

A G E N D A

Wichita Public Library Board of Directors Meeting

Tuesday, January 16, 2018 – 12:00 p.m.

Central Library Board Room (3rd Floor) -- 223 South Main, Wichita KS 67202

Staff Presentation – “The Public”

1. Call to Order/Introductions
2. Approval of the Agenda
3. Public Comment
 - Lynn Behnke – Alford Branch Library Landscaping
4. Approval of the Minutes of the December 19, 2017 Meeting
5. Finance Committee Report
 - Preliminary December Revenue and Expenditure Reports
 - Preliminary December Bills

General Fund Bills	\$868,692.18
Grant Fund Bills	13,186.61
Prior Year Grant Fund Bills	6,821.95
Gift & Memorial Fund Bills	3,575.72
Total	\$892,276.46

- Semi-Annual Accounting of Gift & Memorial Fund
 - Semi-Annual Report of Staff Travel
6. Operations Committee Report
 7. Planning & Facilities Committee Report
 8. Public Affairs Committee Report
 9. Special Committee Reports
 - Friends of the Library
 - Library Foundation
 - Wichita Genealogical Society
 10. Director of Libraries Report
 11. Unfinished Business
 - Alford Branch Library Landscaping
 12. New Business
 - 2018 Department Workplan
 13. Announcements
 14. Adjournment



MONTHLY ACTIVITY REPORT

December 2017

SERVICE HIGHLIGHTS

2017 was a productive year for the staff of the Wichita Public Library. Efforts remained focused on the department's five strategic service response areas. Highlights of activities completed include:

Creating Young Readers

- The new 1000 Books before Kindergarten initiative was implemented. As of December 31, 1,866 children had been enrolled in the program with 96 completing the 1000 book challenge.
- 355 children visited a Wichita Public Library location with a voucher from the Check Up and Check Out partnership with area pediatric clinics.
- A schematic for transitioning picture book collections at the Advanced Learning Library into concept neighborhoods was completed.
- Reading program initiatives were held with six area elementary schools in an effort to maintain reading skills during the summer months.

Ensuring Digital Inclusion

- The EDGE assessment of technology service was completed. The Library scored 830 out of a possible 1000 points, well above the average score of 664 for peer institutions.
- A plan to test guest and express access to public computers was created.
- Public computing capacity in branch libraries was expanded through an updated network design implemented with funding assistance from the Universal Service (e-rate) program and the John S. and James L. Knight Foundation.

Encouraging Lifelong Learning

- Adult non-fiction collections at the Central Library were inventoried and updated to bring the average publication date of the collection to 1999.
- Learning Circles were added to the Library's program schedule.
- Roving reference services at the Central Library were reinstated.
- Wichita History Walks were created in partnership with Bike Wichita and a grant from AARP.
- A new reference service model for the Advanced Learning Library was created.
- Conversations about a new partnership with Wichita State University's GoCreate were initiated.

Supporting a Healthy, Sustainable Community

- Employment programming was expanded at the Maya Angelou Northeast branch through a partnership with the Workforce Alliance.
- Candid Conversations programming was implemented through community partnerships and a grant from the Kansas Humanities Council.
- A 10th Big Read Wichita program was presented in coordination with community partners and with funding support from the National Endowment for the Arts.

Ensuring Quality Library Service for Current and Future Wichitans

- All department staff completed a second level of technology competencies.
- Universal Service (E-rate) applications were submitted for all eligible services.
- Digitization of the customer registration file was initiated.
- A branch system review was completed by Wichita State University.
- Debt collection efforts were enhanced by automating the transfer of small balance accounts to regular collections processing. During 2017, Unique Management Services helped to recover \$218,516.99 in cash and materials for the Library.

OTHER NEWS

In anticipation of the move to the Advanced Learning Library, staff have begun testing Polaris LEAP, a web-based version of the department's primary automation system. LEAP provides mobile and remote access to staff functionality, enabling new account creation, materials circulation and account-specific customer service to be provided in a roving service model within buildings and through outreach services delivered in locations outside library facilities.

Test Proctoring Services were heavily used during December as staff proctored fifty-four exams.

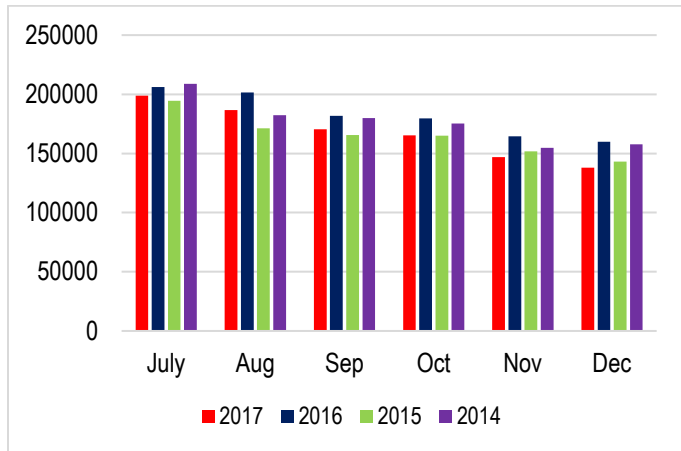
Five SCORE/Small Business Administration clients scheduled special appointments with staff for assistance learning how to use Library resources for business plan start-up, market research and demographic information.

Agencies receiving programs or special services during December included: Benton, Black and Kensler elementary schools; Wichita East high school; All Kids Christian, Branches and Honey Tree academies, Via Christi Child Development Center, Resurrection Catholic School, Holy Savior Project READ; Small Wonders Preschool; Child Start; Tree House/Maize; Tree House/Tyler; The Opportunity Project/North; Kansas Children's Service League; Child Start; Fingerprints, 2nd street and West Village head start centers; and three licensed family child care homes. This brings to 213 the number of organizations and agencies that have received special programs or services from the Library during 2017.

Borrowing limits for 63 youth who obtained Library account restarts through the SayYES! summer program have been eliminated. These teens maintained their accounts through December without incurring new fees, a requirement for lifting the two item book loan limit established when the previous fees were waived.

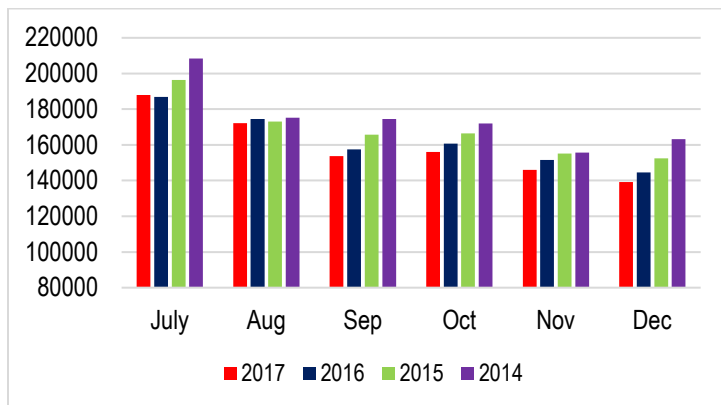
Service Dashboard

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



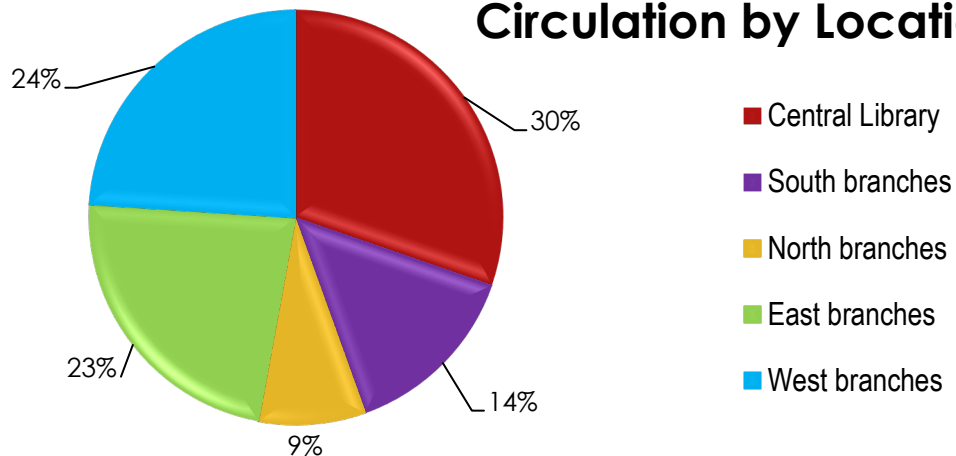
DECEMBER			
	2016	2017	% change
Door Counts	67,081	61,568	-8.22%
Catalog Use	46,215	39,096	-15.40%
Website Visits	46,484	37,435	-19.47%
Total	159,780	138,099	-13.57%

CHECKOUTS

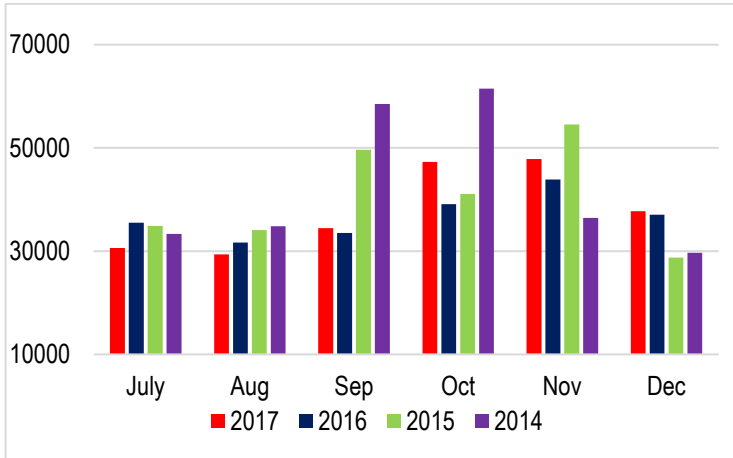


DECEMBER			
	2016	2017	% change
Physical Circ	137,322	129,469	-5.72%
E-book Circ	7,230	9,796	35.49%
Total	144,552	139,265	-3.66%

Circulation by Location

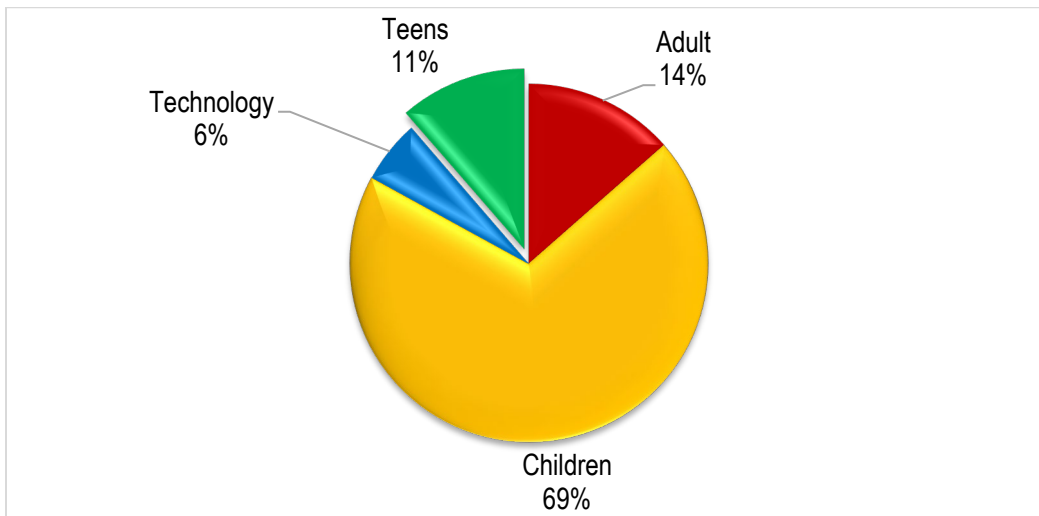


QUESTIONS ANSWERED (by staff in person/phone and through online services)



DECEMBER			
	2016	2017	% change
In person	9,866	9,628	-2.41%
Online	27,170	28,104	3.44%
Total	37,036	37,732	1.88%

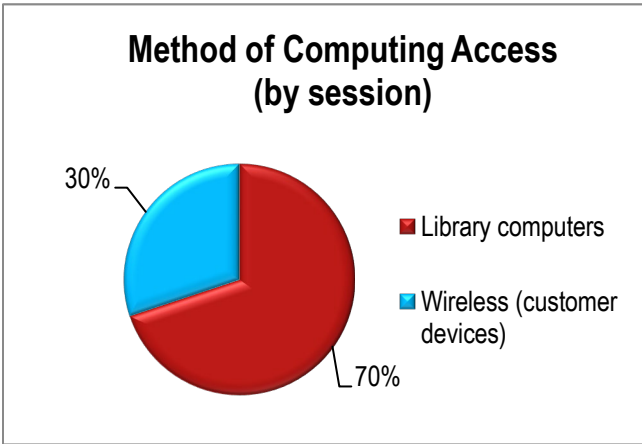
PROGRAM ATTENDANCE



DECEMBER ATTENDANCE

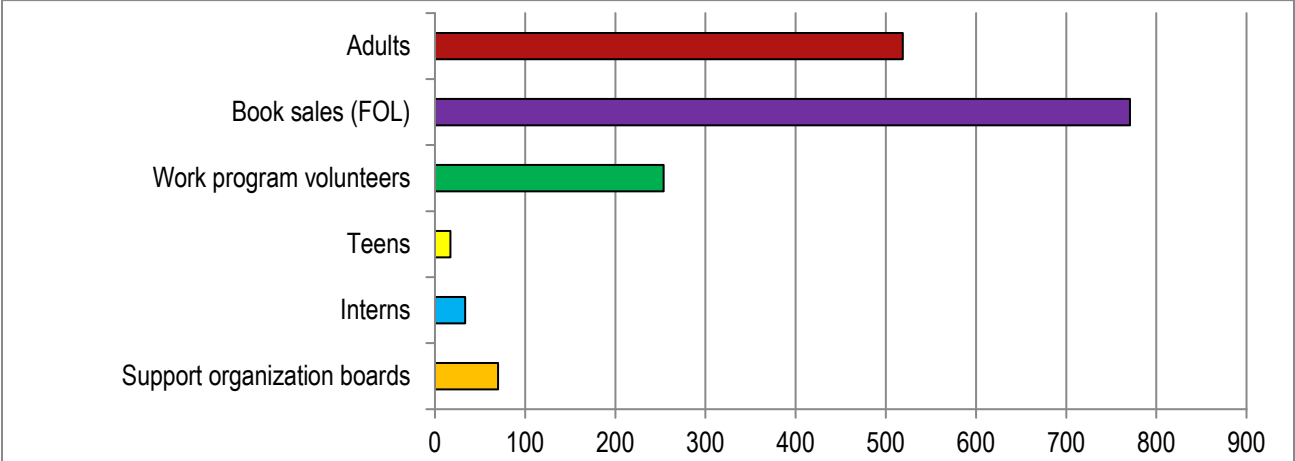
	2016	2017	% change
Adult events	354	351	-0.85%
Children's events	1,954	1,797	-8.03%
Technology training	79	147	86.08%
Teen events	738	295	-60.03%
TOTAL	3,125	2,590	-17.12%

PUBLIC COMPUTING



	DECEMBER		
	2016	2017	% change
Library Workstation Sessions	9,322	8,161	-12.45%
Wi-Fi Sessions	3,658	3,513	-3.96%
Number of Users	1,226	1,056	-13.87%
Hours of Access	6,347	7,277	14.65%

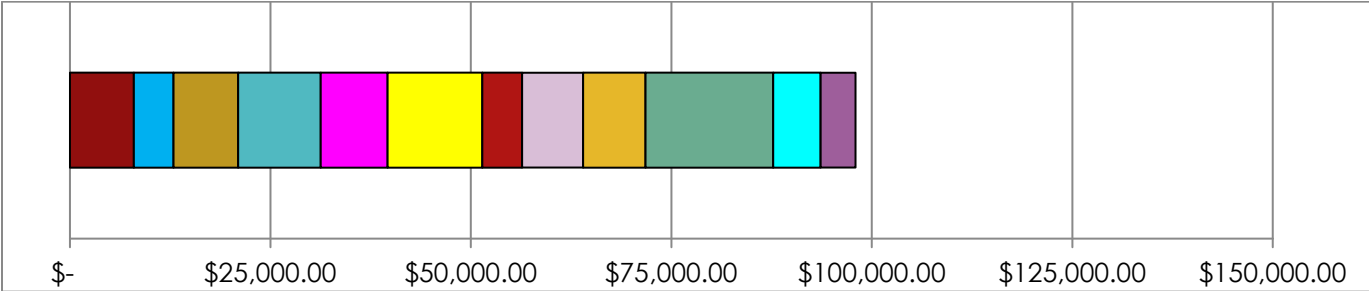
VOLUNTEERS (hours of service)



Number of volunteers YTD = 357

Hours of service received = 26,128

MATERIALS DONATIONS (value if purchased)



Year to date total = \$ 97,967.28 Items added to Library collections YTD = 6,018

Service Snapshot -- Top Circulating Books and Greatest Savings Generated

Top 10 Circulating Fiction Books of 2017

1. The Whistler, by John Grisham (2016) – 711
2. Turbo Twenty-Three: a Stephanie Plum novel, by Janet Evanovich (2016) – 532
3. Night School: a Jack Reacher novel, by Lee Child (2016) – 511
4. The Woman in Cabin 10, by Ruth Ware (2016) – 437
5. No Man’s Land, by David Baldacci (2016) - 428
6. Camino Island, by John Grisham (2017) – 426
7. The Wrong Side of Goodbye, by Michael Connelly (2016) - 412
8. Chaos: a Scarpetta Novel, by Patricia Cornwell (2016) - 404
9. Harry Potter and the Cursed Child, by JK Rowling (2016) - 393
10. Heartbreak Hotel, by Jonathan Kellerman (2017) - 367

Top 10 Circulating Non-Fiction Books of 2017

1. The Latehomecomer: a Hmong Family Memoir, by Kao Yang - 234
2. Hillbilly Elegy: a Memoir of a Family and Culture in Crisis, by J.D. Vance - 192
3. The Magnolia Story, by Chip and Joanna Gaines - 159
4. Killers of the Flower Moon: the Osage Murders and the Birth of the FBI, by David Grann - 150
5. Hidden Figures: The American Dream and the Untold Story of the Black Women Mathematicians Who Helped Win the Space Race, by Margot Lee Shetterly - 126
6. Killing the Rising Sun: How America Vanquished World War II Japan, by Bill O’Reilly - 124
7. The Life-Changing Magic of Tidying Up, by Marie Kondo - 122
8. Every Day Cook, by Alton Brown - 114
9. The Whole30 cookbook: 150 Delicious and Totally Compliant Recipes to Help You Succeed With the Whole30 and Beyond, by Melissa Hartwig - 125
10. Born a Crime: Stories from a South African Childhood – 112

Top 10 Customers in Terms of Savings Created by Library Borrowing

<u>2017 Amount Saved</u>	<u>Total Items Borrowed</u>	<u>Average Savings Per Item</u>
\$ 105,974.98	4,251	\$24.93
70,936.73	2,788	25.44
55,072.89	2,319	23.75
52,155.58	2,674	19.50
51,488.13	3,075	16.74
49,187.04	1,437	34.23
48,000.06	2,471	19.43
42,354.49	1,947	21.75
42,139.55	2,787	15.12
42,066.18	2,054	20.48

Total Saved by All Customers via Library Borrowing -\$32,123,338.40

Average 2017 Savings per Customer - \$987.40

Mean 2017 Savings per Customer - \$221.33

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors
December 18, 2017.

The regular meeting of the Library Board of Directors was held on Tuesday, December 19, 2017 at the Central Library with the following present: Mr. Lamont Anderson, Mr. David Babich, Ms. Lee Gee, Ms. Kellie Hogan, Mr. Randall Johnston, Ms. Shannon Littlejohn, Mr. Kevin McWhorter, Ms. Marcia Newton, Ms. Shelby Petersen, Ms. Kerin Smith, and Mr. Jonathan Winkler.

Staff Present: Cynthia Berner, Director of Libraries; Cari Eagles-DeVos, Administrative Assistant; Stephanie Huff, Marketing and Communications Manager; Sarah Kittrell, Collection Development Manager; Kristi McEachern, Customer Services Manager; Tammy Penland, Support Services Manager; Jeff Tate, Digital Services Manager; and Larry Vos, Information Services Manager.

Guests Present: Tom Borrego, Jim Byrum, and Darla DeSpain.

Staff Presentation

Stephanie Huff, Marketing and Communications Manager, presented information about the #READICT reading challenge partnership of the Library and *The Wichita Eagle*. The program challenges adults to read 12 books from 12 unique categories over the course of 2018. The Library will provide suggestions of books appropriate to the 12 categories and will provide the means for participants to track the books they have read. Reading categories will be announced in a December 31 *Eagle* column by Suzanne Tobias.

Call to Order

President Kellie Hogan called the meeting to order at 12:09 p.m., a quorum being present.

Approval of the Agenda

Jonathan Winkler moved (Gee) to approve the agenda as published. **Motion carried unanimously.**

Public Comment

None

Approval of Minutes

Minutes of the November 21, 2017 meeting were presented. Lamont Anderson moved (Littlejohn) to approve the minutes as included in board packets. **Motion carried unanimously.**

Finance Committee Report

On behalf of the Finance Committee, Chair Kerin Smith moved to approve the revenue report and the 204 report of expenditures for November 2017 as included in board packets. **Motion carried unanimously.**

On behalf of the Finance Committee, Ms. Smith moved to approve the report of bills for November 2017 in the following amounts: General Fund operating bills of \$742,334.63; Grant Fund Bills of \$13,365.82; prior year Grant Fund bills of \$248,573.44; and Gift & Memorial Fund bills of \$3,294.11 for a total of \$1,004,567.90. It was noted that the Grant Fund bills included a transfer of funds from the 2016 South Central Kansas Library System Grant per authorization of the Board at a previous meeting. **Motion carried unanimously.**

Operations Committee Report

Committee Chair Jonathan Winkler reported the Operations Committee met and agreed to recommend changes to policy CIR-006 Interlibrary Loan Borrowing Fees, including imposition of a \$3 borrowing fee for interlibrary loan materials with certain exemptions as outlined in the policy revisions. The Committee decided charging a fee for interlibrary loans is less detrimental to service than other options which staff had evaluated during the last budget cycle.

Planning & Facilities Committee Report

Committee Chair David Babich reported that, after much discussion, the Committee agreed to recommend use of an aggregate treatment to replace planting beds at the Alford Branch Library. This treatment will be more aesthetically pleasing than plain concrete and will be similar to treatments currently in use at the Central Library. On behalf of the Planning & Facilities Committee, Mr. Babich moved to direct staff to work with the Parks & Recreation Department to replace the planting beds at the Alford Branch Library with a concrete and aggregate treatment. **Motion carried unanimously.**

A contract for self-checkout kiosks for the Advanced Learning Library has been approved by the City Council. Furniture bids will open later this week with work on signage and moving service specifications underway.

Before the master plan for branches can be completed, there is a need for the Board to have policy conversations regarding WSU branch review findings and recommendations relating to branch libraries in west and southeast Wichita. These discussions will be added to meeting agendas in early 2018.

Building maintenance issues have been steadily declining in recent months. New signs at the Alford Branch have been installed. Wallpaper in the Westlink branch meeting room is scheduled for replacement in early January. Some of the emergency lights in the Central Library are not working; a plan for repairs is pending.

Public Affairs Committee Report

Committee Chair Lamont Anderson encouraged board members to contact federal elected officials regarding the recent vote of the Federal Communications Commission to repeal its 2015 net neutrality rule. Strong protections for net neutrality are important to the work of libraries in ensuring digital inclusion and the affordability of Internet access.

Board members were asked to be proactive about discussing the importance of libraries with state legislators. A list of Wichita legislators was circulated, with Board members encouraged to note those whom they would be willing to contact about library issues during the upcoming session.

Mr. Anderson moved (Littlejohn) to direct the President of the Board to sign and distribute a letter to members of the Sedgwick County legislative delegation reminding them of the importance of libraries, as well as pointing out services that might be of interest to them during the upcoming legislative session or throughout the year. **Motion carried unanimously.**

Special Committee Reports

There were no reports from the Friends of the Library, the Wichita Public Library Foundation or the Wichita Genealogical Society (WGS).

Director of Libraries Report

Director Berner requested guidance from the Board in reference to a piece of the west entry artwork at the Advanced Learning Library. This is the steel sculptural element being installed around the north and west walls of the conference center. Artist Kent Williams has asked for permission to eliminate a gate at the south end of the piece. This gate was previously added to the plan to reduce the likelihood of people or debris gaining entry into the space between the artwork and the wall. It was the consensus of the Board that the Crime Prevention through Environmental Design (CPTED) concepts be maintained as a high priority on the Advanced Learning Library grounds and particularly near the building entrances. It was agreed that the gate is important to this security.

Incoming City Council members Claycomb and Johnson have visited the Library as part of their department orientations. It is not too soon for Board members to begin conversations about reappointments. Those who are reaching term limits can approach Council members about the possibility of delaying new appointments until the new library opens, as all members serve until replaced.

Unfinished Business

Jonathan Winkler moved (Gee) to approve the proposed changes to the Bylaws as mailed to all members in November and as included in Board packets. The changes move the annual meeting of the Board to correspond with the new appointment cycles. **Motion carried unanimously.**

On behalf of the Operations Committee, Mr. Winkler moved to approve changes to policy CIR-006 Interlibrary Loan Borrowing Fees as discussed during the Operations Committee report and as included in Board packets. The motion **carried** by a vote of 6-4 with Mr. Randall Johnston, Ms. Marcia Newton, Mr. Lamont Anderson, and Ms. Shelby Petersen opposed.

New Business

As noted in Board packets, the Sedgwick County Election Commissioner has asked for use of the Advanced Learning Library as a polling place. The request was considered by the Operations Committee and deemed to be in alignment with the mission of the Advanced Learning Library. Staff have affirmed that they can support the early access into the building that would be required. On behalf of the Operations Committee, Mr. Winkler moved to approve the use of the Advanced Learning Library as a polling place in 2018. **Motion carried unanimously.**

Announcements

None

Adjournment

The meeting was adjourned at 1:09 p.m.

The next regularly scheduled meeting will be January 16, 2018.

Respectfully submitted,

Cynthia Berner
Director of Libraries

Agenda

Wichita Public Library Board of Directors Finance Committee Agenda

Tuesday, January 16, 2018, 11:30 a.m.
Central Library Auditorium (3rd floor)
223 S. Main, Wichita KS 67202

1. **Call to Order**
2. **Approval of Minutes of December 19, 2017 Meeting**
3. **Approval of Finance Reports**

PROPOSED MOTION: Recommend approval of the PRELIMINARY December revenue reports and the 204 report of expenditures as included in board packets

4. **Approval of PRELIMINARY DECEMBER Bills**

General Fund Bills	\$868,692.18
Grant Fund Bills	13,186.61
Prior Year Grant Fund Bills	6,821.95
Gift & Memorial Fund Bills	3,575.72
Total	\$892,276.46

PROPOSED MOTION: Recommend approval the PRELIMINARY December bills as included in board packets

5. **Semi-Annual Accounting of Gifts and Memorials Fund**

As directed by the Board, staff prepares and distributes a semi-annual report of receipts and expenditures from the Wichita Public Library Foundation checking account overseen by the Director of Libraries. The report for July-December 2017 is included in board packets.

PROPOSED MOTION: Recommend that the Board receive and file the report

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

As directed by the Board, staff prepares and distributes a semi-annual report of receipts and expenditures from the Wichita Public Library Foundation checking account overseen by the Director of Libraries. The report for July-December 2017 is included in board packets.

PROPOSED MOTION: Recommend that the Board receive and file the report

7. **Other Items from Committee Members**
8. **Adjournment**

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Finance Committee Meeting
December 19, 2017

Present: Board members Kerin Smith and Kevin McWhorter; Staff member Tammy Penland.

The meeting was called to order by Committee Chair Kerin Smith at 11:35 a.m.

Ms. Smith (McWhorter) moved to approve the minutes of the November 21, 2017 meeting. The motion carried.

Mr. McWhorter (Smith) moved to recommend approval of the November revenue report and the 204 report of expenditures as included in the board packets. The motion carried.

Ms. Smith (McWhorter) moved to recommend approval of the November bills as included in board packets. The motion carried.

Penland provided the committee with the End of Year General Fund Projection. This was only informational and no action required.

Penland reported that since last month's meeting the public computing report (copy provided to committee) was submitted for review. It was decided by the review team that more information is needed. The assigned team on this project topic will continue to fine tune. Committees continue to work on the following topics: local history and genealogy, youth programming and community education. This was only informational and no action required.

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

WICHITA PUBLIC LIBRARYGeneral Fund**Preliminary Revenue Analysis Through December 2017**

	Revenue Revised 2017 Budget		Year to date Receipts		Year-end Surplus (Deficit)	Percent Received To Date (Goal = 100.00%)
7700 Library desk receipts (fines)	\$333,350.00	\$	273,267.56	\$	(60,082.44)	81.98%
7701 Copy machine revenue	\$13,000.00	\$	12,975.27	\$	(24.73)	99.81%
7703 Public computing	\$34,000.00	\$	33,791.54	\$	(208.46)	99.39%
9601 Meeting Rooms	\$20,000.00	\$	24,452.70	\$	4,452.70	122.26%
9602 Rent/Lease-Office space	\$0.00	\$	-	\$	-	--
9810 Jury Duty	\$0.00	\$	10.00	\$	-	--
9811 Reimbursements	\$0.00	\$	1,358.02	\$	1,358.02	--
9819 Miscellaneous Revenue	\$0.00	\$	-	\$	-	--
9840 Cash over (short)	\$0.00	\$	(13.09)	\$	(13.09)	--
9841 Kansas set-off program collections	\$74,000.00	\$	84,206.43	\$	10,206.43	113.79%
TOTAL GENERAL FUND REVENUES	\$ 474,350.00	\$	430,048.43	\$	(44,311.57)	90.66%



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

FISCAL MONTH 12

FISCAL YEAR 2017

Department Range: 10 to 10

FUND: 100 General Fund

OBJ LVL 3	DESCRIPTION	APPROPRIATION YEAR TO DATE	EXPENDITURES CURRENT MONTH	ENCUMBRANCES CURRENT MONTH	PRE-ENCUM CURRENT MONTH	EXP+ENC+PREEN CURRENT MONTH	EXP+ENC+PREEN CURRENT YTD	BALANCE	PERCENT EXPENDED
1,100	Bi-weekly wages	4,097,053.00	378,699.30	0.00	0.00	378,699.30	3,477,842.34	619,210.66	84.89%
1,101	Longevity	51,528.00	6,852.00	0.00	0.00	6,852.00	55,033.00	(3,505.00)	106.80%
1,104	Shift differential	4,000.00	356.75	0.00	0.00	356.75	3,091.56	908.44	77.29%
1,125	Paid leaves	0.00	92,965.13	0.00	0.00	92,965.13	543,290.12	(543,290.12)	N/A
1,200	Part time/seasonal	757,676.00	69,464.44	0.00	0.00	69,464.44	658,731.40	98,944.60	86.94%
1,205	Auto allowance	7,000.00	684.85	0.00	0.00	684.85	6,702.40	297.60	95.75%
1,208	Cellular phone allowance	1,800.00	300.00	0.00	0.00	300.00	1,800.00	0.00	100.00%
1,230	Bonus Pay	0.00	0.00	0.00	0.00	0.00	3,862.12	(3,862.12)	N/A
1,300	Premium-Overtime	0.00	5,920.03	0.00	0.00	5,920.03	24,693.26	(24,693.26)	N/A
1,301	Straight	0.00	242.27	0.00	0.00	242.27	1,154.82	(1,154.82)	N/A
1,400	FICA	374,932.00	40,198.80	0.00	0.00	40,198.80	347,277.12	27,654.88	92.62%
1,401	Employee pension	510,768.00	55,438.76	0.00	0.00	55,438.76	475,164.55	35,603.45	93.03%
1,403	Workers compensation	50,562.00	5,465.47	0.00	0.00	5,465.47	47,525.24	3,036.76	93.99%
1,404	Unemployment compensation	9,821.00	678.47	0.00	0.00	678.47	6,306.88	3,514.32	64.22%
1,405	Group health insurance	784,047.00	36,339.61	0.00	0.00	36,339.61	748,328.15	35,718.85	95.44%
1,406	Group life insurance	16,388.00	877.28	0.00	0.00	877.28	7,524.65	8,863.35	45.92%
1,413	Dental insurance-employer	0.00	0.00	0.00	0.00	0.00	(51.64)	51.64	N/A
1,500	Planned savings	(142,298.00)	0.00	0.00	0.00	0.00	0.00	(142,298.00)	0.00%
OBJECT TOTAL	1 Personnel services	\$6,523,277.00	\$694,483.16	\$0.00	\$0.00	\$694,483.16	\$6,408,276.77	\$116,001.23	98.24%
2,100	Electricity	180,827.00	13,166.79	0.00	0.00	13,166.79	176,006.55	4,820.45	97.33%
2,101	Gas-ONEOK Kansas Gas Service	8,810.00	296.27	0.00	0.00	296.27	6,869.36	1,940.64	77.97%
2,102	Gas-Black Hills	5,810.00	531.07	0.00	0.00	531.07	5,812.27	197.73	96.60%
2,104	Water	15,000.00	830.76	0.00	0.00	830.76	15,952.96	(952.96)	106.35%
2,107	Trash service	3,658.00	304.82	0.00	0.00	304.82	3,657.84	0.16	100.00%
2,200	PBX - line charges	11,172.00	931.00	0.00	0.00	931.00	11,172.00	0.00	100.00%
2,201	PBX - instrument charges	17,460.00	1,455.00	0.00	0.00	1,455.00	17,460.00	0.00	100.00%
2,202	Moves and changes	100.00	0.00	0.00	0.00	0.00	96.25	3.75	96.25%
2,203	Long distance service	900.00	15.70	0.00	0.00	15.70	458.76	441.24	50.97%
2,204	Local services	13,500.00	318.97	0.00	0.00	318.97	4,160.47	9,339.53	30.82%
2,207	Postage - regular	23,000.00	1,276.16	0.00	0.00	1,276.16	18,152.72	4,847.28	78.92%
2,210	Shipping and freight	0.00	0.00	0.00	0.00	0.00	216.02	(216.02)	N/A
2,211	Express mail	4,000.00	0.00	0.00	0.00	0.00	381.47	3,618.53	9.54%
2,215	Plexar	8,136.00	678.00	0.00	0.00	678.00	8,136.00	0.00	100.00%
2,216	Voice mail	1,512.00	126.00	0.00	0.00	126.00	1,512.00	0.00	100.00%



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

FISCAL MONTH 12

FISCAL YEAR 2017

Department Range: 10 to 10

FUND: 100 General Fund

OBJ LVL 3	DESCRIPTION	APPROPRIATION YEAR TO DATE	EXPENDITURES CURRENT MONTH	ENCUMBRANCES CURRENT MONTH	PRE-ENCUM CURRENT MONTH	EXP+ENC+PREEN CURRENT MONTH	EXP+ENC+PREEN CURRENT YTD	BALANCE	PERCENT EXPENDED
2.299	Other-Communications	1,550.00	0.00	0.00	0.00	0.00	1,550.00	0.00	100.00%
2.301	Meals and lodging allowance	2,540.00	0.00	0.00	0.00	0.00	1,120.41	1,419.59	44.11%
2.302	Out of town registration fees	670.00	0.00	0.00	0.00	0.00	20.00	650.00	2.99%
2.308	Transportation - out of town	1,905.00	0.00	0.00	0.00	0.00	530.74	1,374.26	27.86%
2.399	Other training/transportation	(2,500.00)	0.00	0.00	0.00	0.00	12.00	(2,512.00)	-0.48%
2.400	Building and contents insurance	66,213.00	0.00	0.00	0.00	0.00	66,213.00	0.00	100.00%
2.401	Vehicle liability	870.00	0.00	0.00	0.00	0.00	870.00	0.00	100.00%
2.501	Pre-employment expenses	0.00	0.00	0.00	0.00	0.00	174.00	(174.00)	N/A
2.502	Medical and laboratory services	0.00	0.00	0.00	0.00	0.00	74.00	(74.00)	N/A
2.519	Background checks	3,140.00	165.40	0.00	0.00	165.40	2,021.40	1,118.60	64.38%
2.543	Bank charges	5,000.00	407.91	0.00	0.00	407.91	5,433.08	(433.08)	108.66%
2.599	Other professional services	37,970.00	5,261.30	0.00	0.00	5,261.30	36,264.60	1,705.40	95.51%
2.600	Data center charges	607,487.00	(1,955.13)	0.00	0.00	(1,955.13)	607,487.00	0.00	100.00%
2.601	Maintenance - data equipment	18,830.00	90.00	0.00	0.00	90.00	14,279.99	4,550.01	75.84%
2.699	Other data processing charges	29,020.00	28,088.00	(7,308.00)	0.00	20,780.00	35,961.95	(6,941.95)	123.92%
2.700	Motor pool - scheduled charges	3,720.00	310.00	0.00	0.00	310.00	3,720.00	0.00	100.00%
2.703	Maintenance - equipment	5,421.00	0.00	0.00	0.00	0.00	2,616.65	2,804.35	48.27%
2.708	Uniform rental service	1,500.00	108.80	0.00	0.00	108.80	1,379.50	120.50	91.97%
2.804	Pest control services	12,167.00	1,934.00	0.00	0.00	1,934.00	11,004.13	1,162.87	90.44%
2.805	Janitorial services	55,032.00	8,931.20	0.00	0.00	8,931.20	50,172.40	4,859.60	91.17%
2.806	Security/Fire services	0.00	0.00	0.00	0.00	0.00	80.00	(80.00)	N/A
2.899	Other building/grounds charges	12,250.00	0.00	0.00	0.00	0.00	3,304.39	8,945.61	26.97%
2.902	Advertising	0.00	0.00	0.00	0.00	0.00	99.60	(99.60)	N/A
2.906	Membership dues	3,195.00	278.00	0.00	0.00	278.00	543.00	2,652.00	17.00%
2.917	Printing and copying	25,472.00	5,789.13	0.00	0.00	5,789.13	26,468.18	(996.18)	103.91%
2.928	Permits and Fees	0.00	65.00	0.00	0.00	65.00	65.00	(65.00)	N/A
2.999	Other contractals	79,583.00	5,366.07	0.00	0.00	5,366.07	57,111.44	22,471.56	71.76%
OBJECT TOTAL	2 Contractual services	\$1,284,920.00	\$74,772.22	(\$7,308.00)	\$0.00	\$67,464.22	\$1,198,421.13	\$66,498.87	94.74%
3.101	Computer/printer supplies	900.00	0.00	0.00	0.00	0.00	0.00	900.00	0.00%
3.103	Office supplies	28,050.00	3,145.91	0.00	0.00	3,145.91	33,303.17	(5,253.17)	118.73%
3.199	Other office supplies	21,050.00	2,003.56	0.00	0.00	2,003.56	13,634.81	7,415.19	64.77%
3.405	Fuel	2,770.00	173.51	0.00	0.00	173.51	2,291.56	478.44	82.73%
3.499	Other equipment parts	450.00	355.25	0.00	0.00	355.25	869.99	(419.99)	193.33%
3.804	Data processing equipment < \$5,000 ea:	9,045.00	0.00	7,308.00	0.00	7,308.00	7,370.99	1,674.01	81.49%



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

FISCAL MONTH 12

FISCAL YEAR 2017

Department Range: 10 to 10

FUND: **100 General Fund**

OBJ LVL 3	DESCRIPTION	APPROPRIATION YEAR TO DATE	EXPENDITURES CURRENT MONTH	ENCUMBRANCES CURRENT MONTH	PRE-ENCUM CURRENT MONTH	EXP+ENC+PREEN CURRENT MONTH	EXP+ENC+PREEN CURRENT YTD	BALANCE	PERCENT EXPENDED
3.805	Furniture & equipment <\$5000 each	9,990.00	1,763.07	0.00	0.00	1,763.07	2,745.97	7,244.03	27.49%
3.811	Library materials < \$5,000 each	707,530.00	111,841.47	2,508.74	0.00	114,350.21	631,184.11	76,345.89	89.21%
3.812	Communication equipment < \$5,000 each	0.00	0.00	0.00	0.00	0.00	444.00	(444.00)	N/A
3.901	Custodial supplies	6,000.00	145.20	0.00	0.00	145.20	5,319.85	680.15	88.66%
3.990	Purchasing Card Clearing	0.00	(19,991.17)	0.00	0.00	(19,991.17)	90,409.11	(90,409.11)	N/A
OBJECT TOTAL	3 Materials and supplies	\$785,785.00	\$99,436.80	\$9,816.74	\$0.00	\$109,253.54	\$787,673.66	(\$1,788.56)	100.23%
FUND TOTAL	100 General Fund	\$8,673,982.00	\$868,692.18	\$2,508.74	\$0.00	\$871,200.92	\$8,394,270.46	\$179,711.54	



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

FISCAL MONTH 12

FISCAL YEAR 2017

Department Range: 10 to 10

FUND: 100 General Fund

OBJ LVL 3	DESCRIPTION	APPROPRIATION YEAR TO DATE	EXPENDITURES CURRENT MONTH	ENCUMBRANCES CURRENT MONTH	PRE-ENCUM CURRENT MONTH	EXP+ENC+PREEN CURRENT MONTH	EXP+ENC+PREEN CURRENT YTD	BALANCE	PERCENT EXPENDED
GRAND TOTAL		<u>\$8,573,982.00</u>	<u>\$868,692.18</u>	<u>\$2,508.74</u>	<u>\$0.00</u>	<u>\$871,200.92</u>	<u>\$8,394,270.46</u>	<u>\$179,711.64</u>	

**Preliminary Grant Fund Summary Report
December 2017**

Grant	Beginning Balance 12/01/17	Revenue Received	Contractuals	Materials	Supplies & Petty Cash	Equipment	Monthly Encumbrances	Total Expenditures	Remaining Balance 02/28/18
SCLS 2015	\$ 14,854.88	\$ -	\$ 1,500.00	\$ 5,463.18	\$ (536.03)	\$ 394.80	\$ -	\$ 6,821.95	\$ 8,032.93
SCKLS 2016	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SCKLS 2017	\$ 185,437.44	\$ -	\$ 299.49	\$ 2,655.52	\$ -	\$ -	\$ -	\$ 2,955.01	\$ 182,482.43
State Aid 2017	\$ 10,231.60		\$ 10,231.60					\$ 10,231.60	\$ -
Totals	\$ 200,292.32	\$ -	\$ 12,031.09	\$ 8,118.70	\$ (536.03)	\$ 394.80	\$ -	\$ 20,008.56	\$ 190,515.36

OCA: 101014 TO 101014

1 Personnel services

110 Regular salaries

1,100 Bi-weekly wages

Payroll, 20171201	120,140.24
Payroll, 20171215	135,490.09
Payroll, 20171229	123,068.97

Total	1,100 Bi-weekly wages	378,699.30
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1,101 Longevity

Payroll, 20171201	2,279.00
Payroll, 20171215	2,286.50
Payroll, 20171229	2,286.50

Total	1,101 Longevity	6,852.00
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1,104 Shift differential

Payroll, 20171201	90.24
Payroll, 20171215	150.97
Payroll, 20171229	115.54

Total	1,104 Shift differential	356.75
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1,125 Paid leaves

Payroll, 20171201	37,556.55
Payroll, 20171215	20,654.33
Payroll, 20171229	34,754.25

Total	1,125 Paid leaves	92,965.13
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Total	110 Regular salaries	478,873.18
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120 Special salaries

1,200 Part time/seasonal

Payroll, 20171201	20,295.85
Payroll, 20171215	27,070.12
Payroll, 20171229	22,098.47

Total	1,200 Part time/seasonal	69,464.44
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1,205 Auto allowance

Payroll, 20171201	238.34
Payroll, 20171215	274.56
Payroll, 20171229	171.95

Total	1,205 Auto allowance	684.85
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1,208 Cellular phone allowance

Payroll, 20171201	150.00
Payroll, 20171229	150.00

Total	1,208 Cellular phone allowance	300.00
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Total	120 Special salaries	70,449.29
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130 Overtime

1,300 Premium-Overtime

Payroll, 20171201	1,250.08
Payroll, 20171215	3,428.18
Payroll, 20171229	1,241.77

Total	1,300 Premium-Overtime	5,920.03
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1,301 Straight

Payroll, 20171201	79.33
Payroll, 20171215	88.72
Payroll, 20171229	74.22

Total	1,301 Straight	242.27
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Wichita Public Library General Fund Bills

December 2017

OCA: 101014 TO 101014

Total	130 Overtime	6,162.30
	140 Employee benefits	
	1,400 FICA	
	Payroll, 20171201	13,423.36
	Payroll, 20171215	13,366.40
	Payroll, 20171229	13,409.04
Total	1,400 FICA	40,198.80
	1,401 Employee pension	
	Payroll, 20171201	18,057.84
	Payroll, 20171215	18,250.59
	Payroll, 20171229	19,130.33
Total	1,401 Employee pension	55,438.76
	1,403 Workers compensation	
	Payroll, 20171201	1,809.46
	Payroll, 20171215	1,825.93
	Payroll, 20171229	1,830.08
Total	1,403 Workers compensation	5,465.47
	1,404 Unemployment compensation	
	Payroll, 20171201	252.15
	Payroll, 20171215	250.97
	Payroll, 20171229	175.35
Total	1,404 Unemployment compensation	678.47
	1,405 Group health insurance	
	Payroll, 20171215	36,339.61
Total	1,405 Group health insurance	36,339.61
	1,406 Group life insurance	
	Payroll, 20171201	292.31
	Payroll, 20171215	296.29
	Payroll, 20171229	288.68
Total	1,406 Group life insurance	877.28
Total	140 Employee benefits	138,998.39
Total	1 Personnel services	694,483.16

OCA: 101014 TO 101014

2 Contractual services

210 Utilities

2,100 Electricity

WESTAR ENERGY - EDI

13,168.79

Total	2,100 Electricity	13,168.79
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2,101 Gas-ONEOK Kansas Gas Service

ONE GAS INC

296.27

Total	2,101 Gas-ONEOK Kansas Gas Service	296.27
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2,102 Gas-Black Hills

BLACK HILLS UTILITY HOLDING INC

531.07

Total	2,102 Gas-Black Hills	531.07
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2,104 Water

City of Wichita

830.76

Total	2,104 Water	830.76
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2,107 Trash service

WASTE CONNECTIONS OF KANSAS INC - EDI

304.82

Total	2,107 Trash service	304.82
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Total	210 Utilities	15,131.71
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220 Communications

2,200 PBX - line charges

City of Wichita

931.00

Total	2,200 PBX - line charges	931.00
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2,201 PBX - instrument charges

City of Wichita

1,455.00

Total	2,201 PBX - instrument charges	1,455.00
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2,203 Long distance service

City of Wichita

15.70

Total	2,203 Long distance service	15.70
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2,204 Local services

City of Wichita

318.97

Total	2,204 Local services	318.97
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2,207 Postage - regular

City of Wichita

1,276.16

Total	2,207 Postage - regular	1,276.16
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2,215 Plexar

City of Wichita

678.00

Total	2,215 Plexar	678.00
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2,216 Voice mail

City of Wichita

126.00

Total	2,216 Voice mail	126.00
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Total	220 Communications	4,800.83
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250 Professional services

2,519 Background checks

HIRERIGHT LLC

165.40

Total	2,519 Background checks	165.40
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2,543 Bank charges

City of Wichita

407.91

Total	2,543 Bank charges	407.91
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2,599 Other professional services

INFORMATION NETWORK OF KANSAS

6.00

SIGN LANGUAGE INTERPRETING SERVICES

336.00

Wichita Public Library General Fund Bills

December 2017

OCA: 101014 TO 101014

		UNIQUE MANAGEMENT SERVICES INC	4,919.30
Total	2,599	Other professional services	5,261.30
Total	250	Professional services	5,834.61
	260	Data processing	
	2,600	Data center charges	
		City of Wichita	-1,955.13
Total	2,600	Data center charges	-1,955.13
	2,601	Maintenance - data equipment	
		ENVISIONWARE INC	90.00
Total	2,601	Maintenance - data equipment	90.00
	2,699	Other data processing charges	
		INNOVATIVE INTERFACES	28,088.00
Total	2,699	Other data processing charges	28,088.00
Total	260	Data processing	26,222.87
	270	Equipment charges	
	2,700	Motor pool - scheduled charges	
		City of Wichita	310.00
Total	2,700	Motor pool - scheduled charges	310.00
	2,708	Uniform rental service	
		ARAMARK UNIFORM & CAREER APPAREL GRP II	108.80
Total	2,708	Uniform rental service	108.80
Total	270	Equipment charges	418.80
	280	Buildings and grounds charges	
	2,804	Pest control services	
		City of Wichita	1,934.00
Total	2,804	Pest control services	1,934.00
	2,805	Janitorial services	
		STEPHENS INDUSTRIES INC	8,931.20
Total	2,805	Janitorial services	8,931.20
Total	280	Buildings and grounds charges	10,865.20
	290	Other contractals	
	2,906	Membership dues	
		City of Wichita	278.00
Total	2,906	Membership dues	278.00
	2,917	Printing and copying	
		City of Wichita	5,195.93
		HOUCHEN BINDERY LTD	593.20
Total	2,917	Printing and copying	5,789.13
	2,928	Permits and Fees	
		City of Wichita	65.00
Total	2,928	Permits and Fees	65.00
	2,999	Other contractals	
		ARAMARK UNIFORM & CAREER APPAREL GRP II	58.75
		City of Wichita	5,300.82
		UNDERGROUND VAULTS & STORAGE INC	6.50
Total	2,999	Other contractals	5,366.07
Total	290	Other contractals	11,498.20
Total	2	Contractual services	74,772.22

Wichita Public Library General Fund Bills

December 2017

OCA: 101014 TO 101014

3 Materials and supplies			
	310	Office supplies	
	3,103	Office supplies	
		City of Wichita	3,145.91
Total	3,103	Office supplies	3,145.91
	3,199	Other office supplies	
		City of Wichita	2,003.56
Total	3,199	Other office supplies	2,003.56
Total	310	Office supplies	5,149.47
	340	Equipment parts	
	3,405	Fuel	
		City of Wichita	173.51
Total	3,405	Fuel	173.51
	3,499	Other equipment parts	
		City of Wichita	355.25
Total	3,499	Other equipment parts	355.25
Total	340	Equipment parts	528.76
	380	Non-capitalizable equipment < \$5000 each	
	3,805	Furniture & equipment <\$5000 each	
		City of Wichita	939.19
		KANSAS CONTRACT DESIGN, L.C.	823.88
Total	3,805	Furniture & equipment <\$5000 each	1,763.07
	3,811	Library materials < \$5,000 each	
		BRODART CO	4,072.01
		CENGAGE LEARNING	114.88
		City of Wichita	88,724.90
		INGRAM LIBRARY SERVICES INC	1,705.44
		MIDWEST TAPE LLC	1,528.14
		OVERDRIVE INC	15,696.10
Total	3,811	Library materials < \$5,000 each	111,841.47
Total	380	Non-capitalizable equipment < \$5000 each	113,604.54
	390	Other commodities	
	3,901	Custodial supplies	
		LAFE T WILLIAMS & ASSOCIATES INC	145.20
Total	3,901	Custodial supplies	145.20
	3,990	Purchasing Card Clearing	
		City of Wichita	-19,991.17
Total	3,990	Purchasing Card Clearing	-19,991.17
Total	390	Other commodities	-19,845.97
Total	3	Materials and supplies	99,436.80

Wichita Public Library General Fund Bills

December 2017

OCA: 101014 TO 101014

Grand Total

868,692.18

Library Grant Bills

December 2017

Grant	810500	South Central Kansas Library System 2015	
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2. Contractual services

220 Communications

2,217 Internet Service

HUBRIS COMMUNICATIONS IN 1,500.00

Total	2,217 Internet Service		1,500.00
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Total	220 Communications		1,500.00
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Total	2 Contractual services		1,500.00
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3 Materials and supplies

380 Non-capitalizable equipment <\$5000 each

3,804 Data processing equipment: <\$5,000 each

City of Wichita 394.80

Total	3,804 Data processing equipment <\$5,000		394.80
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3,805 Furniture & equipment <\$5000 each

City of Wichita -536.03

Total	3,805 Furniture & equipment <\$5000 each		-536.03
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3,811 Library materials <\$5,000 each

BRODART CO 551.45

CENGAGE LEARNING .553.85

City of Wichita 4,333.89

INGRAM LIBRARY SERVICES II 23.99

Total	3,811 Library materials <\$5,000 each		5,463.18
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Total	380 Non-capitalizable equipment <\$5000 each		5,321.95
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Total	3 Materials and supplies		5,321.95
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Total	810500	South Central Kansas Library System 201	6,821.95
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Library
Grant Bills

December 2017

Grant	810701	Library-State Grants-In-Aid 2017	
	2	Contractual services	
	220	Communications	
	2,217	Internet Service	
		COX COMMUNICATIONS	10,231.60
Total	2,217	Internet Service	10,231.60
Total	220	Communications	10,231.60
Total	2	Contractual services	10,231.60
Total	810701	Library-State Grants-In-Aid 2017	10,231.60

Library Grant Bills

December 2017

Grant	810702	South Central Kansas Library System 2017	
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2 Contractual services

220 Communications

2,217 Internet Service

COX COMMUNICATIONS

299.49

Total	2,217 Internet Service		299.49
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Total	220 Communications		299.49
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Total	2 Contractual services		299.49
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3 Materials and supplies

380 Non-capitalizable equipment < \$5000 each

3,811 Library materials < \$5,000 each

CCH INC

338.10

City of Wichita

1,965.07

GREY HOUSE PUBLISHING INC

199.00

INGRAM LIBRARY SERVICES II

153.35

Total	3,811 Library materials < \$5,000 each		2,655.52
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Total	380 Non-capitalizable equipment < \$5000 each		2,655.52
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Total	3 Materials and supplies		2,655.52
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Total	810702	South Central Kansas Library System 201	2,955.01
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Library
Grant Bills

December 2017

All Grants Total

20,008.56

GIFT AND MEMORIAL FUND**RECEIPTS/REIMBURSEMENTS**

Baird (dividends)	\$21.88
Baird (interest)	\$421.47
CD Redeemed	\$75,000.00
City of Wichita (Transfer of 2016 SCKLS)	\$240,661.09
Friends of the Library (Monthly Donation)	\$1,175.00
South Central Kansas Library Service (e-book grant)	\$3,000.00
Memorial Donations	\$41.50
	TOTAL RECEIPTS
	\$320,320.94

EXPENDITURES*Designated Funds*

Commerce Bank (Memorials)*	12.16
Ingram Library Supplies (Memorials)*	14.92
Kroger (Flower Fund Bouquets for Staff)*	62.30

Undesignated Funds

Ingram Library Supply (extra copies of on hold materials)*	392.36
Midwest Tape (extra copies of on hold materials)*	3,093.98
	TOTAL EXPENDITURES
	\$3,575.72

*Reimbursed expenses

Ms. Berner:

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

President_____
Treasurer

**Gift and Memorials Account
Report of Activity (July - December 2017)**

<u>Item</u>	<u>Disbursements</u>	<u>Receipts</u>	<u>Beginning/ Ending Balance</u>
GENERAL LEDGER STARTING BALANCE			
July 1, 2017			\$191,381.51
130 - Local History Fund			\$4,920.90
Receipts:			
Barbara Clayton Design		\$35.00	
Ensignal Inc		\$105.00	
Ending Balance:			\$5,060.90
150 - Technology Fund			\$114,173.65
Receipts:			
Hubris (E-Rate)		\$33,600.00	
Expenditures:			
Commerce Bank/Name Cheap (Domain Renewals)	(10.87)		
Commerce Bank/Dot Easy (Web Hosting - SRWED.ORG)	(100.24)		
Ending Balance:			\$147,662.54
160 - SCKLS Facilities Improvement Fund			
Receipts:			
Transfer from 2016 SCKLS		\$240,661.09	
Ending Balance:			\$240,661.09
210 - Staff Association Fund			\$820.96
Receipts:			
Premier Food Services (Vending Machine Proceeds)		\$198.06	
Expenditures:			
Brad Allen (Inservice Day Presenter)	(100.00)		
Kroger (Anniversary Treats/United Way Prizes)	(95.37)		
William Ottens (Inservice Day Presenter)	(350.00)		
The Wichita Eagle (Staff Subscription)	(260.60)		
Ending Balance:			\$213.05
220 - Employee Training			\$812.93
Ending Balance:			\$812.93
230 -Social Events and Recognition Team			\$840.86
Receipts:			
Staff Honorariums for Book Reviews		\$60.00	
Ending Balance:			\$900.86
240 - Staff Flower Fund			\$156.47
Receipts:			
Staff Donations		\$164.20	

Gift and Memorials Account
Report of Activity (July - December 2017)

Expenditures:

Kroger (Plant - Family Death/Balloons - Employee
 Illness)

(242.61)

Ending Balance: **\$78.06**

300 - Checkup Checkout

\$0.42

Expenditures:

Transfer to 340

(0.42)

Ending Balance: **\$0.00**

320 - WGS

\$226.43

Ending Balance:

\$226.43

330 - Friends of the Library

\$45,317.51

Receipts:

Friends of the Library - Monthly Bookstore Proceed
 Distributions

\$7,826.00

Expenditures:

Commerce Bank/Tillies (Margaret Miller Memorial
 Flowers)

(53.70)

Ending Balance: **\$53,089.81**

330.1 Big Read (Friends)

\$1,566.89

Expenditures:

Dr Kim Stanley (Big Read Workshop)

(500.00)

Kroger (Big Read Kickoff)

(49.37)

Ending Balance: **\$1,017.52**

340 - Miscellaneous Fund

\$131,857.51

Receipts: (Transfers)

Baird (Interest)

\$1,078.21

Baird (Dividends)

\$47.61

CDs Sold

\$150,000.00

Capital Campaign (Made out to Library by Mistake)

\$10,000.00

Transfer from 300

\$0.42

Expenditures:

Capital Campaign (Made out to Library by Mistake)

(10,000.00)

CDs Purchased

(150,012.84)

Ingram Library Supply (extra copies of on hold
 materials)

(2,263.50)

Jason's Deli (Self Check Committee Lunches)

(114.10)

Kroger (Library Board/Mobius Site Visit)

(98.49)

Midwest Tape (extra copies of on hold materials)

(7,394.41)

Municipal Court Clerk (Library Board Member
 Parking Ticket)

(15.00)

Gift and Memorials Account
Report of Activity (July - December 2017)

Tammy Penland (Cookies for Dondlinger)	(68.76)	
WALA (Legislative Luncheon)	(320.00)	
Ending Balance:		\$122,696.65

412 - Outreach	\$164.55
Ending Balance:	\$164.55

417 - Wulfmeyer Special Collections	\$167.75
Receipts:	
Customer Donation	\$10.00
Ending Balance:	\$177.75

420 E-Books Grant	\$164.84
Receipts:	
SCKLS (E-Book Grant)	\$3,000.00
Expenditures:	
Overdrive	(161.86)
Ending Balance:	\$3,002.98

Memorials (500; 502-535)	\$189.84
Receipts:	
Miscellaneous Donors	\$578.01
Expenditures:	
Commerce Bank/Amazon.Com	(79.24)
Genealogical Publishing	(100.45)
Ingram	(243.32)
Ending Balance:	\$344.84

<u>Project Summaries Starting & Ending Balances:</u>	<u>July 1 2017</u>	<u>December 31 2017</u>
Local History Fund (130)	\$4,920.90	\$5,060.90
Technology Fund (150)	\$114,173.65	\$147,662.54
SCKLS Facilities Improvement Fund (160)	\$0.00	\$240,661.09
Staff Association Fund (210)	\$820.96	\$213.05
Employee Training (220)	\$812.93	\$812.93
Social Events and Recognition Team (230)	\$840.86	\$900.86
Staff Flower Fund (240)	\$156.47	\$78.06
Check Up Check Out (300)	\$0.42	\$0.00
WGS (320)	\$226.43	\$226.43
Friends of the Library (330)	\$45,317.51	\$53,089.81
Big Read (Friends) (330.1)	\$1,566.89	\$1,017.52
Miscellaneous (340)	\$131,857.51	\$122,696.65
Outreach (412)	\$164.55	\$164.55
Wulfmeyer Special Collections (417)	\$167.75	\$177.75
E-Books Grant (420)	\$164.84	\$3,002.98
Memorials (500; 502-514)	\$189.84	\$344.84
	301,381.51	\$576,109.96

Gift and Memorials Account
Report of Activity (July - December 2017)

(Certificates of Deposit Transfer - Fall 2011)	(110,000.00)	(\$110,000.00)
<u>MONEY MARKET LEDGER BALANCE</u>	<u>191,381.51</u>	<u>\$466,109.96</u>
<u>CERTIFICATES OF DEPOSIT</u>	<u>Invested Amount</u>	<u>Coupon Rate</u>
		<u>Market Value</u>
		<u>(12/31/2017)</u>
Morgan Stanley PVT BK NA NY Matures 8/17/18	\$75,000.00	1.50%
		\$74,967.00
<u>SECURITIES MARKET VALUE</u>		<u>\$74,967.00</u>
<u>TOTAL ACCOUNT BALANCE</u>		<u>\$541,076.96</u>

SEMI-ANNUAL REPORT OF STAFF TRAVEL
July - December 2017

Name	Job Title	Date(s)	Place	Purpose	Cost	Funding Source
Cynthia Berner	Dept. Director	12/10-12/12	Washington DC	Urban Library Directors Meeting – Libraries as Entrepreneurial Hubs	Reimbursed /Direct Billed	Pd by ULC
					\$ 42.60	General Fund
Stephanie Huff	Communications Manager	10/11-10/13	Saint Paul MN	2017 ULC Annual Forum	\$ 1,001.68	General Fund
Sarah Kittrell	Library Manager	9/6/17	Dodge City	Evaluation of the DAR State Library Collection	\$ 169.60	General Fund
Kristi McEachern	Library Manager	9/18/17	Park City	Levand Committee	\$ 11.98	General Fund
Katie Menon	Librarian	7/21/17	Kingman	SCKLS Executive Committee Mtg	Reimbursed	Pd by SCKLS
		8/11/17	Clearwater	SCKLS Executive Committee Mtg	Reimbursed	Pd by SCKLS
		9/15/17	South Hutchinson	SCKLS Executive Committee Mtg	Reimbursed	Pd by SCKLS
		12/15/17	South Hutchinson	SCKLS Executive Committee Mtg	Reimbursed	Pd by SCKLS
Jeff Tate	Library Manager	10/11-13	Saint Paul MN	2017 ULC Annual Forum	\$ 1,457.08	General Fund

Agenda

Wichita Public Library Board of Directors Planning & Facilities Committee

Tuesday, January 16, 2018 – 11:30 a.m.
Central Library Auditorium (3rd floor)
223 South Main, Wichita, KS 67202

1. Call to order
2. Advanced Learning Library Update
3. Master Plan for Branches Progress Update
4. Delano Plan Advisory Committee Report
5. Review of Outstanding Facilities Issues
6. New Business from Committee Members
7. Adjournment

**Wichita Public Library Board of Directors
Planning and Facilities Committee Minutes
December 19, 2017**

Present: Board Members: Committee Chair David Babich, Marsha Newton and Randy Johnston;
Customer Service Manager Kristi McEachern

The meeting was called to order at 11:32 a.m. by Committee Chair David Babich

Minutes of the previous committee meeting were approved by consensus.

Director Berner joined the meeting at 11:40 a.m.

Mr. Babich reviewed options for Alford Landscaping submitted to the committee in a staff report. The committee discussed option advantages and disadvantages resulting in a unanimous committee recommendation to replace planting beds with a concrete/aggregate mix because it will be easily maintained and look as though the areas were planned to be different with the aggregate mix.

Ms. McEachern gave an update on the Advanced Learning Library stating self-check were approved by the City Council at their meeting in the morning of December 19th. Furniture bids are due Friday the 21st and Library staff are working on signage, phones and a moving RFP. Director Berner clarified the bid package process as well as distinctions regarding the fact that GLMV is working on wayfinding signage while the Foundation is working on namespace donor opportunities. At this time there is still not a definite move date.

Ms. McEachern stated that in January Library staff would like to add a discussion to New Business giving the Library Board a chance to form an official recommendation for a new West facility as well as a facility to serve the southeast section of the City. Committee members were in agreement that this is a good idea. Ms. McEachern informed the committee that she is conducting all staff brainstorming sessions with each branch workgroup. Branch staff are giving input for the strategic plan that is in process regarding services, programs, and collections.

Ms. Newton reported on the Delano Plan Advisory Committee stating they participated in prioritizing needs such as parking, greenspace, and bikeways. By January the committee should have a plan for the priorities.

Ms. McEachern reported that Library staff is still working with Steve Lewis, Director of Public Works and Facilities, PWU staff, and SPT Architecture Design Consultant, Gina Loomis to complete repair of Westlink branch meeting room walls. Ms. McEachern stated that three new signs have been installed at the Alford branch replacing the sign a vehicle backed into and the other two faded signs. Ms. McEachern ended the maintenance report by stating repair is being done to some of the emergency lights at the Central location that have stopped working.

There was no new business.

The meeting was adjourned at 12:01 p.m.

Agenda

Wichita Public Library Board of Directors Public Affairs Committee

Tuesday, January 16, 2018, 11:15 a.m.
Central Library Auditorium (3rd floor)
223 S. Main, Wichita, KS 67202

1. Call to Order
2. State Legislative Issues Update
3. Federal Issues Update
4. Advanced Learning Library Grand Opening Update
5. Review of Recent and Expected Earned Media
6. Other Issues from Committee Members
7. Adjournment

Wichita Public Library Board of Directors
Public Affairs Committee Minutes
December 19, 2017

Present: Board members Lamont Anderson, Shelby Petersen, and Shannon Littlejohn; Director of Libraries Cynthia Berner; staff member Stephanie Huff

The meeting was called to order at 11:28 a.m. by Committee Chair Lamont Anderson.

Director Berner announced that the Kansas Library Association will provide the goody bags for legislators and deliver them at Kansas Legislative Day January 23, 2018. A sign-up sheet had been provided for the committee to share with board members for reaching out to lawmakers regarding library items over the coming year. A letter of library advocacy that was given to legislators last year was presented to the committee members in regards to the possibility of updating it and revising it to be utilized this year.

The Director announced that the regional library system is expecting a 30% cut in state aid, explaining that this is the money that funds public internet service at our branches among other things. The committee was updated that the City had adopted its federal and state agenda. While e-rate is included in the federal agenda, nothing regarding libraries is in the state agenda.

Committee members proceeded to go over the letter needing revision and provided Stephanie Huff with desired revisions and notes.

Mrs. Petersen suggested the Library consider hosting a special legislative day tour of the Advanced Learning Library. She suggested April would be a good time as that is their break. It was further discussed that inviting any and all local and regional lawmakers would also be a good idea, either on the same day or a different day.

Mrs. Littlejohn pointed out that there was a local business, Gardner, who was creating Wichita stickers for a variety of organizations. These stickers incorporate the popular Wichita flag image. She thought it would be a good idea for the Library to have something similar.

The committee members discussed making most effective use of the sign-up list of lawmakers for the board to call. Mrs. Littlejohn offered to create topics or themes to provide board members, likely via email, in order to help assist this work that is to begin in advance of the January 23rd Legislative Day. Mr. Anderson requested to receive a digital file of the sign-up sheet once it had been passed around to all board members.

Ms. Huff provided an update to the recent earned media the Library has received, most notably in regards to the Café announcement for the Advanced Learning Library as well as for the upcoming reading challenge partnership with the Wichita Eagle.

Mrs. Peterson had a recommendation for the Library to consider regarding displays. Newspapers like the Wall St. Journal regularly highlight a book with a summary. She suggested the Library do displays on the books that get promoted in various newspapers.

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

DECEMBER 2017 MEDIA REPORT

TELEVISION:

KAKE (12/14) 4pm News interview w/ Stephanie Huff on Winter Break programs for youth

KWCH (12/23) Saturday Morning NewsTalk segment w/ Stephanie Huff

RADIO:

Radio Lobo (12/3) interview with EVE staff member (in Spanish) on December events including 1000 Books Before Kindergarten, winter break programs for children and teens, tech training classes, printing services and how to get a library card.

PRINT/DIGITAL:

Wichita Eagle (12/1) “Are you ready for a reading challenge? #ReadICT 2018 is coming” – Suzanne Tobias <http://www.kansas.com/entertainment/books/article187490433.html>

Wichita Eagle (12/12) “Just got a new device? Technology Trainers will help you figure it out for free” – Kaitlyn Alanis
<http://www.kansas.com/news/local/article189412959.html#storylink=cpy>

Wichita Eagle (12/28) re: the #ReadICT Reading Challenge the Library is partnering with the Eagle on “Need book suggestions? Here are Suzanne Tobias’ picks”
<http://www.kansas.com/entertainment/books/article191923839.html>

Wichita Eagle (1/1) “10 things to watch for in Wichita in 2018” re: Advanced Learning Library
<http://www.kansas.com/news/local/article192334334.html>

Wichita Eagle (1/2) “Guess which book was the Wichita library’s most popular in 2017?” – Suzanne Tobias <http://www.kansas.com/entertainment/books/article192614829.html>



Senators introduce bipartisan Museum and Library Services Act of 2017

Published December 22, 2017 by Kathi Kromer

Acknowledging the critical role of libraries as anchor institutions in communities across the nation, a group of senators under the leadership of Jack Reed (D-RI), Susan Collins (R-ME), Thad Cochran (R-MS), Kirsten Gillibrand (D-NY), and Lisa Murkowski (R-AK) introduced the bipartisan Museum and Library Services Act of 2017 (S. 2271).

The 2017 MLSA reauthorizes the Institute of Museum and Library Services (IMLS), showing congressional support for the federal agency. IMLS administers funding through the Library Services Technology Act (LSTA), the only federal program that exclusively covers services and funding for libraries. The LSTA provides more than \$183 million for libraries through the Grants to States program, the National Leadership Grants for Libraries, the Laura Bush 21st Century Librarian Program, and Native American Library Services.

To be clear, S. 2271 would not ensure full funding* for the programs libraries depend on. Reauthorization of the MLSA is not necessary for IMLS to receive funding: the last MLSA expired in 2016. Rather, S. 2271 would authorize IMLS to continue to exist and give direction about how the agency should operate. Passage of this reauthorization bill would signal that Congress values libraries and supports the mission of IMLS. As ALA President Jim Neal expressed it,

“Today’s introduction of the bipartisan MLSA reauthorization is the first critical step toward ensuring federal support for our nation’s nearly 120,000 libraries. LSTA grants enable libraries in every state to innovate and meet the growing demand for services that meet the needs of our communities.”

The 2017 MLSA continues to support the stated mission of IMLS to inspire libraries to “advance innovation, lifelong learning, and cultural and civic engagement.” It largely mirrors the previous authorization, with some improvements. After considerable input from library professionals across the country, ALA’s Washington Office worked closely with the bill’s lead cosponsors to include numerous recommendations in the legislation such as:

- explicit allowance for grant funds to be used to help libraries prepare for and provide services after a disaster or emergency;
- greater use of data-driven tools to measure the impact and maximize the effectiveness of library services; and
- additional provisions to enable more Native American tribes to participate in IMLS grant programs.

Today's introduction of the MLSA gives a clear and timely opportunity for each one of our elected federal leaders to show unequivocally their support for libraries.

ALA's Washington Office encourages you to use the action center to contact your senators and ask them to cosponsor S. 2271. In your emails and calls to senators, tell them how LSTA funds enable your library to offer valuable services to your community. Invite them to visit your library to see for themselves the difference you are making in people's lives. Ultimately, it is your story and your voice that will persuade your elected leaders to show their support for libraries and cosponsor the MLSA of 2017.

* ALA members have defended funding for IMLS at every turn throughout the appropriations process in 2017, beginning with the administration's March budget recommendation to effectively eliminate IMLS. That proposal was rejected by House and Senate Appropriators, with both chambers recommending robust funding for IMLS (although final funding bills have not passed Congress). We will aggressively continue our advocacy to fund libraries in the new year. In the meantime, our strategy is to gain cosponsors for MLSA in the Senate and work with representatives to introduce companion legislation in the House.

Wichita Public Library 2018 Department Work Plan

Connecting People to the Online World

The Library supports digital literacy and access by working to remove obstacles preventing residents from having high-speed access to the digital world in order to take advantage of the ever growing resources and services available through the Internet.

- Modify to at least one public computer in each Library location with assistive technology to facilitate usage by people with motor, dexterity and vision impairments
- Initiate a phased implementation for guest access to public computers and Wi-Fi at the Advanced Learning Library
- Expand technology training opportunities for customers with a focus on development of digital literacy skills
- Expand and enhance opportunities for customers to use their own devices through the improved network infrastructure and Wi-Fi coverage in the Advanced Learning Library
- Expand digital literacy resources available through the Library's virtual branch
- Ensure usability of the Library's virtual branch (website) on all types of devices and preferred internet browsers

Creating Young Readers

The Library supports early literacy by helping children to be reading ready and school ready by age 6.

- Implement picture book neighborhoods in the Advanced Learning Library
- Expand participation in the 1000 Books before Kindergarten to 7,500 infants and preschoolers
- Create new partnerships with area schools for library visits and e-card use
- Ensure concepts of Every Child Ready to Read are incorporated into all preschool library programs
- Grow organizational participation in the Kansas Reads to Preschoolers program

Encouraging Lifelong Learning

The Library supports lifelong learning by providing residents with the resources they need to succeed in school and to explore topics of personal interest and discovery.

- Implement maker programming in the Advanced Learning Library's Innovation Center
- Change the model for test proctoring to regularly scheduled group testing sessions
- Support Wichita's growing entrepreneurial community
- Refine participation in the P2PU Learning Circles initiative
- Reorganize the Reference Section into a Programming team

Wichita Public Library 2018 Department Work Plan

Supporting a Healthy, Sustainable Community

The Library supports literacy skills required by residents in order to meet their personal goals and to fully participate in community decision making and ensures access to resources that help residents to identify and analyze risks, benefits and alternatives before making decisions that affect their lives.

- Promote literary reading through The Big Read – Wichita and a year-long reading program offered in partnership with The Wichita Eagle
- Continue Candid Conversations programming at the Maya Angelou Northeast branch
- Expand employment programming to the Alford branch through a partnership with the Workforce Alliance
- Make the Advanced Learning Library an election polling site
- Seek partnerships with the Health & Wellness Coalition to expand in-library health programming and screenings

Ensuring Quality Library Services for Current and Future Wichitans

The Library demonstrates public stewardship of its facilities and resources to secure the best value for citizens and to maximize the community's investment in its public library system.

- Complete the move to and the successful opening of the Advanced Learning Library
- Vacate the Central Library
- Adopt and begin implementation of an updated master plan for branch libraries
- Implement a fee schedule review
- Complete digitization of the customer registration file
- Reinforce employee skill sets through continuation of the Staff In-Service Training Day program