library received many customer complaints and saw an immediate decrease in requests. In the first year of implementation, requests reduced by 50%. The Wichita Public Library received initial pushback from other member libraries in the South-Central Kansas Library System (SCKLS) regarding this change, which resulted in system policy changes that identifies that the grant distribution will be impacted if funds are used to assist for services for which a fee is charged. Their position is that we are violating a requirement for eligibility to receiving SCKLS grant funds to not charge Library customers for ILL services. One customer complained that the borrowing fee violates American Library Association (ALA) principles for equitable access to information as part of the *Economic Barriers to Information Access* interpretation of the *Library Bill of Rights*.

This means that customers either did not access the item they needed, or they needed to purchase a copy for themselves. Feedback from customers included:

1. Some customers question the new ILL borrowing fee, once staff explain the cost of each ILL transaction and the intent to gain a partial cost recovery, they can understand the reasoning whether they ultimately choose to place an ILL request or not.
2. Other customers did not feel the Library should charge for the service but should save in other ways.
3. Some customers would not be opposed to a lesser charge of \$1.00 but felt the jump to \$3.00 was too steep.
4. Families who use ILL services state that the borrowing fee quickly becomes too large of a sum when all members use the service.

The customer impact of this fee looks like when Mr. Z had accepted a \$15 borrowing charge from a library for him to borrow a music CD set on top of the \$3 ILL fee that is charged for using Interlibrary Loan services. When the lending library agreed to loan the music set to the Wichita Public Library, they sent it to Interlibrary Loan without an invoice and a note saying the loan was free of charge. When Mr. Z was informed there were no additional charges – that he only needed to pay \$3.00 to Wichita Public Library - he was excited and stated, “Thanks – best news I’ve heard all day!” Wichita Public Library has lost approximately 50% of users who relied on Interlibrary Loan because they were unable to accept borrowing charges to initiate the request.

The basis of this change was to recover the cost of ordering materials from elsewhere and to seek new revenue. Since 2019, the following revenue has been generated:

2019 ILL Sales Revenue	\$1,502.25
2020 ILL Sales Revenue	\$1,263.53
2021 ILL Sales Revenue	\$1,595.35
2022 ILL Sales Revenue	\$1,767.15
Total for last 4 years	\$6,146.28

In reviewing trends as services continue to recover from COVID-19, requests are not returning to pre-policy change levels.

Library policy changes aim to improve equity of access to materials, and this recommendation eliminates the \$3.00 InterLibrary Loan request fee to ensure basic library services are available to all, not just those who can afford it. Instead, the Library recommends that a \$1.00 unclaimed hold fee is assessed to align with circulation parameters of all other collections when customers do not follow through on picking up their requested material that has been prepared for them.

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Finance Committee Agenda
Tuesday, February 21, 2023, 11:30am
Collaboration Room 204
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order
2. Review of December Bills and Finance Reports
 - Revenue Report
 - Grant Fund Summary Report
 - Report of Expenditures

General Fund Bills	\$1,284,970.29
Grant Fund Bills	\$155,677.65
Gift & Memorial Fund Bills	\$3,134.96
Total	\$1,443,782.90

3. Review of January Bills and Finance Reports
 - Revenue Report
 - Grant Fund Summary Report
 - Report of Expenditures

General Fund Bills	\$594,160.02
Grant Fund Bills	\$0.00
Gift & Memorial Fund Bills	\$8,327.11
Total	\$602,487.13

4. Semi-Annual Annual Accounting of Gift & Memorial Fund June – December 2022 (report)
5. Kanopy Capped Agreement Renewal 2023 (memo)
6. Overdrive Magazine Renewal 2023 (memo)
7. Other items from Committee Members
8. Adjournment

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THE CITY OF WICHITA
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FOR 2022 12		JOURNAL DETAIL 2020 1 TO 2020 1						
ACCOUNTS FOR:		ORIGINAL	REVISED				AVAILABLE	PCT
100	General Fund	APPROP	BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	BUDGET	USED
100000080 Wichita Public Library								
422110	Library Desk Receipts (Fines)	128,798	0	-160,797.67	-6,043.46	.00	160,797.67	100.0%
422111	Library Desk - Faxes	0	-6,240	-6,207.00	-719.00	.00	-33.00	99.5%
422112	Library Desk - Passports	0	-16,000	-18,935.00	-2,100.00	.00	2,935.00	118.3%
423020	Building Leases (Tenants)	0	0	-200.00	.00	.00	200.00	100.0%
423030	Meeting Room Rentals	16,695	-12,000	-14,627.50	-2,100.00	.00	2,627.50	121.9%
424011	Copy Charges	7,524	-9,500	-11,832.31	-1,001.91	.00	2,332.31	124.6%
424101	Public Computing Charges	11,450	-11,450	-19,727.28	-1,606.50	.00	8,277.28	172.3%
646981	State Setoff Collections	76,000	-76,000	-146,981.37	-2,758.35	.00	70,981.37	193.4%
646998	Cash Over/Short	0	0	26.00	.00	.00	-26.00	100.0%
TOTAL Wichita Public Library		240,467	-131,190	-379,282.13	-16,329.22	.00	248,092.13	289.1%
TOTAL General Fund		240,467	-131,190	-379,282.13	-16,329.22	.00	248,092.13	289.1%

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 THE CITY OF WICHITA
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FOR 2022 12

JOURNAL DETAIL 2020 1 TO 2020 1

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	240,467	-131,190	-379,282.13	-16,329.22	.00	248,092.13	289.1%

** END OF REPORT - Generated by Tammy Penland **

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THE CITY OF WICHITA
 YTD

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REPORT OPTIONS

	Field #	Total	Page Break	
Sequence 1	1	Y	Y	Year/Period: 2022/12
Sequence 2	9	Y	N	Print revenue as credit: Y
Sequence 3	11	Y	N	Print totals only: Y
Sequence 4	0	N	N	Suppress zero bal accts: Y
				Print full GL account: N
				Double space: N
Report title:				Roll projects to object: N
YTD				
				Carry forward code: 1
				Print journal detail: Y
Print Full or Short description: F				From Yr/Per: 2020/ 1
Print MTD Version: Y				To Yr/Per: 2020/ 1
Print Revenues-Version headings: N				Include budget entries: Y
Format type: 1				Incl encumb/liq entries: Y
Print revenue budgets as zero: N				Sort by JE # or PO #: J
Include Fund Balance: N				Detail format option: 1
Include requisition amount: N				
Multiyear view: D				

Find Criteria	
Field Name	Field Value
Org	10000080
Object	
Project	
Rollup code	
Account type	Revenue
Account status	

Library Schedule of Expenditures

For the period ending 12/31/2022

	Budgetary basis (Unaudited)			Non-budgetary basis				
	Original Budget	Revised Budget	2022 Year to Date Actuals	YTD Actuals (not previously encumbered)	December Actuals (not previously encumbered)	December New Encumbrances	Percent of Budget Expended	
Personnel								
Base Compensation	\$ 5,297,798	\$ 5,501,769	\$ 5,261,417	\$ 5,261,417	\$ 406,546	\$ -	\$ 95.63%	
Vacation Leave	-	-	124	124	-	-	No budget	
Year-End Payroll Accrual	-	-	(118,831)	(118,831)	-	-	No budget	
Special Compensation	1,800	1,800	15,253	15,253	2,318	-	847.39%	
Mileage Reimbursement	-	-	670	670	6	-	No budget	
Overtime Compensation	-	-	6,568	6,568	213	-	No budget	
Employer Wage Taxes & WC	465,253	483,127	442,771	442,771	34,537	-	91.65%	
Employer Share EE Insurance	1,067,244	1,001,852	908,796	908,796	39,377	-	90.71%	
Employer Share Pension/Retire	556,487	580,930	536,943	536,943	41,550	-	92.43%	
Total personnel	7,388,582	7,569,478	7,053,711	7,053,711	524,547	-	93.19%	
Contractuals								
Electricity	299,449	-	-	-	-	-	No budget	
Electricity - EDI	-	305,438	258,320	258,320	17,428	-	84.57%	
Natural Gas	41,004	-	-	-	-	-	No budget	
Natural Gas - EDI	-	41,824	77,436	77,436	8,071	-	185.15%	
Water Service	11,004	12,132	30,269	30,269	1,677	-	249.50%	
Trash Service	5,404	5,404	4,826	4,826	735	-	89.30%	
Trash Service - EDI	-	-	735	735	-	-	No budget	
Local Telephone Service	16,000	16,000	5,490	5,490	427	-	34.31%	
PBX Line Charges	11,172	11,172	11,805	11,805	1,007	-	105.67%	
PBX Instrument Charges	18,915	18,915	19,413	19,413	1,663	-	102.63%	
IT Moves & Changes	100	-	-	-	-	-	No budget	
Long Distance & Teleconference	2,000	2,000	377	377	34	-	18.85%	
Voicemail	3,912	3,912	3,968	3,968	333	-	101.43%	
Automatic Call Distribution	786	786	786	786	66	-	100.00%	
Other Communications Charges	1,275	-	-	-	-	-	No budget	
Data Center Charges	1,233,031	1,104,372	1,104,372	1,104,372	(25,925)	-	100.00%	
Building & Contents Insurance	88,971	91,619	91,619	91,619	-	-	100.00%	
Vehicle Liability Premiums	870	870	870	870	-	-	100.00%	
Recruitment & Hiring	3,140	3,140	65	65	-	-	2.07%	
Employee Travel & Training	1,600	1,600	-	-	-	-	0.00%	
Drug Screening	-	-	6,185	6,185	253	-	No budget	
Background Checks	-	-	960	960	32	-	No budget	
Textile Rental & Laundry Svcs	2,925	2,925	1,734	1,734	296	-	59.28%	
Other Professional Services	22,970	22,970	31,267	31,267	3,738	-	136.12%	
Motor Pool Scheduled Charges	3,720	3,720	3,720	3,720	310	-	100.00%	
Trip Car Charges	-	-	234	234	-	-	No budget	
Building Repair & Maint	13,630	7,240	1,761	1,761	-	-	24.32%	
Pest Control Services	13,000	13,000	10,083	10,083	1,637	-	77.56%	
Bldg Security & Fire Services	-	-	2,098	2,098	-	-	No budget	
Equipment Repair & Maint	5,421	5,421	3,742	3,742	-	-	69.03%	
Rent-Real Property	52,060	52,060	49,059	49,059	4,088	-	94.24%	
Bank Charges	5,000	5,000	5,815	5,815	288	-	116.30%	
Postage	-	4,000	2,525	2,525	582	-	63.13%	
Express Mail	4,000	-	-	-	-	-	No budget	
Organizational Memberships	3,195	10,960	10,960	10,960	-	-	100.00%	
Printing & Copying	23,472	23,472	29,565	29,565	937	-	125.96%	
Advertising	-	-	127	127	-	-	No budget	
Software License & Maint Fees	-	550	2,060	502	-	33	374.55%	
Other Contractuals	92,583	109,111	84,978	84,978	12,766	-	77.88%	
Total contractuals	1,980,609	1,879,613	1,857,224	1,855,666	30,443	33	98.81%	
Materials and supplies								
Computing Supplies	900	900	2,240	2,240	-	-	248.89%	
Office Supplies	48,575	48,575	48,818	48,818	8,708	-	100.50%	
Custodial Supplies	6,000	6,000	3,962	3,962	872	-	66.03%	
Automotive Parts & Supplies	-	450	131	131	-	-	29.11%	
Other Equip Parts & Supplies	450	-	-	-	-	-	No budget	
Gasoline	2,996	4,134	3,632	3,632	278	-	87.86%	
Other Commodities	-	-	26	26	-	-	No budget	
Furniture & Fixtures <\$5k	9,990	9,990	7,250	7,250	4,922	-	72.57%	
Data Processing Equip <\$5k	9,665	9,665	2,733	2,733	-	-	28.28%	
Communication Equip <\$5k	-	-	209	209	209	-	No budget	
Library Materials	724,729	993,689	956,376	907,074	204,381	60,577	96.25%	
Total materials and supplies	803,305	1,073,403	1,025,377	976,075	219,370	60,577	95.53%	
Other expenditures								
Planned Savings	(936,264)	(360,752)	-	-	-	-	0.00%	
Project/Grant Fund Transfer Out	-	450,000	450,000	450,000	450,000	-	100.00%	
Total other expenditures	(936,264)	89,248	450,000	450,000	450,000	-	504.21%	
Total expenditures	\$ 9,236,232	\$ 10,611,742	\$ 10,386,312	\$ 10,335,452	\$ 1,224,360	\$ 60,610	97.88%	

**Grant Fund Summary Report
DECEMBER 2022**

Grant	Beginning Balance 12/01/2022	Revenue Received	Admin Charges	Contractuals	Materials	Supplies & Petty Cash	Equipment	Total Expenditures	Encumbrances	Remaining Balance 12/31/2022
SCKLS 2022	\$ 203,427.04	\$ -	\$ -	\$ 137,263.73	\$ 6,350.43	\$ -	\$ -	\$ 143,614.16	\$ -	\$ 59,812.88
State Aid 2022	\$ 12,532.40	\$ -	\$ -	\$ 3,023.40	\$ 1,746.42	\$ -	\$ 7,293.67	\$ 12,063.49	\$ 468.91	\$ -
Totals	\$ 215,959.44	\$ -	\$ -	\$ 140,287.13	\$ 8,096.85	\$ -	\$ 7,293.67	\$ 155,677.65	\$ 468.91	\$ 59,812.88

Wichita Public Library General Fund Bills

December 2022

Org: 10000080

10001 - Library - Personnel

1B - Base Compensation

511000 Base Compensation

Payroll, PP12.09.22 \$206,043.10

Payroll, PP1223.22 \$202,133.85

Payroll, RT12.23.22 (\$1,630.46)

Total 511000 Base Compensation	\$406,546.49
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Total 1B - Base Compensation	\$406,546.49
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1F - Special Compensation

512000 Special Compensation

Payroll, PP12.09.22 \$267.31

Payroll, PP1223.22 \$267.31

Payroll, RT12.23.22 \$1,783.67

Total 512000 Special Compensation	\$2,318.29
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512051 Mileage Reimbursement

Payroll, 8904 \$5.75

Total 512051 Mileage Reimbursement	\$5.75
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Total 1F - Special Compensation	\$2,324.04
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1J - OT Compensation

513000 Overtime Compensation

Payroll, PP12.09.22 \$136.25

Payroll, PP1223.22 \$76.36

Total 513000 Overtime Compensation	\$212.61
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Total 1J - OT Compensation	\$212.61
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1N - Employee Benefits

518200 Employer Wage Taxes & WC

Payroll, PP12.09.22 \$17,149.12

Payroll, PP1223.22 \$17,374.65

Payroll, RT12.23.22 \$13.46

Total 518200 Employer Wage Taxes & WC	\$34,537.23
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518300 Employer Share EE Insurance

Payroll, PP12.09.22 \$39,377.48

Total 518300 Employer Share EE Insurance	\$39,377.48
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518400 Employer Share Pension/Retire

Payroll, PP12.09.22 \$21,045.58

Payroll, PP1223.22 \$20,717.19

Wichita Public Library General Fund Bills

December 2022

Payroll, RT12.23.22

(\$212.39)

Total 518400 Employer Share Pension/Retire	\$41,550.38
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Total 1N - Employee Benefits	\$115,465.09
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Total 10001 - Library - Personnel	\$524,548.23
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10002 - Library - Contractuals

2B - Utilities

521011 Electricity - EDI

EVERGY KANSAS CENTRAL INC	\$17,427.55
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Total 521011 Electricity - EDI	\$17,427.55
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521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC	\$2,047.42
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ENCORE ENERGY SERVICES	\$3,424.35
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ONE GAS INC	\$2,599.55
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Total 521021 Natural Gas - EDI	\$8,071.32
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521030 Water Service

City of Wichita	\$1,677.25
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Total 521030 Water Service	\$1,677.25
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521050 Trash Service

P-CARD ONE-TIME PAY	\$735.03
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Total 521050 Trash Service	\$735.03
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Total 2B - Utilities	\$27,911.15
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2F - Technology Charges

521060 Local Telephone Service

City of Wichita	\$427.00
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Total 521060 Local Telephone Service	\$427.00
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522010 PBX Line Charges

City of Wichita	\$1,007.00
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Total 522010 PBX Line Charges	\$1,007.00
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522020 PBX Instrument Charges

City of Wichita	\$1,662.50
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Total 522020 PBX Instrument Charges	\$1,662.50
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Wichita Public Library General Fund Bills

December 2022

522040 Long Distance & Teleconference

City of Wichita \$34.35

Total 522040 Long Distance & Teleconference	\$34.35
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522070 Voicemail

City of Wichita \$333.00

Total 522070 Voicemail	\$333.00
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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 (\$25,924.53)

Total 529150 Data Center Charges	(\$25,924.53)
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Total 2F - Technology Charges	(\$22,395.18)
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2R - Professional Svcs

525013 Drug Screening

KELLY COMPLIANCE INC \$253.00

Total 525013 Drug Screening	\$253.00
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525070 Background Checks

TRUVIEW BSI LLC \$32.00

Total 525070 Background Checks	\$32.00
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525083 Textile Rental & Laundry Svcs

ARAMARK UNIFORM & CAREER \$26.33

APPAREL GRP INC

CINTAS CORPORATION \$32.80

P-CARD ONE-TIME PAY \$236.97

Total 525083 Textile Rental & Laundry Svcs	\$296.10
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525990 Other Professional Services

SIGN LANGUAGE INTERPRETING SERVICES \$168.00

UNIQUE MANAGEMENT SERVICES INC \$3,569.90

Total 525990 Other Professional Services	\$3,737.90
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Total 2R - Professional Svcs	\$4,319.00
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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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Wichita Public Library General Fund Bills

December 2022

526042 Pest Control Services

P-CARD ONE-TIME PAY \$1,636.56

Total 526042 Pest Control Services	\$1,636.56
------------------------------------	------------

526092 Rent-Real Property

CO CO PROPERTIES LLC \$4,088.24

Total 526092 Rent-Real Property	\$4,088.24
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Total 2V - Bldg & Equip Charges	\$6,034.80
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2Z - Other Contractuals

529010 Bank Charges

City of Wichita \$287.61

Total 529010 Bank Charges	\$287.61
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529020 Postage

P-CARD ONE-TIME PAY \$581.80

Total 529020 Postage	\$581.80
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529070 Printing & Copying

City of Wichita \$937.45

Total 529070 Printing & Copying	\$937.45
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529141 Software License & Maint Fees

SANDIFER ENGINEERING AND
CONTROLS INC \$33.37

Total 529141 Software License & Maint Fees	\$33.37
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529990 Other Contractuals

ARAMARK UNIFORM & CAREER
APPAREL GRP INC \$16.45

P-CARD ONE-TIME PAY \$12,649.31

UNIQUE MANAGEMENT SERVICES INC \$100.00

Total 529990 Other Contractuals	\$12,765.76
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Total 2Z - Other Contractuals	\$14,605.99
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Total 10002 - Library - Contractuals	\$30,475.76
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10003 - Library - Commodities

3B - Supplies

531020 Office Supplies

City of Wichita \$3,426.30

P-CARD ONE-TIME PAY \$5,281.86

Total 531020 Office Supplies	\$8,708.16
------------------------------	------------

Wichita Public Library General Fund Bills

December 2022

531030 Custodial Supplies

P-CARD ONE-TIME PAY \$871.99

Total 531030 Custodial Supplies \$871.99

Total 3B - Supplies \$9,580.15

3N - Fuel

539012 Gasoline

City of Wichita \$277.85

Total 539012 Gasoline \$277.85

Total 3N - Fuel \$277.85

4Z - Non-Capital Outlay

549010 Furniture & Fixtures <\$5k

P-CARD ONE-TIME PAY \$4,921.75

Total 549010 Furniture & Fixtures <\$5k \$4,921.75

549030 Communication Equip <\$5k

P-CARD ONE-TIME PAY \$148.88

T-MOBILE USA INC \$59.72

Total 549030 Communication Equip <\$5k \$208.60

549110 Library Materials

(\$117.61)

BRODART CO \$36,196.50

INGRAM LIBRARY SERVICES INC \$4,649.95

LINKEDIN CORPORATION \$19,600.00

MIDWEST TAPE LLC \$130.69

P-CARD ONE-TIME PAY \$204,498.42

Total 549110 Library Materials \$264,957.95

Total 4Z - Non-Capital Outlay \$270,088.30

Total 10003 - Library - Commodities \$279,946.30

10009 - Library - Transfers

5Z - Transfer Out

646032 Project/Grant Fund Transfe Out

City of Wichita \$450,000.00

Total 646032 Project/Grant Fund Transfe Out \$450,000.00

Total 5Z - Transfer Out \$450,000.00

Total 10009 - Library - Transfers \$450,000.00

Grand Total**\$1,284,970.29**

Wichita Public Library Grant Bills

December 2022

Y2801 - Library State Grant-In-Aid 2022

2 - Contractuals

2F - Technology Charges

521070 Internet Service

P-CARD ONE-TIME PAY \$1,653.40

Total 521070 Internet Service \$1,653.40

Total 2F - Technology Charges \$1,653.40

2Z - Other Contractuals

529141 Software License & Maint Fees

INNOVATIVE INTERFACES INC \$1,000.00

Total 529141 Software License & Maint Fees \$1,000.00

529990 Other Contractuals

FASTSIGNS \$370.00

Total 529990 Other Contractuals \$370.00

Total 2Z - Other Contractuals \$1,370.00

Total 2 - Contractuals \$3,023.40

3 - Commodities

4Z - Non-Capital Outlay

549010 Furniture & Fixtures <\$5k

DEMCO INC \$2,461.90

P-CARD ONE-TIME PAY \$439.84

Total 549010 Furniture & Fixtures <\$5k \$2,901.74

549020 Data Processing Equip <\$5k

ENVISIONWARE INC \$3,219.17

T-MOBILE USA INC \$1,172.76

Total 549020 Data Processing Equip <\$5k \$4,391.93

549110 Library Materials

INGRAM LIBRARY SERVICES INC \$127.01

P-CARD ONE-TIME PAY \$1,619.41

Total 549110 Library Materials \$1,746.42

Total 4Z - Non-Capital Outlay \$9,040.09

Total 3 - Commodities \$9,040.09

Total Y2801 - Library State Grant-In-Aid 2022 \$12,063.49

Wichita Public Library Grant Bills

December 2022

Y2802 - South Central Kansas Library Sys 22

2 - Contractuals

2N - Employee Development

524020 Employee Travel & Training

(\$750.00)

P-CARD ONE-TIME PAY

\$1,050.00

Total 524020 Employee Travel & Training

\$300.00

Total 2N - Employee Development

\$300.00

2Z - Other Contractuals

529990 Other Contractuals

CONFERENCE TECHNOLOGIES INC

\$136,963.73

Total 529990 Other Contractuals

\$136,963.73

Total 2Z - Other Contractuals

\$136,963.73

Total 2 - Contractuals

\$137,263.73

3 - Commodities

4Z - Non-Capital Outlay

549110 Library Materials

P-CARD ONE-TIME PAY

\$6,350.43

Total 549110 Library Materials

\$6,350.43

Total 4Z - Non-Capital Outlay

\$6,350.43

Total 3 - Commodities

\$6,350.43

Total Y2802 - South Central Kansas Library Sys 22

\$143,614.16

Grand Total

\$155,677.65

GIFT AND MEMORIAL FUND**RECEIPTS/REIMBURSEMENTS**

Baird (interest)	\$1,020.35
Friends Monthly Pledge (November 2022)	\$913.00
Local History Photos	\$50.00
Memorials	\$970.00
SCKLS21 Balance Transfer	\$146,073.70
SCKLS Summer Reading Grant	\$100.00
Wichita Public Library Foundation (Kroger/Hobby Lobby Reimbursement)	\$96.44
TOTAL RECEIPTS	\$149,223.49

EXPENDITURES

Amazon.com (3D Printing Supplies)	\$18.99
Sara Dixon (Senior Wednesday Door Prize)	\$50.00
Cari Eagles-Devous (Library Board Appreciation Gifts)	\$162.69
Film Ideas, Inc (Memorials)*	\$1,518.19
Hobby Lobby (Foundation)*	\$15.96
Ingram Library Services (Memorials)*	\$932.36
Kroger (Foundation)*	\$50.53
Midwest Tape (Memorials)*	\$41.23
Mokas Café (Board Luncheon)	\$345.01
TOTAL EXPENDITURES	\$3,134.96

*Reimbursed expenses

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 THE CITY OF WICHITA
 YTD

 P 1
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FOR 2023 01

JOURNAL DETAIL 2020 1 TO 2020 1

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100000080 Wichita Public Library							
422110 Library Desk Receipts (Fines)	0	0	-9,486.67	-9,486.67	.00	9,486.67	100.0%
422111 Library Desk - Faxes	-9,000	-9,000	-637.00	-637.00	.00	-8,363.00	7.1%
422112 Library Desk - Passports	-20,000	-20,000	-2,800.00	-2,800.00	.00	-17,200.00	14.0%
423030 Meeting Room Rentals	-28,000	-28,000	-1,155.00	-1,155.00	.00	-26,845.00	4.1%
424011 Copy Charges	-10,000	-10,000	-1,350.70	-1,350.70	.00	-8,649.30	13.5%
424101 Public Computing Charges	-12,000	-12,000	-1,299.55	-1,299.55	.00	-10,700.45	10.8%
646981 State Setoff Collections	-70,000	-70,000	-626.59	-626.59	.00	-69,373.41	.9%
TOTAL Wichita Public Library	-149,000	-149,000	-17,355.51	-17,355.51	.00	-131,644.49	11.6%
TOTAL General Fund	-149,000	-149,000	-17,355.51	-17,355.51	.00	-131,644.49	11.6%

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 THE CITY OF WICHITA
 YTD

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FOR 2023 01

JOURNAL DETAIL 2020 1 TO 2020 1

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	-149,000	-149,000	-17,355.51	-17,355.51	.00	-131,644.49	11.6%

** END OF REPORT - Generated by Tammy Penland **

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THE CITY OF WICHITA
 YTD

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REPORT OPTIONS

	Field #	Total	Page Break	
Sequence 1	1	Y	Y	Year/Period: 2023/ 1
Sequence 2	9	Y	N	Print revenue as credit: Y
Sequence 3	11	Y	N	Print totals only: Y
Sequence 4	0	N	N	Suppress zero bal accts: Y
				Print full GL account: N
				Double space: N
Report title:				Roll projects to object: N
YTD				
				Carry forward code: 1
				Print journal detail: Y
Print Full or Short description: F				From Yr/Per: 2020/ 1
Print MTD Version: Y				To Yr/Per: 2020/ 1
Print Revenues-Version headings: N				Include budget entries: Y
Format type: 1				Incl encumb/liq entries: Y
Print revenue budgets as zero: N				Sort by JE # or PO #: J
Include Fund Balance: N				Detail format option: 1
Include requisition amount: N				
Multiyear view: D				

Find Criteria	
Field Name	Field Value
Org	10000080
Object	
Project	
Rollup code	
Account type	Revenue
Account status	

Library Schedule of Expenditures
For the period ending 01/31/2023

	Budgetary basis (Unaudited)			Non-budgetary basis			
	Original Budget	Revised Budget	2023 Year to Date Actuals	YTD Actuals (not previously encumbered)	January Actuals (not previously encumbered)	January New Encumbrances	Percent of Budget Expended
Personnel							
Base Compensation	\$ 5,506,305	\$ 5,506,305	\$ 430,335	\$ 430,335	\$ 430,335	\$ -	7.82%
Year-End Payroll Accrual	-	-	(144,137)	(144,137)	(144,137)	-	No budget
Special Compensation	1,800	1,800	685	685	685	-	38.06%
Mileage Reimbursement	-	-	81	81	81	-	No budget
Overtime Compensation	-	-	280	280	280	-	No budget
Employer Wage Taxes & WC	483,529	483,529	35,681	35,681	35,681	-	7.38%
Employer Share EE Insurance	1,060,907	1,060,907	78,608	78,608	78,608	-	7.41%
Employer Share Pension/Retire	586,023	586,023	44,269	44,269	44,269	-	7.55%
Total personnel	7,638,564	7,638,564	445,802	445,802	445,802	-	5.84%
Contractuals							
Electricity - EDI	305,438	305,438	18,857	18,857	18,857	-	6.17%
Natural Gas - EDI	41,824	41,824	10,999	10,999	10,999	-	26.30%
Water Service	12,738	12,738	1,349	1,349	1,349	-	10.59%
Trash Service	5,404	5,404	-	-	-	-	0.00%
Local Telephone Service	16,000	16,000	427	427	427	-	2.67%
PBX Line Charges	11,172	11,172	1,007	1,007	1,007	-	9.01%
PBX Instrument Charges	18,915	18,915	1,663	1,663	1,663	-	8.79%
Long Distance & Teleconference	2,000	2,000	25	25	25	-	1.25%
Voicemail	3,912	3,912	333	333	333	-	8.51%
Automatic Call Distribution	786	786	66	66	66	-	8.40%
Data Center Charges	1,148,795	1,148,795	95,121	95,121	95,121	-	8.28%
Building & Contents Insurance	91,619	91,619	-	-	-	-	0.00%
Vehicle Liability Premiums	870	870	-	-	-	-	0.00%
Recruitment & Hiring	3,140	3,140	-	-	-	-	0.00%
Employee Travel & Training	1,600	1,600	2,736	2,736	2,736	-	171.00%
Drug Screening	-	-	32	32	32	-	No budget
Textile Rental & Laundry Svcs	2,925	2,925	33	33	33	-	1.13%
Other Professional Services	22,970	22,970	84	84	84	-	0.37%
Motor Pool Scheduled Charges	3,720	3,720	310	310	310	-	8.33%
Building Repair & Maint	7,240	7,240	-	-	-	-	0.00%
Pest Control Services	13,000	13,000	-	-	-	-	0.00%
Equipment Repair & Maint	5,421	5,421	3,093	3,093	3,093	-	57.06%
Rent-Real Property	52,060	52,060	8,176	8,176	8,176	-	15.70%
Bank Charges	5,000	5,000	237	237	237	-	4.74%
Postage	4,000	4,000	-	-	-	-	0.00%
Organizational Memberships	10,960	10,960	-	-	-	-	0.00%
Printing & Copying	23,472	23,472	2,488	2,488	2,488	-	10.60%
Software License & Maint Fees	550	2,108	1,000	1,000	1,000	1,558	47.44%
Other Contractuals	92,583	109,111	100	100	100	16,528	0.09%
Total contractuals	1,908,114	1,926,200	148,136	148,136	148,136	18,086	7.69%
Materials and supplies							
Computing Supplies	900	900	-	-	-	-	0.00%
Office Supplies	48,575	48,575	-	-	-	-	0.00%
Custodial Supplies	6,000	6,000	-	-	-	-	0.00%
Automotive Parts & Supplies	450	450	24	24	24	-	5.33%
Gasoline	4,134	4,134	201	201	201	-	4.86%
Furniture & Fixtures <\$5k	9,990	9,990	-	-	-	-	0.00%
Data Processing Equip <\$5k	9,665	9,665	-	-	-	-	0.00%
Library Materials	982,530	1,043,664	-	24,984	24,984	36,150	0.00%
Total materials and supplies	1,062,244	1,123,378	225	25,209	25,209	36,150	0.02%
Other expenditures							
Planned Savings	(1,389,000)	(1,389,000)	-	-	-	-	0.00%
Total other expenditures	(1,389,000)	(1,389,000)	-	-	-	-	0.00%
Total expenditures	\$ 9,219,922	\$ 9,299,142	\$ 594,163	\$ 619,147	\$ 619,147	\$ 54,236	6.39%

Grant Fund Summary Report

January 2023

[illegible]

Wichita Public Library General Fund Bills

January 2023

Org: 10000080

10001 - Library - Personnel

1B - Base Compensation

511000 Base Compensation

Payroll, ADJ1.20.23	\$34.12
Payroll, PP01.06.23	\$212,087.18
Payroll, PP1.20.23	\$214,726.93
Payroll, RT01.20.23	\$3,487.21

Total 511000 Base Compensation	\$430,335.44
--------------------------------	--------------

511950 Year-End Payroll Accrual

Payroll, '22PRAccRe	(\$144,136.87)
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Total 511950 Year-End Payroll Accrual	(\$144,136.87)
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Total 1B - Base Compensation	\$286,198.57
------------------------------	--------------

1F - Special Compensation

512000 Special Compensation

Payroll, PP01.06.23	\$442.31
Payroll, PP1.20.23	\$242.31

Total 512000 Special Compensation	\$684.62
-----------------------------------	----------

512051 Mileage Reimbursement

Payroll, 105	\$19.88
Payroll, 680	\$60.78

Total 512051 Mileage Reimbursement	\$80.66
------------------------------------	---------

Total 1F - Special Compensation	\$765.28
---------------------------------	----------

1J - OT Compensation

513000 Overtime Compensation

Payroll, PP1.20.23	\$279.51
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Total 513000 Overtime Compensation	\$279.51
------------------------------------	----------

Total 1J - OT Compensation	\$279.51
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1N - Employee Benefits

518200 Employer Wage Taxes & WC

Payroll, ADJ1.20.23	\$4.71
Payroll, PP01.06.23	\$17,579.46
Payroll, PP1.20.23	\$17,798.67
Payroll, RT01.20.23	\$298.54

Total 518200 Employer Wage Taxes & WC	\$35,681.38
---------------------------------------	-------------

Wichita Public Library General Fund Bills

January 2023

518300 Employer Share EE Insurance

Payroll, PP01.06.23 \$39,218.84

Payroll, PP1.20.23 \$39,389.10

Total 518300 Employer Share EE Insurance	\$78,607.94
--	-------------

518400 Employer Share Pension/Retire

Payroll, PP01.06.23 \$22,059.01

Payroll, PP1.20.23 \$22,209.91

Total 518400 Employer Share Pension/Retire	\$44,268.92
--	-------------

Total 1N - Employee Benefits	\$158,558.24
------------------------------	--------------

Total 10001 - Library - Personnel	\$445,801.60
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10002 - Library - Contractuals

2B - Utilities

521011 Electricity - EDI

EVERGY KANSAS CENTRAL INC \$18,856.73

Total 521011 Electricity - EDI	\$18,856.73
--------------------------------	-------------

521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC \$3,269.65

ENCORE ENERGY SERVICES \$3,920.75

ONE GAS INC \$3,808.43

Total 521021 Natural Gas - EDI	\$10,998.83
--------------------------------	-------------

521030 Water Service

City of Wichita \$1,348.94

Total 521030 Water Service	\$1,348.94
----------------------------	------------

Total 2B - Utilities	\$31,204.50
----------------------	-------------

2F - Technology Charges

521060 Local Telephone Service

City of Wichita \$427.00

Total 521060 Local Telephone Service	\$427.00
--------------------------------------	----------

522010 PBX Line Charges

City of Wichita \$1,007.00

Total 522010 PBX Line Charges	\$1,007.00
-------------------------------	------------

522020 PBX Instrument Charges

City of Wichita \$1,662.50

Total 522020 PBX Instrument Charges	\$1,662.50
-------------------------------------	------------

522040 Long Distance & Teleconference

City of Wichita \$25.20

Total 522040 Long Distance & Teleconference	\$25.20
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Wichita Public Library General Fund Bills

January 2023

522070 Voicemail

City of Wichita \$333.00

Total 522070 Voicemail	\$333.00
------------------------	----------

522080 Automatic Call Distribution

City of Wichita \$65.50

Total 522080 Automatic Call Distribution	\$65.50
--	---------

529150 Data Center Charges

City of Wichita \$95,121.18

Total 529150 Data Center Charges	\$95,121.18
----------------------------------	-------------

Total 2F - Technology Charges	\$98,641.38
-------------------------------	-------------

2N - Employee Development

524020 Employee Travel & Training

KRISTI DOWELL \$1,368.04

SARA DIXON \$1,368.04

Total 524020 Employee Travel & Training	\$2,736.08
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Total 2N - Employee Development	\$2,736.08
---------------------------------	------------

2R - Professional Svcs

525013 Drug Screening

KELLY COMPLIANCE INC \$32.00

Total 525013 Drug Screening	\$32.00
-----------------------------	---------

525083 Textile Rental & Laundry Svcs

CINTAS CORPORATION \$32.85

Total 525083 Textile Rental & Laundry Svcs	\$32.85
--	---------

525990 Other Professional Services

SIGN LANGUAGE INTERPRETING SERVICES \$84.00

Total 525990 Other Professional Services	\$84.00
--	---------

Total 2R - Professional Svcs	\$148.85
------------------------------	----------

2V - Bldg & Equip Charges

526010 Motor Pool Scheduled Charges

City of Wichita \$310.00

Total 526010 Motor Pool Scheduled Charges	\$310.00
---	----------

526070 Equipment Repair & Maint

BURNS BOYS CO INC \$3,092.57

Total 526070 Equipment Repair & Maint	\$3,092.57
---------------------------------------	------------

Wichita Public Library General Fund Bills

January 2023

526092 Rent-Real Property

CO CO PROPERTIES LLC \$8,176.48

Total 526092 Rent-Real Property	\$8,176.48
---------------------------------	------------

Total 2V - Bldg & Equip Charges	\$11,579.05
---------------------------------	-------------

2Z - Other Contractuals

529010 Bank Charges

City of Wichita \$236.63

Total 529010 Bank Charges	\$236.63
---------------------------	----------

529070 Printing & Copying

City of Wichita \$2,487.55

Total 529070 Printing & Copying	\$2,487.55
---------------------------------	------------

529141 Software License & Maint Fees

INNOVATIVE INTERFACES INC \$1,000.00

Total 529141 Software License & Maint Fees	\$1,000.00
--	------------

529990 Other Contractuals

UNIQUE MANAGEMENT SERVICES INC \$100.00

Total 529990 Other Contractuals	\$100.00
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Total 2Z - Other Contractuals	\$3,824.18
-------------------------------	------------

Total 10002 - Library - Contractuals	\$148,134.04
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10003 - Library - Commodities

3F - Components & Parts

532020 Automotive Parts & Supplies

City of Wichita \$23.88

Total 532020 Automotive Parts & Supplies	\$23.88
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Total 3F - Components & Parts	\$23.88
-------------------------------	---------

3N - Fuel

539012 Gasoline

City of Wichita \$200.50

Total 539012 Gasoline	\$200.50
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Total 3N - Fuel	\$200.50
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Total 10003 - Library - Commodities	\$224.38
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Grand Total

\$594,160.02

GIFT AND MEMORIAL FUND**RECEIPTS/REIMBURSEMENTS**

Baird (interest)	\$3,400.95
Local History Photos	\$60.00
Memorials	\$785.00
Premier Food (Wes 4th Qtr 22)	\$23.44
Staff Flower Fund	\$10.00

TOTAL RECEIPTS	\$4,279.39
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EXPENDITURES

Amazon (Cooling Collar/Ice Vest for Mascot)	\$219.94
Robyn Belt (Staff Appreciation Pizza Party)	\$117.01
John Cleary (Staff Appreciation Pizza Party)	\$118.71
Anne Ethen (Staff Appreciation Pizza Party)	\$77.35
Everyone.net (Renewal)	\$133.00
Ingram Library Services (Memorials)*	\$341.59
Koamtac, Inc (Battery)	\$25.00
Mailchimp (Monthly Newsletters)	\$97.99
McClatchy (Ads)	\$900.00
Tracie Partridge (Staff Appreciation Pizza Party)	\$63.37
Picasso's Pizzeria (Staff Appreciation Pizza Party)	\$752.08
The Popcorner East (Library Board Luncheon)	\$209.58
QuikPrint (Holiday Cards/Read ICT)	\$535.97
Red Door Three (Fabric Display Unit)	\$2,198.15
Scott Rice (Task Chair Seat Cushions)	\$2,280.00
TCV Publishing (Page Sponsor Strip)	\$150.00
Tillie's Flower Shop (Staff Flower Fund)*	\$107.37

TOTAL EXPENDITURES	\$8,327.11
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*Reimbursed expenses

**Gift and Memorials Account
Report of Activity (January - June 2021)**

<u>Item</u>	<u>Disbursements</u>	<u>Receipts</u>	<u>Beginning/ Ending Balance</u>
GENERAL LEDGER STARTING			
BALANCE	July 1, 2022		<u>\$471,446.76</u>
110 - Levand			<u>\$58,380.98</u>
Receipts:			
Bibliotheca (Eve Self Check-should have been charged to 160)		\$11,544.73	
Wichita Public Library Foundation (Homeless Training Reimbursement)		\$21,018.00	
Expenditures:			
Amazon (Portable Picnic Table)	(63.50)		
Amazon (Igloo Paper Cup Dispenser/Cooler)	(152.05)		
Homeless Training Institute (Training)	(3,198.00)		
Mascot Junction (Mascot Costume)	(1,899.00)		
Niche Academy (Training)	(17,820.00)		
PocketSights (Annual Renewal)	(499.00)		
Fremds of the Library (Web Domain Reimburement-Should have been refunded to 340)	(86.46)		
Ending Balance:			<u>\$67,225.70</u>
130 - Local History Photos			<u>\$0.00</u>
Receipts:			
Customer Photo Payments		\$295.00	
Expenditures:			
Ingram (Materials)	(214.23)		
			<u>\$80.77</u>
140 - E-Books			<u>\$0.10</u>
Ending Balance:			<u>\$0.10</u>
150 - Technology Fund			<u>\$38,343.28</u>
Receipts:			
CDs Redeemed		\$150,000.00	
Cox Refund		\$21,857.76	
Expenditures:			
Amazon (Laptop Bags/Cables)	(956.84)		
CDs Purchased	(136,000.00)		
for Evergreen & Walters)	(2,535.93)		
OCLC (Content dm)	(6,741.97)		
T-Mobile (Hotspots)	(419.48)		
Ending Balance:			<u>\$63,546.82</u>

Gift and Memorials Account
Report of Activity (January - June 2021)

150.1 3D Printing	\$1,631.48
--------------------------	-------------------

Expenditures:

Amazon (Supplies)	(457.04)
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	\$1,174.44
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160 - SCKLS Facilities Improvement Fund	\$266,953.71
--	---------------------

Receipts:

CD Redeemed	\$50,000.00
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SCKLS21 (Balance Transfer)	\$146,073.70
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Expenditures:

Bibliotheca (Charged to 110 by mistake)	(11,544.73)
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CDs Purchased	(246,000.00)
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Dondlinger Construction (Children's Garden Lightng)	(5,350.00)
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Schammerhorn (Solar Shades for Walters)	(1,787.00)
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Ending Balance:	\$198,345.68
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210 - Staff Association Fund	\$10,517.86
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Receipts:

Friends Monthly Donations	\$6,407.00
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Premier Food Service	\$632.85
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Staff Honorarium	\$35.00
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Vending Machine Refund Money	\$15.70
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Expenditures:

4Imprint (Inservice Day)	(620.01)
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All Community Café (Inservice Day)	(2,850.00)
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Inservice Day Staff Reimbursement	(152.77)
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National Library Week Staff Appreciation	(104.76)
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Staff Retirement	(71.19)
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Promo Depot (Staff Banned Books Shirts)	(935.04)
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Uprinting (Inservice Day)	(1,378.26)
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Wichita Genealogical Society (Registration)	(30.00)
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Ending Balance:	\$11,466.38
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220 - Employee Training	\$4,751.99
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Ending Balance:

	\$4,751.99
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240 - Staff Flower Fund	\$183.77
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Receipts:

Staff Donations	\$375.00
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Expenditures:

Gift and Memorials Account
Report of Activity (January - June 2021)

Kroger (Plant - Family Death/Balloons - Employee Illness)	(62.31)	
Tillies (Plant - Family Death/Balloons - Employee Illness)	(205.08)	
Ending Balance:		\$291.38
310 - SCKLS Summer Reading Grant		\$0.00
Receipts:		
SCKLS	\$100.00	
		\$100.00
320 - WGS		\$8,002.08
Ending Balance:		\$8,002.08
330 - Friends of the Library		\$9,019.98
Ending Balance:		\$9,019.98
330.1 Big Read (Friends)		\$1,597.82
Ending Balance:		\$1,597.82
330.2 - SR Wed (Friends)		\$1,056.81
Expenditures:		
Staff Reimbursement (Sr Wednesday Door Prize)	(50.00)	
Ending Balance:		\$1,006.81
330.3 - 1000Books (Friends)		\$300.00
Ending Balance:		\$300.00
340 - Miscellaneous Fund		\$55,494.13
Receipts:		
Baird (Interest)	\$4,271.15	
CD Redeemed	\$100,000.00	
Friends of the Library (Summer Reading)		
Web Domain Reimbursement (Refunded to Levand by mistake)	\$86.46	
Wichita Public Library Foundation (Reimb for Kroger/Hobby Lobby)	\$215.27	
Expenditures:		
Amazon (Break Room Supplies)	(174.02)	
Amazon (Business Prime)	(179.00)	
CD Purchased	(42,000.00)	
Evergreen Grand Opening Prize	(10.75)	
The Global Display Solution (Reusable Frames)	(594.18)	

Gift and Memorials Account
Report of Activity (January - June 2021)

Hobby Lobby (To be Reimb by WPLF)	(45.35)
Hutton (Architect)	(3,250.00)
Kroger (To be reimb by WPLF)	(169.92)
Mokas (Board Luncheon)	(345.01)
Red Door Three (Fabric Display Kit)	(4,307.98)

Staff Reimbursement (Library Board Gifts)	(162.69)
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Ending Balance:	\$108,828.11
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350 - Free Little Libraries	\$0.00
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Receipts:

QuikTrip Corporation	\$500.00
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Ending Balance:	\$500.00
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355- FOL Holds	\$6,302.00
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Ending Balance:	\$6,302.00
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Memorials (500; 502-535)	\$8,910.77
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Receipts:

Miscellaneous Donors	\$2,902.69
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Expenditures:

Amazon	(30.48)
Brodart	(445.33)
Film Ideas	(1,518.19)
Ingram	(4,288.32)
Midwest Tape	(986.63)

Ending Balance:	\$4,544.51
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Balances:	<u>July 1, 2022</u>	<u>December 31, 2022</u>
Levand (110)	\$58,380.98	\$67,225.70
LH Photos (130)	\$0.00	\$80.77
E-Books (140)	\$0.10	\$0.10
Technology Fund (150)	\$38,343.28	\$63,546.82
3D Printing (151.1)	\$1,631.48	\$1,174.44
SCKLS Facilities Improvement Fund (160)	\$266,953.71	\$198,345.68
Staff Association Fund (210)	\$10,517.86	\$11,466.38
Employee Training (220)	\$4,751.99	\$4,751.99
Staff Flower Fund (240)	\$183.77	\$291.38
SCKLS Summer Reading Grant (310)	\$0.00	\$100.00
WGS (320)	\$8,002.08	\$8,002.08
Friends of the Library (330)	\$9,019.98	\$9,019.98
Big Read (Friends) (330.1)	\$1,597.82	\$1,597.82
SR Wed (Friends) (330.2)	\$1,056.81	\$1,006.81

Gift and Memorials Account
Report of Activity (January - June 2021)

1000Books (Friends) (330.3)	\$300.00	\$300.00
Miscellaneous (340)	\$55,494.13	\$108,828.11
Free Little Libraries (350)	\$0.00	\$500.00
FOL Holds (355)	\$6,302.00	\$6,302.00
Memorials (500; 502-506)	\$8,910.77	\$4,544.51
<u>MONEY MARKET LEDGER BALANCE</u>	\$471,446.76	\$487,084.57

<u>CERTIFICATES OF DEPOSIT</u>	<u>Invested Amount</u>	<u>Coupon Rate</u>	<u>Market Value</u> <u>(12/31/2022)</u>
City Natl bank Los Angeles CA Matures 10/13/23	\$212,000.00	4.00%	\$212,000.00
JPMorgan Chase Bank Columbus OH Matures 7/27/23	\$212,000.00	4.12%	\$210,855.30
<u>SECURITIES MARKET VALUE</u>	<u>424,000.00</u>		<u>\$422,855.30</u>
<u>TOTAL ACCOUNT BALANCE</u>			<u>\$909,939.87</u>



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Sarah Kittrell, Collection Development Division Manager
SUBJECT: Approval of bills over \$10,000: Kanopy streaming video service capped agreement renewal
DATE: January 28, 2023

Background: Wichita Public Library launched the Kanopy streaming video service on December 1, 2021. Kanopy offers library card holders access to thousands of films, including award winning independent and classic films and documentaries with pay-per-use “play credits.” Their catalog also includes access to *Great Courses* and *Kanopy Kids*, a collection of quality movies and TV shows for children. The Library launched the service providing customers monthly access of up to 7 play credits, 2 Great Courses, and Kanopy Kids. Customers streamed over 27,500 movies and TV shows in 2022.

Analysis: Kanopy offers two service models: a pay-per-credit model (PPC) and a capped payment model, where Kanopy estimates what the Library would spend in a year and the Library pays that up front. Under the capped model, any unused funds would roll over to the next year; any overages would be absorbed by Kanopy. The quote for the capped model is intended to be overly generous, as Kanopy does not want to have to cover any overages above the initial quote. The capped model quote for 2023-2024 is \$45,000.

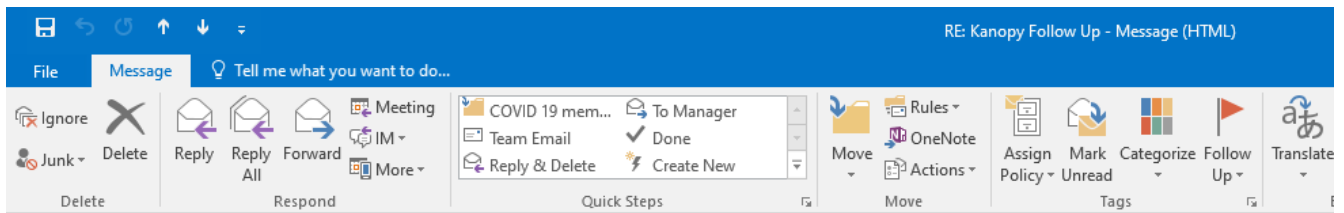
Financial Considerations: Wichita Public Library has approximately \$26,000 credit on account with Kanopy and, to renew the capped agreement, will need to pay the difference between \$45,000 and the amount that we have on account. We anticipate this being approximately \$19,000.

Legal Consideration: Wichita Public Library submitted the Kanopy Capped Master Agreement to the Law Department for Review in 2022. It was approved to form.

Recommendations or Actions: It is requested that the Library Board approve up to \$25,000 to fully fund the 2023-2024 Kanopy capped agreement.

Attachments:

Kanopy Capped Quote



Wed 1/11/2023 10:52 AM

Debbie McDonald <debbie.mcdonald@kanopy.com>

RE: Kanopy Follow Up

To: Kittrell, Sarah

You replied to this message on 1/28/2023 10:52 AM.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Sarah!

I have the capped quote ready for you for Kanopy.

The quote for one year is for \$45k.

If you would like to proceed with the capped program, please let me know and I will send over the paperwork.

Thanks, Sarah.

Kindly,

Debbie



Debbie McDonald
Senior Account Executive, Kanopy
debbie.mcdonald@kanopy.com
(614) 354-4692

From: Debbie McDonald

Sent: Tuesday, January 3, 2023 5:28 PM

To: Kittrell, Sarah <SKITTRELL@wichita.gov>

Subject: RE: Kanopy Follow Up

Thanks, Sarah! 😊



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Sarah Kittrell
SUBJECT: Approval of Invoices Exceeding \$10,000 – Overdrive Magazines
DATE: February 7, 2023

Background: In February 2022, Wichita Public Library subscribed to Overdrive Magazines, a service that currently offers simultaneous use access to 4,528 digital magazines for \$17,500. Available titles include *The New Yorker*, *HGTV Magazine*, *Food Network Magazine*, and *National Geographic Magazine*, among thousands of others. The magazine offerings also include over 200 titles in Spanish. These e-magazines are available to customers through the existing Libby app, which customers currently use to access e-books and e-audiobooks, and the Wichita E-Reads website.

During its first year of service, customers borrowed 18,803 magazines through Libby, which works out to \$0.93 a use.

The Overdrive magazine subscription was up for renewal on February 7, 2023. With approval from Director Nix, staff renewed the plan for \$17,500 on February 7, 2023.

Financial Considerations: The cost for a 1 year subscription to Overdrive Magazines remains \$17,500.

Legal Considerations: Subscribing to Overdrive Magazines does not impact the Library's current terms of use with Overdrive, Inc.

Recommendations/Actions: It is recommended that the Board approve paying an invoice of up to \$17,500, based off of the attached quote, for a one-year subscription to Overdrive magazines.

Attachments:

Overdrive Magazine quote



QUOTE

One OverDrive Way
Cleveland, OH 44125
Phone: +1 216 573 6886 Fax: +1 216 672 0087
Website: <http://www.overdrive.com>
Email: invoicing@overdrive.com

Quote Number	Q-3224-0001-2023
Date	2/7/2023

Quoted To

Wichita Public Library (KS)

Note: All prices for titles listed on this quote are accurate as of 2/7/2023. Please remember that all title pricing is subject to change and your final purchase price may vary if the titles are not purchased on the same day the quote is created.

Please note that titles in this plan can be added and removed from your collection at any time.

Total Titles

4528

Total Quote

\$17,500.00

Customer ID	Customer Email	Purchase Order No.	Payment Terms		
3224-0001	skittrell@wichita.gov		N/A		
Title		Publisher	Frequency	Format	Lending model
Us Weekly		A360 Media, LLC	Weekly		SU
The New Yorker		Conde Nast US	Weekly		SU
HELLO! magazine		Hello! Limited	Weekly		SU
Woman's World		A360 Media, LLC	Weekly		SU
New Scientist		New Scientist Ltd	Weekly		SU
Prevention		Hearst	Monthly		SU
Star Magazine		A360 Media, LLC	Weekly		SU
Radio Times		Immediate Media Company London Limited	Weekly		SU
National Geographic Magazine		National Geographic Society	Monthly		SU
In Touch Weekly		A360 Media, LLC	Weekly		SU
Good Housekeeping		Hearst	Monthly		SU
Food Network Magazine		Hearst	Monthly		SU
Cook's Illustrated		Boston Common Press, LP	Every other month		SU
New Idea		Are Media Pty Limited	Weekly		SU
HGTV Magazine		Hearst	Every other month		SU

Media Report: January 2023

- January 1, 2023: KMWU, ReadICT, <https://www.kmuw.org/2023-01-01/new-years-reading-resolution-here-are-the-categories-for-our-2023-readict-challenge>
- January 12, 2023: KAKE, Kids Corner, <https://www.kake.com/clip/15368377/kids-corner-wichita-public-library>
- January 6, 13, 20, 27, 2023: KCTU Weekly Updates
- January 9, 2023: KWCH, LinkedIn Learning
- January 16, 2023: Wichita by EB, Lunar New Year:
<https://www.wichitabyeb.com/2023/01/where-and-how-to-celebrate-lunar-new-year-2023-in-wichita.html>