<u>A G E N D A</u>
Wichita Public Library Board of Directors Meeting
Tuesday, April 18, 2023– 12:00 p.m.
Board Room
Advanced Learning Library, Second Floor
711 W 2nd, Wichita KS 67203

1. Call to Order/Introductions

2. Approval of the Agenda

3. Public Comment

4. Minutes of the March 20, 2023 meeting

5. Unfinished Business

6. New Business

   a) 2024-2025 Budget Discussion

7. Finance Committee Report

   a) March 2023 Bills and Finance Reports

General Fund Bills	$1,127,589.37
Grant Fund Bills	$15,379.10
Gift & Memorial Fund Bills	$12,654.64
Total	**$1,155,623.11**

   b) Approval of Invoices Exceeding $10,000 – Newspapers.com
   c) Approval of Invoices Exceeding $10,000 – Gale Analytics
   d) 2023 South Central Library System Grant
   e) 2023 State Aid Grant

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
March 2023

Service Highlights

Technology trainers partnered with district customer service representatives to offer splash events at the Walters and Evergreen branches to enroll residents for the Affordable Connectivity Program (ACP). ACP helps ensure households can afford the broadband they need for work, school, healthcare and more by providing discounts towards broadband and assistance for purchasing devices.

In celebration of Women's History Month, the Library hosted a women in technology panel discussion on March 5. The panel was moderated by Amanda Duncan from Workforce Alliance and the panelists included a variety of women working in technology roles from software developer to STEM educator at the elementary level. There was a lot of engagement from the audience, and it was a really enlightening conversation.

The Library kicked off the NEA Big Read: Wichita on March 12 to standing room-only crowds. This year's book is *Can't We Talk About Something More Pleasant?* by Roz Chast. The kick off featured a presentation from Micala Gingrich-Gaylord and her art project at the Ulrich Museum of Art, a performance by Ballet Wichita, and a reader's theater production. Free copies of the book were distributed to all attendees. The kick off was emceed by Susan Peters.

Two well-known authors visited the Advanced Learning Library in March to give talks in partnership with Watermark Books & Cafe. Sarah Penner, author of *The London Seance Society*, visited Tuesday, March 28 at 6 p.m., and Gabrielle Zevin, author of *Tomorrow, and Tomorrow, and Tomorrow*, visited Friday, March 31 at 6 p.m.

LinkedIn Learning continues to be a popular service at the Library! Customers have viewed 137 hours of content with 80 course completions. We have had 909 course views. LinkedIn Learning has more than 16,000 online courses that develop your business, technology or creative skills. Service began in January.

On March 1, the Evergreen Branch Library began accepting applications for U.S. Passports. During the month of March, the 4 staff members who are passport acceptance agents processed a total of 84 new passport applications. Passport applicants pay a $35 execution fee to the Wichita Public Library, resulting in revenues of $2,940.00 for the month.

On March 20, the Library released the latest episode of Read. Return. Repeat. podcast. The episode, featuring author/screenwriter C. Robert Cargill and themed to the ReadICT category of books with a non-human narrator, had 59 plays recorded in our podcast platform and 20 views on YouTube through March 30. Topics discussed during the interview included Cargill's post-apocalyptic robot western novel Sea of Rust, artificial intelligence, the challenges of writing characters who are not humans, Isaac Asimov, and whether he thinks we are heading towards a utopia or dystopia.

Other News

Wichita Public Library's short story dispensers have been getting a lot of buzz through local media the last few weeks. A TikTok showing the dispenser at the airport has 4.1 million views as of this week. Watch the KAKE story here.

Plans are underway for the design of the Westlink Branch. Staff met with the design company to figure out the best layout for the space. The branch will close at the end of business on Saturday, May 6 and will open at the temporary location on Monday, May 22. It is estimated to take 12-14 months to complete the project.

Library staff recently switched the story on display at the Evergreen Storywalk located in Evergreen Park (2700 N. Woodland). Right now, families can read "Maria Had a Little Llama" by Angela Dominguez. To learn more about the Storywalk, check out this recent Facebook post.

Technology training staff were busy with programming. The section taught 10 technology classes with 52 students in attendance. Staff completed 279 Book-A-Librarian appointments in March. Customers were given assistance or unemployment filing, resume posting and printing, passport applications, printing court documents, phone assistance, tax forms, and online security issues.

Michelle Enke (Advanced Learning Library) is the recipient of the American Library Association's Genealogy and History Achievement Award. According to the American Library Association website, the recipient of this award shall be selected for exceptional accomplishment in one or more of the following areas: leadership, service, training, reference, or publication of recent significant print or digital reference works/projects that offer access to genealogical or historical sources.

When looking at combined physical and e-material users, the library is back in 2019 territory. For the timeframe between January 2019 and March 2023, March 2023's combined 18,376 users comes in third to July 2019's 19,015 combined users and June 2019's 18,719 combined users. The difference, of course is that both June and July 2019 had over 15,500 physical item users while March 2023 had 10,800.

The Westlink Branch Library made progress on its remodel by hosting several community input sessions during Spring Break. Consultants for the remodel, Margaret Sullivan Studio, met with families of birth through age six, children aged six to eight, teens, and seniors. Participants indicated what they liked in the current facility, but also, what they want to see in a remodeled one. More information about the remodel is at www.wichitalibrary.org/westlinkremodel.

All 26 Little Free Libraries have been installed in Southeast Wichita's City Council District 3. A ribbon cutting was held as part of the Mayor's briefing near the end of March. The Little Free Libraries will soon have an audio component installed by the Wichita State University Engineering program. Audio will play when the door is open, with a short clip about a letter of the alphabet. The audio was recorded by Wichita Public Library Youth Services staff using the Advanced Learning Library AV studio.
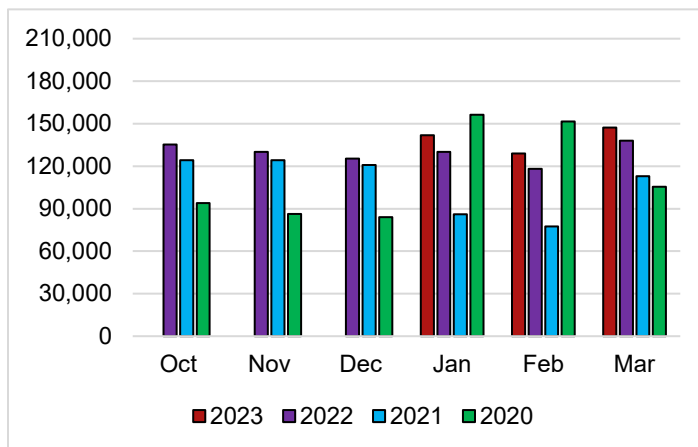
Service Dashboard

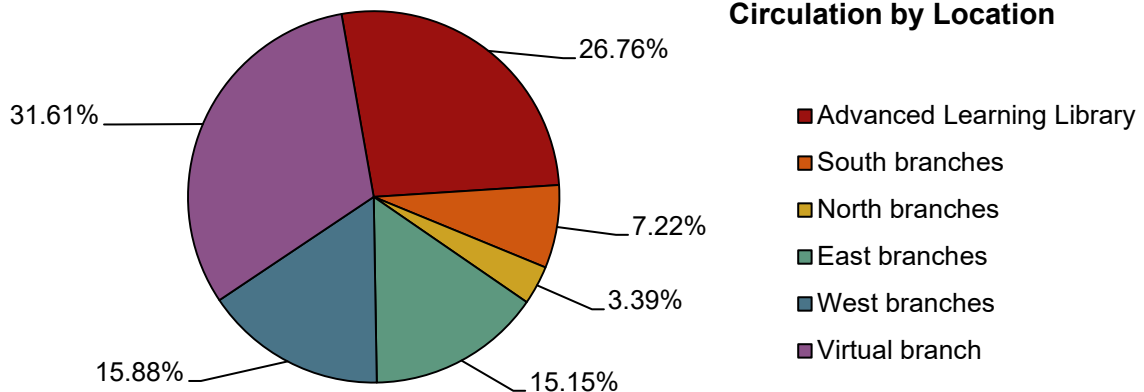## LIBRARY VISITS (door count, catalog sessions, and website visits)
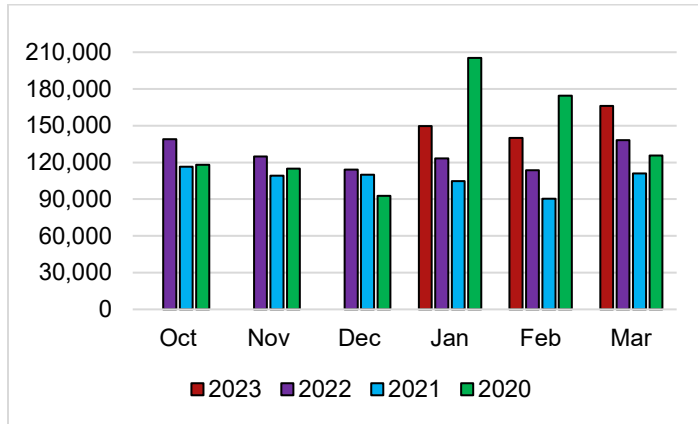
MARCH			
	2023	**2022**	**% change**
Door Counts	65,381	50,785	28.74%
Catalog Log-ins	37,941	35,984	5.44%
Website Visits	62,274	51,306	21.38%
CONTENTdm Users	665	N/A	N/A
Total	166,261	138,075	20.41%

CHECKOUTS

MARCH			
	2023	**2022**	**% change**
Physical Circ	100,737	98,514	2.26%
Virtual Circ	46,556	39,550	17.71%
WPL	*38,760*	*32,198*	*20.38%*
State	*7,796*	*7,352*	*6.04%*
Total	147,293	138,064	6.68%

Circulation by Location

26.76%
31.61%
7.22%
3.39%
15.88%
15.15%

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

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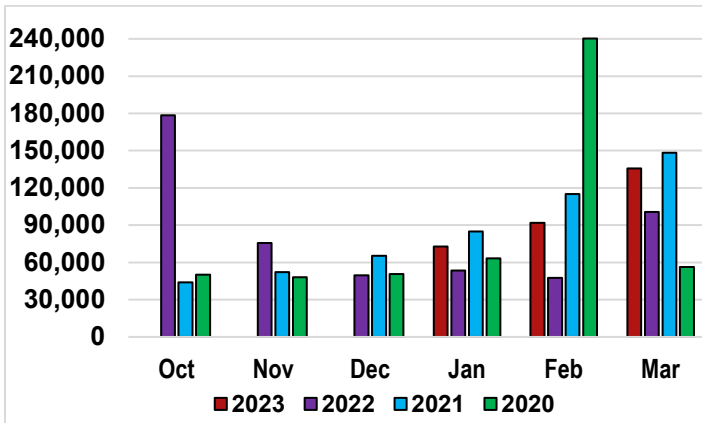
MARCH

	2023	2022	% change
Reference Questions	5,788	5,815	-0.46%
Database Searches	126,738	91,761	38.12%
Technology Assistance	2,755	2,693	2.30%
Book-A-Librarian Appointments	283	235	20.43%
Total	135,564	100,504	34.88%

PROGRAM ATTENDANCE
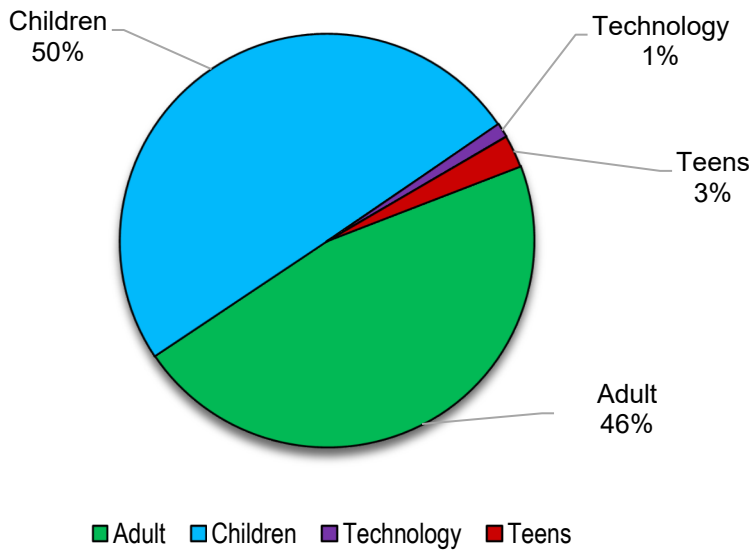
MARCH ATTENDANCE

	2023	2022	% change
Adult events	2,128	516	312.40%
Children's events	2,285	404	465.59%
Technology training	52	153	-66.01%
Teen events	116	36	222.22%
TOTAL	4,581	1,109	313.07%

PUBLIC COMPUTING

Method of Computing Access (by session)

- Library computers — 40%
- Wireless (customer devices) — 60%
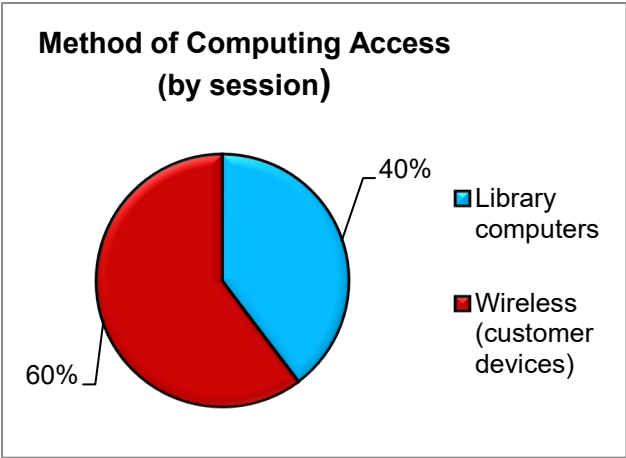
	MARCH		
	2023	**2022**	**% change**
Workstation Sessions	6,917	5,344	29.43%
Wi-Fi Sessions	10,485	7,325	43.14%
Number of Users	1,474	1,149	28.29%
Hours of Access	10,715	9,063	18.23%

VOLUNTEERS (hours of service)
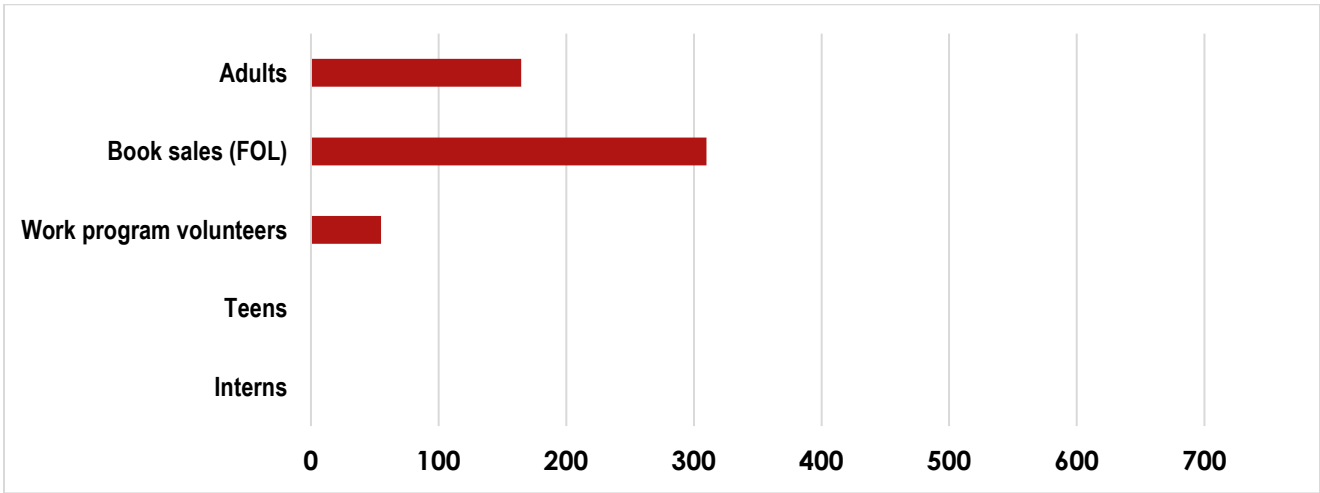
Number of volunteers YTD = 62   Hours of service YTD = 1,569

The hours of service YTD include data submitted after the publishing deadline for the previous month's report.

MATERIALS DONATIONS (value if purchased)

Year to date total = $25,701.07   Items added to Library collections YTD = 1,372

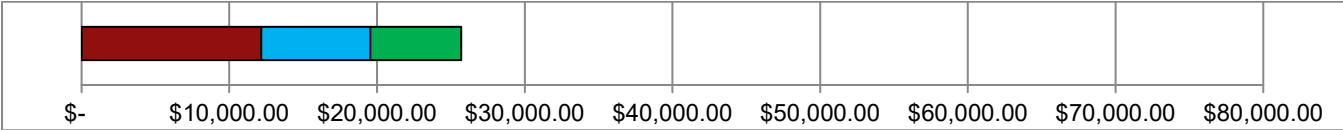**Service Snapshot: Recent Raving Fans Stories**

A customer came in to Angelou looking for books by Doris Kearns Goodwin to read on a flight the next morning. The only item Angelou had was an audiobook on CD, so library assistant Pamela helped the customer download and log into the Libby app to check out an e-book by the author. Pamela was able to spend some time showing her how to use the Libby app so that she would be familiar with it the next day.

Youth Service Librarian Sara McNeil helped a customer print a KASPER report for a person of interest for a pending court case. The customer wanted to print information collected and screenshotted from her phone that a relative sent her. The mobile print jobs were not cost effective due to the size of the files and Sara showed the customer how to retrieve the original data from the Kansas Department of Correction's Kansas Adult Supervised Population Electronic Repository (KASPER) database. Sara was able to print two copies for half the price, which made the customer very happy.

Circulation Library Assistant, Michael Apinyakul, recently assisted Nancy in setting up Libby with her Wichita Public Library card. Libby is an application the Wichita Public Library uses to allow checkout of e-books and e-audiobooks. He walked her through the steps to add another library card because she uses Libby with her Park City library card as well. While helping her he noticed she had the cloudLibrary application too. CloudLibrary is an application the Kansas State Library uses to allow checkout of e-books and e-audiobooks. Michael asked Nancy if she had a Kansas Library eCard to use cloudLibrary to which she replied, no. Michael offered to set her up with a Kansas Library eCard and get her logged into cloudLibrary. She was very grateful and even stayed to browse our collection!

A customer called the Rockwell Branch Library to ask about their hold on a wireless hotspot. They were first in line and anxiously hoping that they'd be able to pick it up that day. They mentioned that they were so grateful the Library is able to offer the service as it has been an absolute lifeline for them.

Near closing time on a Friday evening at the Rockwell Branch Library a young customer came in by themselves to choose a handful of books. The child attempted to use the self-check machine to check-out, but realized they had forgotten the password to their parent's account. Youth Services Librarian Katrina York accompanied them across the parking lot to where their parent was playing with younger siblings to explain the issue. The parent had a picture of the card on their phone. Katrina was able to borrow the phone briefly in order to pull up the cardholder's account. The child not only checked out the books they had selected but also discovered that their parent had another six on hold and took those home as well.

The Alford Branch Library started training two new Library Clerks this past week, and for a particular customer their skills and expertise came in handy. The young woman was in her first year of college and working on a two-minute oral presentation for one of her classes. Her topic was honeybee devastation, and even after researching it for a while she was having trouble on how to explain what it is. Fortunately, Alford's new clerk Rachel has a background in Wildlife Science and was able to provide insight on the definition. The student then asked to clarify the pronunciation of a few key terms so that she could present to the class confidently.

WICHITA PUBLIC LIBRARY

Minutes of a Meeting of the Library Board of Directors
March 21, 2023.

The hybrid meeting of the Library Board of Directors was held on Tuesday, March 21, 2023 at the Advanced Learning Library with the following present in person: Ms. Abi Boatman, Mr. Randall Johnston, Mr. Kevin McWhorter, Ms. Shelby Petersen, Ms. Ericka Sauer, Mr. Chuck Schmidt, and Mr. Jonathan Winkler. The following attended virtually: Ms. Donna Douglas, Ms. Rachel Enix, Dr. Justin Henry, Ms. Lauren Hirsh, Ms. TaDonne Neal, 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

Education and Engagement Manager Savannah Ball gave a presentation on the 2023 NEA Big Read for Wichita, which revolves around longtime *New Yorker* cartoonist Roz Chast's *"Can't We Talk About Something More Pleasant?"* This memoir, whose graphic novel format is a first for the Big Read, describes Chast's experience helping her parents through their final years. For many of its events, the Library is partnering with professionals and organizations in the community who support Wichitans navigating similar transitions.

Approval of the Agenda

Shelby Petersen moved (Thomas) to approve the agenda as published. **Motion carried unanimously.**

Public Comment

None

Approval of Minutes

Minutes of the regular meeting held on February 21, 2023 were presented. Mr. Chuck Schmidt noted his last name appeared as Smith in the agenda packet. Shelby Petersen moved (Sauer) to approve the minutes with any amendments necessary to correct this error. **Motion carried unanimously.**

Unfinished Business

None

New Business

Director Nix presented results of the National Community Survey, which show that 84% of the Wichita community is satisfied with the quality of Library service. This was the highest rating of any City department. Staff plans to review the metrics used in the survey to determine gaps in service and identify potential areas of improvement in offerings where adjustments can be made to further increase community satisfaction.

Finance Committee Report

On behalf of the Finance Committee, Chuck Schmidt moved to approve the February finance report and supplemental bills in the following amounts: General Fund bills of $826,547.76; Grant Fund Bills of $21,706.07; and Gift and Memorial Fund bills of $48,188.06, for a total of $896,441.89. **Motion carried unanimously.**

Digital Services Manager Jeff Tate presented information on RFID tag conversion. This project will add tags to all physical materials, install reader pads at identified staff workstations, and enable reading capability on existing self-check stations while adding new ones across branch locations. The automated materials handler at the Advanced Learning Library will be converted during this project as well. The Library's contractor plans to send nine workers and a project manager to place tags in approximately 650,000 physical items, a task which should take a few weeks to complete. Library locations will remain open while it is in progress.

On behalf of the Finance Committee, Chuck Schmidt moved to approve spending authority of up to $450,000 total, with current invoices of $411,731.05 for the conversion to RFID technology and purchase of three additional self-check units. **Motion carried unanimously.**

Operations Committee Report

No report.

Planning & Facilities Committee Report

No report.

Public Affairs Committee Report

Ms. Abi Boatman reported that the committee met to focus on exploring opportunities for the Library over the next few years to work within its budget while addressing needs within the community and communicating these needs with local leaders more effectively.

Special Committee Reports

Friends of the Library – Director Nix reported on behalf of the Friends of the Library that the February book sale was a success. It opened initially for Friends advocates on Friday and then to the general public the following day. The next book sale will take place on May 13. The Friends will partner with the Library Foundation for an author reception on April 14 for the Big Read program. The annual volunteer appreciation luncheon will be held April 28 at the

Advanced Learning Library.

Library Foundation – Kristi Oberg reported that Library Giving Day is April 4 and the goal this year is to raise $12,000. The capital campaign of $2 million for Westlink is now in the quiet phase. The entire campaign plan runs for 18 to 24 months. Robert Swanson has been hired as a fundraising consultant. A grant application for $171,000 has been submitted to the United Way of the Plains.

Wichita Genealogical Society (WGS) – No Report

Director of Libraries Report

Director Nix reported that all of the budget program options the Board approved in February have been submitted to the City and will go to budget workshops soon. Library representatives attended advisory board meetings in Districts 1 and 5 to hear feedback from the community about the Maya Angelou branch and Westlink branch expansion. The planning team has held community engagement activities and launched a survey last week to elicit community feedback on the Westlink project. The team will continue to meet every Wednesday.

Filming for PBS Viewpoints is set for May 26.

An RFQ has been sent out for the exterior wrap on the book bus. The book bus project has gathered steam, and staff hopes the vehicle will be ready for the Riverfest parade in June.

The 26 Little Free Libraries will be launched in District 3 on Thursday, March 24.

Announcements

None

Adjournment

The meeting was adjourned at 12:51 p.m.

The next regularly scheduled meeting will be April 18, 2023.

Respectfully submitted,

Jaime Nix

WICHITA PUBLIC LIBRARY

INTEROFFICE MEMORANDUM

TO: Library Board of Directors

FROM: Jaime Nix, Director of Libraries

SUBJECT: 2024/25 Budget Discussion

DATE: April 11, 2023

Background: Wichita Public Library brought forward three program options to be considered for the 2024 budget. These included expanding hours of operation at Maya Angelou and Walters branch libraries and eliminating the Interlibrary Loan fee assessed when customers place a request from a library outside of the Wichita system. These considerations are in front of the City Manager and City Council for review.

While these proposals are being considered, sustainability of funds is a concern for the City for the 2025 (and beyond) budget. The City Manager has indicated that the 2025 budget will have an approximate shortfall of $18 million. Departments have been asked to consider how structures or strategic changes can be made to save approximately 5% of the department's general fund budget. Library leadership has begun efforts to look at possible options for closing this forecasted gap.

Because of the number of funding streams available to the library, the upcoming branch remodels and capital fundraising, the trajectory of services that have been discussed from the Master Plan and subsequent outreach plans, leadership is interested in engaging the board in a strategic discussion. We are interested in learning from the Board their thoughts about non-negotiable services, concepts for strengthening non-City funding, and future concerns regarding the potential of a reduced operational budget in 2025.

Financial Considerations: Budget reduction strategies are needed for reducing general fund operating costs for library services at an estimated $450,000.

Recommendations/Actions: It is recommended that the Board begin a conversation about library service, budget, and direction.

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Finance Committee Agenda
Tuesday, April 18, 2023, 11:30am
Collaboration Room 204
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order

2. Review of March Bills and Finance Reports
   - Revenue Report
   - Grant Fund Summary Report
   - Report of Expenditures

General Fund Bills	$1,127,589.37
Grant Fund Bills	$15,379.10
Gift & Memorial Fund Bills	$12,654.64
Total	**$1,155,623.11**

3. Approval of Invoices Exceeding $10,000 – Newspapers.com

4. Approval of Invoices Exceeding $10,000 – Gale Analytics

5. 2023 South Central Library System Grant

6. 2023 State Aid Grant

7. Other items from Committee Members

8. Adjournment

FOR 2023 03   **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
10000080 Wichita Public Library							
422110 Library Desk Receipts (Fines)	0	0	-27,135.65	-9,617.27	.00	27,135.65	100.0%
422111 Library Desk - Faxes	-9,000	-9,000	-2,340.00	-1,012.00	.00	-6,660.00	26.0%
422112 Library Desk - Passports	-20,000	-20,000	-10,185.00	-5,215.00	.00	-9,815.00	50.9%
423030 Meeting Room Rentals	-28,000	-28,000	-4,570.00	-1,755.00	.00	-23,430.00	16.3%
424011 Copy Charges	-10,000	-10,000	-3,611.20	-1,415.50	.00	-6,388.80	36.1%
424101 Public Computing Charges	-12,000	-12,000	-4,785.76	-1,583.81	.00	-7,214.24	39.9%
646981 State Setoff Collections	-70,000	-70,000	-19,863.48	-12,886.81	.00	-50,136.52	28.4%
TOTAL Wichita Public Library	-149,000	-149,000	-72,491.09	-33,485.39	.00	-76,508.91	48.7%
TOTAL General Fund	-149,000	-149,000	-72,491.09	-33,485.39	.00	-76,508.91	48.7%

FOR 2023 03   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	-72,491.09	-33,485.39	.00	-76,508.91	48.7%

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

REPORT OPTIONS

	Field #	Total	Page Break	Year/Period: 2023/ 3
Sequence 1	1	Y	Y	Print revenue as credit: Y
Sequence 2	9	Y	N	Print totals only: Y
Sequence 3	11	Y	N	Suppress zero bal accts: Y
Sequence 4	0	N	N	Print full GL account: N

Double space: N

Report title:
 YTD

Roll projects to object: N

Carry forward code: 1

Print Full or Short description: F
Print MTD Version: Y
Print Revenues-Version headings: N
Format type: 1
Print revenue budgets as zero: N
Include Fund Balance: N
Include requisition amount: N
Multiyear view: D

Print journal detail: Y
  From Yr/Per: 2020/ 1
    To Yr/Per: 2020/ 1
Include budget entries: Y
Incl encumb/liq entries: Y
Sort by JE # or PO #: J
Detail format option: 1

        Find Criteria
Field Name   Field Value

Org   10000080
Object
Project
Rollup code
Account type   Revenue
Account status

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10000080 Wichita Public Library							
511000 Base Compensation	5,506,305	5,506,305	1,520,669.30	660,891.65	.00	3,985,635.70	27.6%
511950 Year-End Payroll Accrual	0	0	-144,136.87	.00	.00	144,136.87	100.0%
511999 Planned Savings	-1,389,000	-1,389,000	.00	.00	.00	-1,389,000.00	.0%
512000 Special Compensation	1,800	1,800	9,553.09	5,613.45	.00	-7,753.09	530.7%
512051 Mileage Reimbursement	0	0	306.24	88.16	.00	-306.24	100.0%
513000 Overtime Compensation	0	0	1,901.78	1,106.95	.00	-1,901.78	100.0%
518200 Employer Wage Taxes & WC	483,529	483,529	126,667.55	55,141.35	.00	356,861.45	26.2%
518300 Employer Share EE Insurance	1,060,907	1,060,907	277,709.49	119,459.60	.00	783,197.51	26.2%
518400 Employer Share Pension/Retire	586,023	586,023	157,533.17	68,600.42	.00	428,489.83	26.9%
521011 Electricity - EDI	305,438	305,438	49,189.96	16,958.98	.00	256,248.04	16.1%
521021 Natural Gas - EDI	41,824	41,824	41,622.54	16,421.38	.00	201.46	99.5%
521030 Water Service	12,738	12,738	4,045.54	1,233.13	.00	8,692.46	31.8%
521050 Trash Service	5,404	5,404	.00	.00	.00	5,404.00	.0%
521060 Local Telephone Service	16,000	16,000	1,281.00	427.00	.00	14,719.00	8.0%
522010 PBX Line Charges	11,172	11,172	3,044.12	1,023.15	.00	8,127.88	27.2%
522020 PBX Instrument Charges	18,915	18,915	4,987.50	1,662.50	.00	13,927.50	26.4%
522040 Long Distance & Teleconferenc	2,000	2,000	88.95	28.20	.00	1,911.05	4.4%
522070 Voicemail	3,912	3,912	1,003.90	337.90	.00	2,908.10	25.7%
522080 Automatic Call Distribution	786	786	196.50	65.50	.00	589.50	25.0%
522990 Other Communications Charges	0	0	1,690.00	.00	.00	-1,690.00	100.0%
523010 Building & Contents Insurance	91,619	91,619	22,904.75	22,904.75	.00	68,714.25	25.0%
523020 Vehicle Liability Premiums	870	870	217.50	217.50	.00	652.50	25.0%
524010 Recruitment & Hiring	3,140	3,140	.00	.00	.00	3,140.00	.0%
524020 Employee Travel & Training	1,600	1,600	2,918.17	-288.82	.00	-1,318.17	182.4%
525013 Drug Screening	0	0	1,043.00	412.00	.00	-1,043.00	100.0%
525070 Background Checks	0	0	160.00	.00	.00	-160.00	100.0%
525083 Textile Rental & Laundry Svcs	2,925	2,925	289.48	98.70	.00	2,635.52	9.9%
525990 Other Professional Services	22,970	22,970	3,969.85	1,918.05	.00	19,000.15	17.3%
526010 Motor Pool Scheduled Charges	3,720	3,720	930.00	310.00	.00	2,790.00	25.0%
526020 Building Repair & Maint	7,240	7,240	.00	.00	.00	7,240.00	.0%
526042 Pest Control Services	13,000	13,000	1,550.56	680.28	.00	11,449.44	11.9%
526070 Equipment Repair & Maint	5,421	5,421	3,392.57	300.00	.00	2,028.43	62.6%
526092 Rent-Real Property	52,060	52,060	16,352.96	4,088.24	.00	35,707.04	31.4%
529010 Bank Charges	5,000	5,000	944.36	343.52	.00	4,055.64	18.9%
529020 Postage	4,000	4,000	862.70	547.70	.00	3,137.30	21.6%
529030 Shipping & Freight	0	0	25.00	.00	.00	-25.00	100.0%
529040 Subscriptions	0	0	9,876.68	.00	.00	-9,876.68	100.0%
529061 Organizational Memberships	10,960	10,960	.00	.00	.00	10,960.00	.0%
529070 Printing & Copying	23,472	23,472	6,257.09	1,944.39	.00	17,214.91	26.7%
529141 Software License & Maint Fees	550	2,108	8,272.94	92.94	1,558.20	-7,722.94	466.3%

FOR 2023 03   **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
529150 Data Center Charges	1,148,795	1,148,795	285,363.54	95,121.18	.00	863,431.46	24.8%
529990 Other Contractuals	92,583	109,111	6,960.79	500.91	16,528.00	85,622.21	21.5%
531010 Computing Supplies	900	900	.00	.00	.00	900.00	.0%
531020 Office Supplies	48,575	48,575	9,412.10	4,072.18	.00	39,162.90	19.4%
531030 Custodial Supplies	6,000	6,000	865.44	327.47	.00	5,134.56	14.4%
532020 Automotive Parts & Supplies	450	450	23.88	.00	.00	426.12	5.3%
539012 Gasoline	4,134	4,134	785.46	331.28	.00	3,348.54	19.0%
549010 Furniture & Fixtures <$5k	9,990	9,990	59.98	59.98	.00	9,930.02	.6%
549020 Data Processing Equip <$5k	9,665	9,665	289.40	189.42	.00	9,375.60	3.0%
549110 Library Materials	982,530	1,043,664	132,199.18	44,358.38	14,519.62	896,944.95	14.1%
TOTAL Wichita Public Library	9,219,922	9,299,142	2,573,281.14	1,127,589.37	32,605.82	6,693,254.99	28.0%
TOTAL General Fund	9,219,922	9,299,142	2,573,281.14	1,127,589.37	32,605.82	6,693,254.99	28.0%

FOR 2023 03   JOURNAL DETAIL 2020 1 TO 2020 1

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	9,219,922	9,299,142	2,573,281.14	1,127,589.37	32,605.82	6,693,254.99	28.0%

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

REPORT OPTIONS

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

        Find Criteria
Field Name          Field Value

Org                 10000080
Object
Project
Rollup code
Account type        Expense
Account status
```

Grant Fund Summary Report
March 2023

Grant		Beginning Balance 03/01/23	Revenue Received	Admin Charges	Contractuals	Materials	Supplies & Petty Cash	Equipment	Total Expenditures	Encumbrances	Remaining Balance 03/31/23
SCKLS 2022		$ 38,106.81	$ -	$ -	$ 9,210.32	$ -	$ -	$ 6,168.78	$ 15,379.10	$ -	$ 22,727.71
Totals		$ 38,106.81	$ -	$ -	$ 9,210.32	$ -	$ -	$ 6,168.78	$ 15,379.10	$ -	$ 22,727.71

Org: 10000080

10001 - Library - Personnel

1B - Base Compensation

    511000 Base Compensation

Payroll, MSC033123	($265.56)
Payroll, PP03.03.23	$217,535.16
Payroll, PP03.17.23	$217,306.89
Payroll, PP03.31.23	$219,127.04
Payroll, RT03.10.23	$5,937.72
Payroll, RT03.17.23	$123.48
Payroll, RT03.31.23	$20.08
Payroll, RT030323	$1,106.84
Total 511000 Base Compensation	**$660,891.65**

Total 1B - Base Compensation   **$660,891.65**

1F - Special Compensation

    512000 Special Compensation

Payroll, PP03.03.23	$442.31
Payroll, PP03.17.23	$304.81
Payroll, PP03.31.23	$448.56
Payroll, RT03.31.23	$1,147.65
Payroll, RT030323	$3,270.12
Total 512000 Special Compensation	**$5,613.45**

    512051 Mileage Reimbursement

Payroll, 2230	$4.45
Payroll, 2771	$30.00
Payroll, 2951	$53.71
Total 512051 Mileage Reimbursement	**$88.16**

Total 1F - Special Compensation   **$5,701.61**

1J - OT Compensation

    513000 Overtime Compensation

Payroll, PP03.03.23	$631.52
Payroll, PP03.17.23	$184.46
Payroll, PP03.31.23	$290.97
Total 513000 Overtime Compensation	**$1,106.95**

Total 1J - OT Compensation   **$1,106.95**

1N - Employee Benefits

    518200 Employer Wage Taxes & WC

Payroll, MSC033123	($22.96)

Payroll, PP03.03.23	$18,078.54
Payroll, PP03.17.23	$18,006.25
Payroll, PP03.31.23	$18,129.03
Payroll, RT03.10.23	$460.18
Payroll, RT03.17.23	$10.68
Payroll, RT03.31.23	$101.00
Payroll, RT030323	$378.63
Total 518200 Employer Wage Taxes & WC	**$55,141.35**

518300 Employer Share EE Insurance

Payroll, PP03.03.23	$39,222.41
Payroll, PP03.17.23	$39,221.63
Payroll, PP03.31.23	$41,015.56
Total 518300 Employer Share EE Insurance	**$119,459.60**

518400 Employer Share Pension/Retire

Payroll, PP03.03.23	$22,547.22
Payroll, PP03.17.23	$22,532.65
Payroll, PP03.31.23	$22,588.71
Payroll, RT03.10.23	$771.90
Payroll, RT03.17.23	$16.05
Payroll, RT030323	$143.89
Total 518400 Employer Share Pension/Retire	**$68,600.42**
Total 1N - Employee Benefits	**$243,201.37**
Total 10001 - Library - Personnel	**$910,901.58**

10002 - Library - Contractuals

2B - Utilities

521011 Electricity - EDI

EVERGY KANSAS CENTRAL INC	$16,958.98
Total 521011 Electricity - EDI	**$16,958.98**

521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC	$1,814.09
ENCORE ENERGY SERVICES	$10,951.15
ONE GAS INC	$3,656.14
Total 521021 Natural Gas - EDI	**$16,421.38**

521030 Water Service

City of Wichita	$1,233.13
Total 521030 Water Service	**$1,233.13**
Total 2B - Utilities	**$34,613.49**

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	$1,023.15
Total 522010 PBX Line Charges		$1,023.15

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	$28.20
Total 522040 Long Distance & Teleconference		$28.20

522070 Voicemail

	City of Wichita	$337.90
Total 522070 Voicemail		$337.90

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		**$98,665.43**

2J - Insurance Premiums

523010 Building & Contents Insurance

	City of Wichita	$22,904.75
Total 523010 Building & Contents Insurance		$22,904.75

523020 Vehicle Liability Premiums

	City of Wichita	$217.50
Total 523020 Vehicle Liability Premiums		$217.50

Total 2J - Insurance Premiums		**$23,122.25**

2N - Employee Development

524020 Employee Travel & Training

		($288.82)
Total 524020 Employee Travel & Training		($288.82)

Total 2N - Employee Development		**($288.82)**

2R - Professional Srvcs

525013 Drug Screening

	KELLY COMPLIANCE INC	$412.00

Total 525013 Drug Screening	$412.00

525083 Textile Rental & Laundry Svcs

CINTAS CORPORATION	$19.71
P-CARD ONE-TIME PAY	$78.99
Total 525083 Textile Rental & Laundry Svcs	$98.70

525990 Other Professional Services

SIGN LANGUAGE INTERPRETING SERVICES	$241.00
UNIQUE MANAGEMENT SERVICES INC	$1,677.05
Total 525990 Other Professional Services	$1,918.05

Total 2R - Professional Srvcs	$2,428.75

2V - Bldg & Equip Charges

526010 Motor Pool Scheduled Charges

City of Wichita	$310.00
Total 526010 Motor Pool Scheduled Charges	$310.00

526042 Pest Control Services

P-CARD ONE-TIME PAY	$680.28
Total 526042 Pest Control Services	$680.28

526070 Equipment Repair & Maint

STEPHENS INDUSTRIES INC	$300.00
Total 526070 Equipment Repair & Maint	$300.00

526092 Rent-Real Property

CO CO PROPERTIES LLC	$4,088.24
Total 526092 Rent-Real Property	$4,088.24

Total 2V - Bldg & Equip Charges	$5,378.52

2Z - Other Contractuals

529010 Bank Charges

City of Wichita	$343.52
Total 529010 Bank Charges	$343.52

529020 Postage

P-CARD ONE-TIME PAY	$547.70
Total 529020 Postage	$547.70

529070 Printing & Copying

City of Wichita	$1,944.39
Total 529070 Printing & Copying	$1,944.39

529141 Software License & Maint Fees

SHI INTERNATIONAL CORP	$92.94
Total 529141 Software License & Maint Fees	$92.94

529990 Other Contractuals

P-CARD ONE-TIME PAY	$400.91
UNIQUE MANAGEMENT SERVICES INC	$100.00
Total 529990 Other Contractuals	$500.91
Total 2Z - Other Contractuals	**$3,429.46**
Total 10002 - Library - Contractuals	$167,349.08

10003 - Library - Commodities

3B - Supplies

531020 Office Supplies

City of Wichita	$2,389.28
P-CARD ONE-TIME PAY	$1,682.90
Total 531020 Office Supplies	$4,072.18

531030 Custodial Supplies

P-CARD ONE-TIME PAY	$327.47
Total 531030 Custodial Supplies	$327.47
Total 3B - Supplies	**$4,399.65**

3N - Fuel

539012 Gasoline

City of Wichita	$331.28
Total 539012 Gasoline	$331.28
Total 3N - Fuel	**$331.28**

4Z - Non-Capital Outlay

549010 Furniture & Fixtures <$5k

P-CARD ONE-TIME PAY	$59.98
Total 549010 Furniture & Fixtures <$5k	$59.98

549020 Data Processing Equip <$5k

City of Wichita	$189.42
Total 549020 Data Processing Equip <$5k	$189.42

549110 Library Materials

P-CARD ONE-TIME PAY	$44,358.38
Total 549110 Library Materials	$44,358.38
Total 4Z - Non-Capital Outlay	**$44,607.78**
Total 10003 - Library - Commodities	$49,779.62

Grand Total   **$1,127,589.37**

Y2802 - South Central Kansas Library Sys 22

2 - Contractuals

2F - Technology Charges

521070 Internet Service

P-CARD ONE-TIME PAY	$826.70
Total 521070 Internet Service	$826.70

Total 2F - Technology Charges — $826.70

2N - Employee Development

524020 Employee Travel & Training

ERIN HOWERTON	$201.00
JAIME NIX	$1,391.40
JEFFREY L TATE	$1,267.10
JENI LEHECKA	$247.49
P-CARD ONE-TIME PAY	$1,518.82
RACINE ZACKULA	$554.42
SAVANNAH BALL	$201.00
Total 524020 Employee Travel & Training	$5,381.23

Total 2N - Employee Development — $5,381.23

2Z - Other Contractuals

529070 Printing & Copying

TARRANT INC	$114.06
Total 529070 Printing & Copying	$114.06

529990 Other Contractuals

P-CARD ONE-TIME PAY	($11.21)
SBA THE STEVEN BARCLAY AGENCY INC	$2,899.54
Total 529990 Other Contractuals	$2,888.33

Total 2Z - Other Contractuals — $3,002.39

Total 2 - Contractuals — $9,210.32

3 - Commodities

4Z - Non-Capital Outlay

549010 Furniture & Fixtures <$5k

City of Wichita	$6,168.78
Total 549010 Furniture & Fixtures <$5k	$6,168.78

Total 4Z - Non-Capital Outlay — $6,168.78

Total 3 - Commodities — $6,168.78

Total Y2802 - South Central Kansas Library Sys 22 — $15,379.10

Grand Total   **$15,379.10**

GIFT AND MEMORIAL FUND

RECEIPTS/REIMBURSEMENTS

3D Printing Revenue	$33.86
Baird (interest)	$1,229.95
Derby Public Library (Academy Award Shorts)	$500.00
Flower Fund Staff Donations	$30.00
Friends Monthly Donation	$991.60
Local History Photos	$110.00
Memorials	$88.20
Special Collections Donation	$20.00
Staff Honorarium	$50.00
Wichita Public Library Foundation (Kroger/Hobby Lobby Reimbursements)	$118.11
TOTAL RECEIPTS	**$15,826.36**

EXPENDITURES

ALA Store (Library Signage)	$63.46
Amazon (3D Printing Supplies)	$13.90
Amazon (Wireless Keyboard Mouse Combo)	$29.95
BTCO, Inc (Photograph Conversion Services)	$2,312.33
Demco (Tabletop Display)	$2,461.90
Displays2Go (Magazine Stand)	$1,659.64
Cari-Eagles DeVous (Westlink Teen Community Engagement)	$105.89
El Perico Informador, LLC (Advertising)	$700.00
Flamingo Ink, LLC (Big Read Flyers)	$653.60
GoPro (Annual Subscription)	$49.99
Ingram Library Services (Memorials)*	$1,628.98
Kroger (Foundation)*	$31.25
KMUW (Advertising)	$500.00
Meta (Advertising)	$59.53
Mailchimp (Monthly Plan)	$115.00
Sara McNeill (Spring Break Program Prizes)	$65.58
Jaime Nix (Westlink Community Engagement)	$135.13
Office Depot (1000 Books Supplies)	$195.97
Prusa Research (3D Printer)	$532.97
QuikPrint (Summer Reading Flyers/Little Library Decals)	$640.18
TCV Publishing (Advertising)	$150.00
Tillies Flower Shop (Staff Flowers)*	$49.39
Wichita Mom (Advertising)	$500.00
TOTAL EXPENDITURES	**$12,654.64**

*Reimbursed expenses

TO:	Library Board of Directors
FROM:	Sarah Kittrell
SUBJECT:	Approval of Invoices Exceeding $10,000 – Newspapers.com
DATE:	March 15, 2023

Background: The Library is enhancing its database offerings in 2023 with the addition of Newspapers.com. Newspapers.com is a product that provides access to over 22,700 past and current newspapers large and small. The focus of this database is to provide access to historical newspapers dating pre-1925. These materials have been digitized and are fully searchable.

Analysis: Wichita Public Library currently provides access to digital newspapers through Newsbank (the Wichita Eagle) and The New York Times Online. Adding Newspapers.com to our offerings will vastly increase the number of titles available to our community, expands historical research opportunities world-wide, and will be of great assistance to those researching local history, family history, or any historic (pre-1925) topic.

Financial Considerations: The cost for the first year of Newspapers.com is $21,060.00. This is in-line with other similar database offerings; we are paying approximately $23,000 for the digital newspaper portion of Newsbank in 2022-2023.

Legal Considerations: The City of Wichita Law Department has approved the Terms of Service for Proquest/Clarivite, the company that offers Newspapers.com

Recommendations/Actions: It is recommended that the Board approve paying the invoice of $21,060 for Newspapers.com, with an estimated subscription start date of May 1, 2023.

Attachments:

Wichita Public Library-SQL-Newspapers.com-HNPKS__-Clarivate No Easy Renew ProQuest Order Form and Product Addenda International_2023-02-01

License Agreement consists of:
- This ProQuest Customer Order Form
- Your Clarivate Master Agreement or, where you have not entered a Clarivate Master Agreement, the Clarivate Terms available at https://clarivate.com/terms-of-business; and
- The attached Addenda

Customer: Wichita Public Library	
Authorization by Customer:	**Authorization by:** **ProQuest LLC**
Signature: _Duly Authorized Signature_	Signature: _Duly Authorized Signature_
Name:	Name:
Title:	Title:
Date Signed:	Date Signed:

Order Form

Q-00544711

Product Name	Code	Start Date	End Date	Price
Newspapers.com - World Collection	NEWSCOMWC	3/1/2023	2/29/2024	21,060.00 USD
			Total Price:	21,060.00USD

Product Notes:

Additional Information:

Billing Information: Please review your billing address to ensure its accuracy.	**Shipping Information:** Please confirm the shipping address is accurate.
Wichita Public Library 711 W 2nd St N Wichita KS United States 67203-6004	**Wichita Public Library** 711 W 2nd St N Wichita KS United States 67203-6004
Electronic **Invoice** Recipient(s): Sarah Kittrell skittrell@wichita.gov	Electronic **Renewal** Recipient(s): Sarah Kittrell skittrell@wichita.gov
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	Length: Prefix:		
Authentication Instructions:			

Additional Sites:

Account Manager Information:
Dawn Ledwidge
 | dawn.ledwidge@proquest.com

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9. Library Catalog Enrichment Service. For library catalog enrichment Products (e.g., Syndetics), you may use the enrichment elements for the sole purpose of augmenting your own library OPAC or website. You may not convert Product metadata records into MARC format, nor distribute or display the enrichment elements in any third party applications, catalogs or websites.

10. Analytics. Some Products contain library collection analysis capabilities related to library holdings, or functionality that allows Authorized Users to create reports, lists, or alerts. You and your Authorized Users may create, download, store and retain any such analytics or lists delivered by the Product. Clarivate may use library holdings and other information in the Product for comparison and metrics purposes and in order to better understand its customers' needs.

11. Perpetual Archive License. Where you have perpetually licensed content from us through a Perpetual Archive License (PAL), as set out in your Order, your PAL content may only be revoked if you materially breach your Agreement, or if the licensed materials contain errors or could be subject to an infringement or other adverse claim by a third party. Additionally, your PAL content is maintained in the Clarivate platform subject to an annual Continuing Service Fee (CSF). The CSF will be invoiced in arrears on your contract anniversary date. If you lose the ability to access your PAL content online (e.g., if Clarivate discontinues online access services), or if the PAL content are otherwise eligible for local loading, you may obtain digital copies upon certifying that you will secure and restrict use of the PAL content as contemplated under your Agreement, using systems and technology at least as protective as Clarivate's. In the case of audio files, any local access must be restricted by DRM and be limited to one (1) simultaneous user (unless you track playbacks and make all royalty payments to copyright holders for mechanical and performance rights). All use of locally-loaded materials continues to be subject to this Agreement. You are responsible for any file transfer costs.

12. Data Mining. You may not text mine, data mine or harvest metadata from the Product. Your ability to extract and compile data from locally-loaded copies of your PAL content is subject to any content-specific restrictions. Where permitted, you may use content solely for your teaching, learning, and research purposes.

13. Supplemental Terms. Some content included in the product has terms of use applicable solely to such content. Content-specific terms are clearly displayed with the associated content or embedded in the systems and technologies incorporated into the product. Where third-party databases or content are subject to supplemental terms, such terms shall be clearly referenced on the order form. Such supplemental terms shall not materially alter use of the product.

14. Authorized Users. "Authorized User" means, as it relates to your principal location and any additional sites on your Order:

(a) For public libraries: library staff, individual residents of your reasonably defined geographic area served, and walk-in patrons while they are on-site; and

(b) For schools and other academic institutions: currently enrolled students, faculty, staff, and visiting scholars, as well as walk-in patrons while they are on-site.

(c) For corporate organization, your employees and independent contractors while performing their work.

For clarity, 'Authorized User' excludes corporate affiliates, academic bookstores, non-subscribing institutions, and alumni unless expressly included on the Order.

15. Governing Law and Jurisdiction. If you are a United States company, the laws of Kansas (without regard to conflicts of laws) govern all matters arising out of or relating to this Agreement and you consent to the jurisdictional venue in Kansas. The United Nations Convention on Contracts for the International Sale of Goods does not apply to this Agreement.

INTEROFFICE MEMORANDUM

TO:	Library Board of Directors
FROM:	Jaime Nix, Director of Libraries
SUBJECT:	Approval of Invoices Exceeding $10,000
DATE:	April 8, 2023

Background: The Library began a three-year subscription to Gale Analytics in 2022 to conduct demographic research to understand Wichita active library customers and learn how services can be adapted to raise awareness of library services to those who are not actively using their library.

Gale Analytics will have three functionality modules – Community Insights, Physical Collections and Digital Collections – that will allow the Library to upload customer usage data from Polaris ILS and 3rd Party Digital Collection vendors. The confidential output will provide real-time demographics and market segmentation analysis to help the library gather perspective regarding active cardholders and potential cardholders. The analysis derives from over 700 information and survey tools (ex. Census, American Citizen Survey, and Mosaic) and will help the library in its decision-making for programs and services. Library staff will soon report learnings from the tool to establish a baseline for 2023/24 service changes.

Financial Considerations: Renewal of this product for year two is $14,965.01, less than anticipated when the subscription began in 2022.

Legal Considerations: The City of Wichita Law Department has approved the Terms of Service in 2022.

Recommendations/Actions: It is recommended that the Board approve paying the invoice of $14,965.01 for Gale Analytics.

Attachments:

2023 Gale Analytics Invoice

Order Detail

GALE

CENGAGE Learning

DIRECT ALL CORRESPONDENCE TO:
Gale
27500 Drake Rd.
Farmington Hills, MI 48331
PHONE:248-699-4253, 800-877-4253
FAX: 248-699-8061

BRINGING YOU RESOURCES FROM:
Gale
Macmillan Library Ref USA
Primary Source Microform
GreenHaven Press/Lucent Books

INVOICE
NO. 80827681
Date   03/02/23
Order No.44363101

The Gale legal entity has merged into another Cengage Learning legal entity. Please note the change in FEIN, GST and QST numbers.

Federal I.D. No. 59-2124491   Canadian G.S.T.#/T.P.S.: 14074 8831 RT0001   Canadian Q.S.T#/T.V.Q.: 1023272543

ACCOUNT NO. 161817

Bill To Date WICHITA PUBLIC LIBRARY
        ADVANCED LEARNING LIBRARY
        711 W 2ND ST N
        WICHITA KS US

ACCOUNT NO. 161817

ShipTo Date WICHITA PUBLIC LIBRARY
        ADVANCED LEARNING LIBRARY
        711 W 2ND ST N
        WICHITA KS US
        Order Number 44363101
        Order Date 2023-01-19
        Reference
        Number

	PURCHASE ORDER NUMBER			PAYMENT DUE	TERMS		FOB SHIPPING POINT	
Quantity	.			2023-02-18	Net 30 Days			
SHIPPED	BACKORDER	ISBN	TITLE/AUTHOR/EDITION		PRICE	DISCOUNT		NET AMOUNT
1		16374809	GALE ANALYTICS: COMMUNITY INSI		$10,162.37	0.00%		$10,162.37
1		16204319	GALE ANALYTICS: DIGITAL COLLEC		$2,401.32	0.00%		$2,401.32
1		16196920	GALE ANALYTICS: PHYSICAL COLLE		$2,401.32	0.00%		$2,401.32
3				BOOKS		SUBTOTAL		$14,965.01

RETURNS POLICY

Unless otherwise noted, you have 30 days from the date of the invoice to decide if print titles meet your needs. If you would like to return a print item, please send it to the "Return Books To" address below. Gale does not pay return shipping. Products should be returned undamaged and shipped via traceable means. Please include a packing list indicating quantity, title, and original invoice number. Questions? Call Customer Service at 1-800-877-GALE.

SALES TAX $0.00

TRANS & HDLG $0.00

PAY THIS AMOUNT $14,965.01

DETACH: THIS PORTION MUST BE RETURNED WITH YOUR PAYMENT

The Gale legal entity has merged into another Cengage Learning legal entity. Please note the change in FEIN, GST and QST numbers.

PURCHASE ORDER NUMBER	INVOICE DATE	INVOICE NUMBER	CUSTOMER ACCOUNT NUMBER	PAYMENT DUE	AMOUNT DUE
.	03/02/23	80827681	161817	2023-02-18	$14,965.01

MAIL CHECKS TO:
Cengage Learning Inc
PO Box 936754
Atlanta, GA 31193-6754

RETURN BOOKS TO:
Cengage Learning Distribution Center
10650 Toebben Drive
Location 04
Independence KY 41051

WIRE TRANSFER/ACH:
BANK Wells Fargo
ABA 121000248

![Wichita Public Library logo] WICHITA PUBLIC **LIBRARY**

INTEROFFICE MEMORANDUM

TO: Library Board of Directors

FROM: Jaime Nix, Director of Libraries

SUBJECT: South Central Kansas Library System Grant FY23

DATE: April 8, 2023

Background: The South Central Kansas Library System (SCKLS) is one of seven regional systems of cooperating libraries throughout Kansas. The purpose of regional systems is to ensure Kansas residents have access to library services. The regional systems accomplish this through continuing education services, consulting, interlibrary loan lending and grant programs that are intended to offset costs to extend library service to those living outside of the local taxing district. Grants-in-aid funding to local libraries is distributed annually through a formula based on the taxing district population, the proportion of cardholders outside of the taxing district, and the number of interlibrary loan transactions completed during the previous year. Additional funds are available through grant applications to support training, technology, e-books, and programming. The Wichita Public Library receives support through these grant programs.

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

Financial Considerations: The 2023 service contract provides a grants-in-aid award of $239,266. This is an increase of $31,321. A first payment of $133,350 will be made upon submission of the signed service contract, and a second payment of $105,916 will be provided prior to September 30, 2023.

The proposed budget includes $20,000 for staff development, $140,266 for library materials, $25,000 for contractual costs related to cataloging and promoting materials collections, $20,000 for supplies, $9000 for maintenance repairs, and $25,000 for furniture and fixtures.

Legal Considerations: The 2023 State Grants-in-Aid does not have an associated contract. All funds must be expended during the calendar year and may not be used for costs associated with services or programs for which the member library charges. There are no other restrictions for the use of these grant funds.

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

Attachments: Contract and Proposed Budget

CITY OF WICHITA
FEDERAL, STATE AND FOUNDATION GRANT BUDGET FORM

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

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

Budget revision: Revised budget form.

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

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

OCA Title:		Formal Grant Title:	South Central Kansas Library System 2023
Grant period: From :	5/1/2023 To : 12/31/2024	Grantor Agency:	
Department #:		CFDA Number:	98.000
OCA #:		HUD activity number#:	
Grant #:		Federal/State Project #:	
Grant Detail#:		CC Approval date:	

Set Expenditure Controls at (bold or box one)	Object level 1	or	**Expenditure Total**	Expenditure Total will be utilized if no selection made.

	Object	Original Budget	Revisions Increase	Decrease	Revised Budget	Revision # ____
Source of funding:						
State contributions	415045	239,266.00			239,266.00	
REVENUE TOTAL		**239,266.00**	**0.00**	**0.00**	**239,266.00**	
Expenditures:						
Employee Travel & Training	524020	20,000.00			20,000.00	
Equipment Repair & Maint	526070	9,000.00			9,000.00	
Other Contractuals	529990	25,000.00			25,000.00	
Supplies	531020	20,000.00			20,000.00	
Furniture & Fixtures <$5000	549010	25,000.00			25,000.00	
Library Materials	549110	140,266.00			140,266.00	
EXPENDITURE TOTAL		**239,266.00**	**0.00**	**0.00**	**239,266.00**	

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

Electronic approval from Budget Officer or Designee is required.

WICHITA PUBLIC LIBRARY

INTEROFFICE MEMORANDUM

TO:	Library Board of Directors
FROM:	Jaime Nix, Director of Libraries
SUBJECT:	2023 State Aid Grant
DATE:	April 8, 2023

Background: The 2023 State Grants-in-Aid payment has been received in the amount of $111,562.65.

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

Financial Considerations: The 2023 grant award reflects a decrease of $617.95 from the previous year. This grant is administered by the City of Wichita on behalf of the Library. In 2023, there is a .52% administrative charge for this service (was 1.3% in 2022).

As in previous years, a portion of the grant will support library materials. In addition, the grant will fund staff In-Service Day training, library materials, and some branch furniture and fixtures identified with upcoming branch remodels.

A copy of the proposed grant budget is attached.

Legal Considerations: The 2023 State Grants-in-Aid does not have an associated contract. All funds must be expended during the calendar year. There are no other restrictions for the use of these grant funds.

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

Attachments: None.

CITY OF WICHITA
FEDERAL, STATE AND FOUNDATION GRANT BUDGET FORM

Form No. 21-012 (2010)

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

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

Budget revision: Revised budget form.

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

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

Org Code Title:		Formal Grant Title:	State Aid 2022
Grant period: From : 3/1/2023 To : 12/31/2023		Grantor Agency:	
Department #:		CFDA Number:	98.000
Org Code #:		HUD activity number#:	
Grant #:		Federal/State Project #:	
Grant Detail#:		Library Board Approval date:	

Set Expenditure Controls at (bold or box one) — Object level 1 — or — **Expenditure Total** — Expenditure Total will be utilized if no selection made.

Source of funding:	Object	Original Budget	Revisions Increase	Decrease	Revised Budget	Revision # ____
State contributions	415045	111,562.65			111,562.65	
REVENUE TOTAL		**111,562.65**	**0.00**	**0.00**	**111,562.65**	
Expenditures:						
Other Professional Services	525990	10,000.00			10,000.00	
Membership Dues	529061	8,500.00			8,500.00	
Supplies	531020	4,500.00			4,500.00	
Furniture & Fixtures <5k	549010	12,000.00			12,000.00	
Data Processing Equip< $5k	549020	36,000.00			36,000.00	
Library Materials < $5000 each	549110	39,982.52			39,982.52	
City Administrative Charge (.52%)	551010	580.13			580.13	
EXPENDITURE TOTAL		**111,562.65**	**0.00**	**0.00**	**111,562.65**	

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

Electronic approval from Budget Officer or Designee is required.

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Operations Committee Agenda
Tuesday, April 18, 2023, 11:30am
Collaboration Room 203
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order

2. Westlink Branch Temporary Library Update and Next Steps

3. RFID Update

4. Book Bus Update

5. Other items from Committee Members

6. Adjournment

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Planning and Facilities Committee Agenda
Tuesday, April 18, 11:30am
Collaboration Room 206
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order

2. Westlink Branch Library Update and Next Steps

3. RFID conversion Update

4. Other items from the committee

5. Adjournment

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Public Affairs Committee Agenda
Tuesday, April 18, 2023, 11:30am
Collaboration Room 205
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order

2. Update on March and April Media Activities

3. 2023 Public Awareness Priorities – continued discussion

4. Other items from Committee Members

5. Adjournment

Media Report: March 2023

- The Wichita Eagle, Academy Award Short Film Festival

  https://www.kansas.com/entertainment/tv-movies/academy-awards/article272635505.html?utm_campaign=trueanthem&utm_medium=social&utm_source=facebook&fbclid=IwAR1usQ9RHAl-l1G6MDISvrzCM79gNxL_G0STWG6p9gBaS1u8mLkWFsmjKNs

- KMUW, The Big Read

  https://www.kmuw.org/podcast/next-up/2023-03-01/march-marks-the-beginning-of-the-nea-big-read-wichita

- KAKE, The Big Read

  https://www.kake.com/clip/15379188/bid-read-wichita

- KAKE, Kids Corner

  https://www.kake.com/clip/15379570/kids-corner-wichita-public-library

- The Wichita Eagle, Little Free Libraries

  https://www.kansas.com/news/business/biz-columns-blogs/carrie-rengers/article273280765.html?utm_campaign=trueanthem&utm_medium=social&utm_source=facebook&fbclid=IwAR0K5sC_esrIeDQUx6QHBBpYSoNs8AhowXINx9G6P9T5Fqsbok5uB4I0Ggw

- KAKE, Short Story Dispenser

  https://www.kake.com/story/48590625/viral-tiktok-video-brings-attention-to-wichita-in-unexpected-way

- KAKE, Spring Gardening Series

  https://www.kake.com/clip/15382555/wichita-public-library-spring-gardening-series

- Wichita by EB, Little Free Libraries

  https://www.wichitabyeb.com/2023/03/wichitas-little-free-libraries-now-available-throughout-city-council-district-iii.html?fbclid=IwAR1zEGOyxUfJ4reqm_pejc5F-_DNxNOB9nIooCiCRzFGCyRUPAeHwUVrKsk

- KWCH, The Big Read

  Wichita on the Cheap, Spring Break Programs

  https://wichitaonthecheap.com/wichita-public-library-spring-break-activities/