

A G E N D A
Wichita Public Library Board of Directors Meeting
Tuesday, August 15, 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. Staff Presentation: Communications Update, Sean Jones
5. Minutes of the July 18, 2023 meeting
6. Unfinished Business
7. New Business
8. Finance Committee Report

a) July 2023 Bills and Finance Reports

General Fund Bills	\$852,678.79
Grant Fund Bills	\$23,586.62
Gift & Memorial Fund Bills	\$15,992.16
Total	\$892,257.57

- b) Approval of Invoices Over \$10,000 - Upgrade to Advanced Learning Library Conference Center Change Order
9. Operations Committee Report
10. Planning & Facilities Committee Report
11. Public Affairs Committee Report
12. Support Organization Reports
13. Director of Libraries Report
14. Announcements
15. Adjournment



Monthly Activity Report

July 2023

Service Highlights

On July 19, a Program Analyst from the U.S. Department of State conducted an initial compliance review of Evergreen's passport acceptance program. Only two Information Request Letters had been sent to applicants out of approximately 260 applications sent in, for a 0.8% IRL rate. The analyst said this IRL rate was very impressive considering how new the Evergreen program and agents are. The Alford Branch was audited on the same day. A few operational and storage improvements were suggested, and no major issues were discovered.

During Westlink's second month at the temporary location: 145 customers were added, 4,918 holds were satisfied, 11,241 materials were checked out, 13/635 materials were checked in, 1/671 children and teens were listed as registered for the Summer Reading Program, 398 children and teens received prizes, 392 adults were listed as registered for the adult summer reading program, and 13 adults received prizes.

Staff created a public art page that features all of the public art pieces on display throughout the library system. Information is continuously being added as information becomes available. Visit www.wichitalibrary.org/public-art for more information.

The Evergreen Story Walk at Evergreen Park has a new story for families to enjoy! Residents can walk along the path and read Finding Home by Esteli Meza.

The Library's strategic agenda project launched with an advisory team meeting in July. The purpose of this collaboration is to understand the community building roles needed for information and access needs across Wichita. Multiple stakeholder interviews and focus groups will be conducted, as well as library industry research. The project will wrap up in January 2024.

In the latest episode of "Read, Return, Repeat," the spotlight was on Category 10, featuring "A Book Set in the Great Plains." The special guest for this episode was Lakota lawyer, professor, and award-winning novelist, David Heska Wanbli Wieden. Wieden is the talented author behind "Winter Counts," a captivating mystery thriller set on the Rosebud Lakota Reservation, which received multiple awards, including NPR's 2020 Book of the Year. During the episode, Sara Dixon and Daniel Pewewardy conducted a lively and insightful interview with Wanbli. He currently resides in Colorado and shared fascinating details about his writing process and his experiences on the Rosebud Reservation. Wanbli also mentioned a significant time in Kansas when he taught at Fort Hays State University, where his son was born.

Other News

During Westlink's second month at the temporary location: 145 customers were added, 4,918 holds were satisfied, 11,241 materials were checked out, 13/635 materials were checked in, 1/671 children and teens were listed as registered for the Summer Reading Program, 398 children and teens received prizes, 392 adults were listed as registered for the adult summer reading program, and 13 adults received prizes.

The Library is getting ready to launch a new service. StackMap is a new software integrated with the catalog that lets customers see where a material is located inside the building using maps of each location. This is part of an effort to enhance wayfinding at all locations, especially the Advanced Learning Library. In the coming months, staff will install wayfinding signage to help customers find different services.

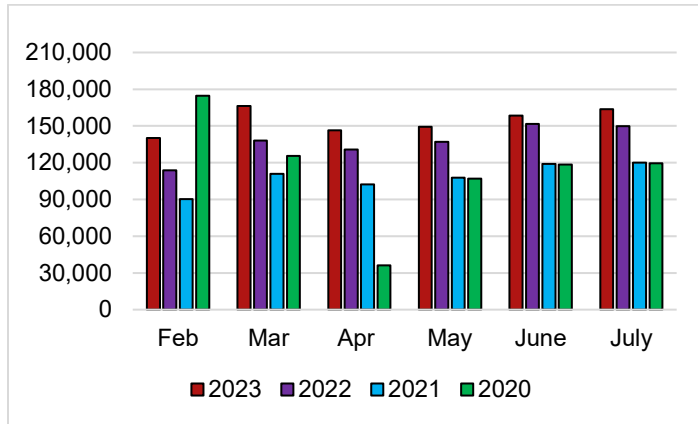
The Big Read planning team met to discuss the 2024 NEA Big Read: Wichita. The team is planning a variety of activities, including a self-guided bike tour that will take participants to significant Native landmarks throughout Wichita, dramatic Native story recreations by USD 259 students, and beading programs. The book is *There There* by Tommy Orange.

The Family Place project is underway, and material has started to arrive for the interactive play space at the Advanced Learning Library. Youth Services Manager Erin Howerton took care to help choose toys that reflected the cultural diversity of the community with toys like a wooden Dim Sum set that included wooden stackable steamers, dumplings, and lotus wrapped rice. Seeing the items arriving has made staff interested and excited about the new service being offered to families. Erin also wrote four weekly pieces for the WENTK explaining key components of the Family Place model so that all staff can begin to familiarize themselves. Youth Services will plan to devote a significant amount of time in their August staff meeting to answer questions and clarify the ideas so that everyone is on the same page.

Education and Engagement Manager Savannah Ball and Westlink Youth Services Librarian Eva Peacock met with Librarian Carissa Christner from Madison, WI to discuss their library based Anji Play initiatives. Carissa shared her insights about providing this type of play in a library setting, gave Savannah and Eva tips for creating the ideal outdoor space, and answered questions about the Anji Play organization.

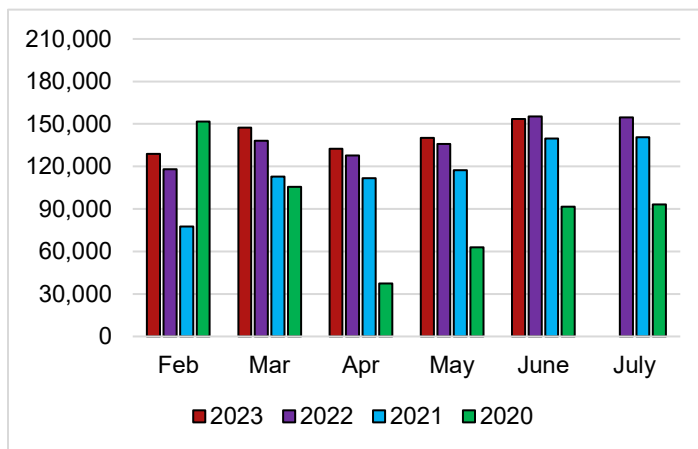
Service Dashboard

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

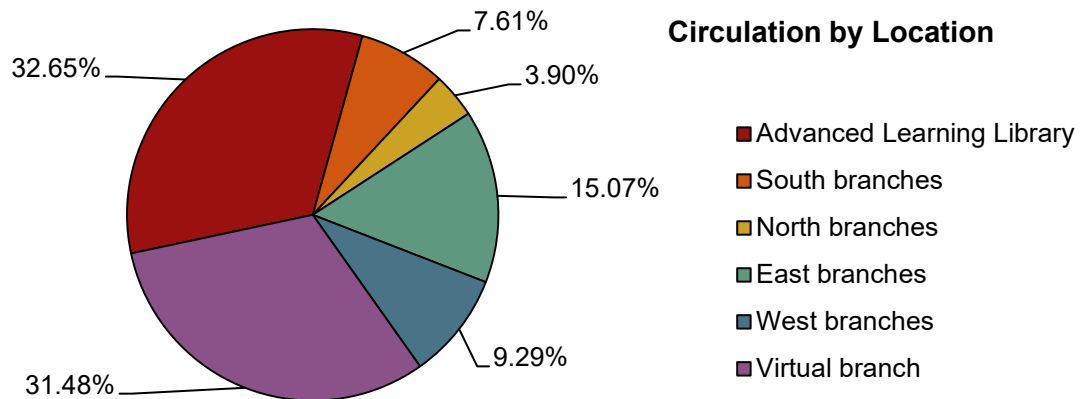


	JULY		
	2023	2022	% change
Door Counts	60,456	59,024	2.43%
Catalog Log-ins	37,573	38,481	-2.36%
Website Visits	64,809	52,419	23.64%
CONTENTdm Users	958	475	101.68%
Total	163,796	150,399	8.91%

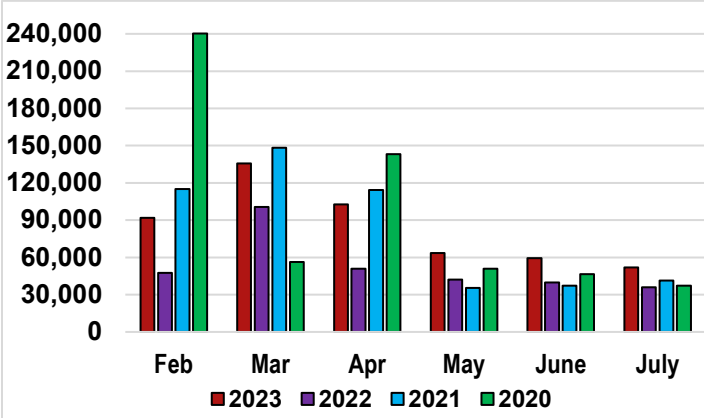
CHECKOUTS



	JULY		
	2023	2022	% change
Physical Circ	105,150	111,876	-6.01%
Virtual Circ	48,300	42,651	13.24%
WPL	41,358	34,829	18.75%
State	6,942	7,822	-11.25%
Total	153,450	154,527	-0.70%

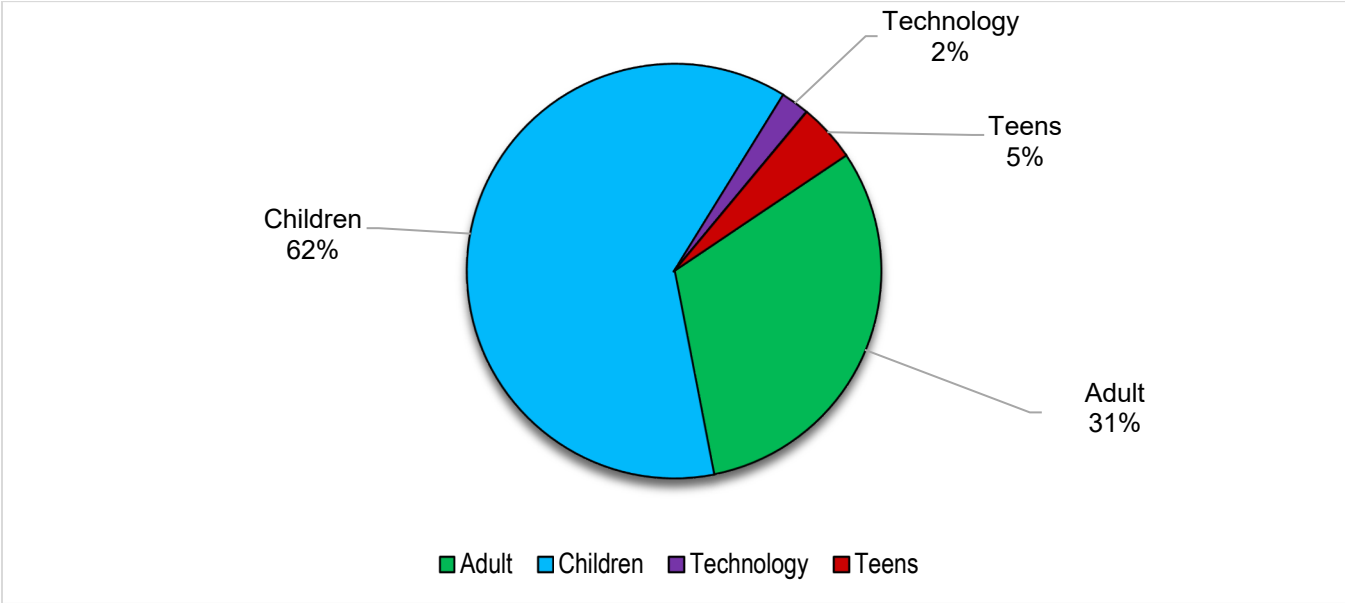


QUESTIONS ANSWERED (by staff in person/phone and through online services)



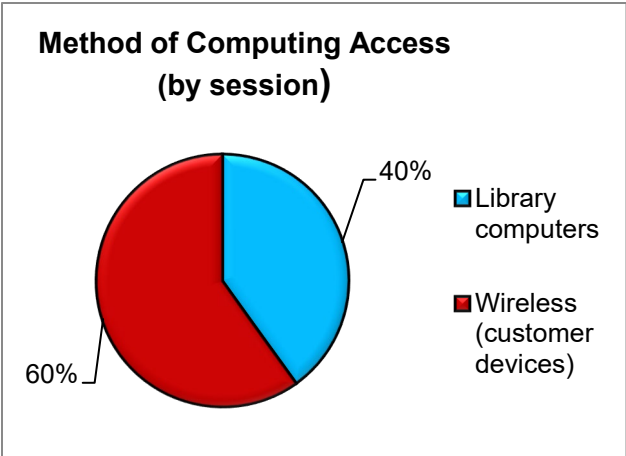
JULY			
	2023	2022	% change
Reference Questions	6,080	5,558	9.39%
Database Searches	42,127	27,599	52.64%
Technology Assistance	3,441	2,653	29.70%
Book-A-Librarian Appointments	242	245	-1.22%
Total	51,890	36,055	43.92%

PROGRAM ATTENDANCE



JULY ATTENDANCE			
	2023	2022	% change
Adult events	1,096	347	215.85%
Children's events	2,162	1,579	36.92%
Technology training	77	96	-19.79%
Teen events	158	83	90.36%
TOTAL	3,493	2,105	65.94%

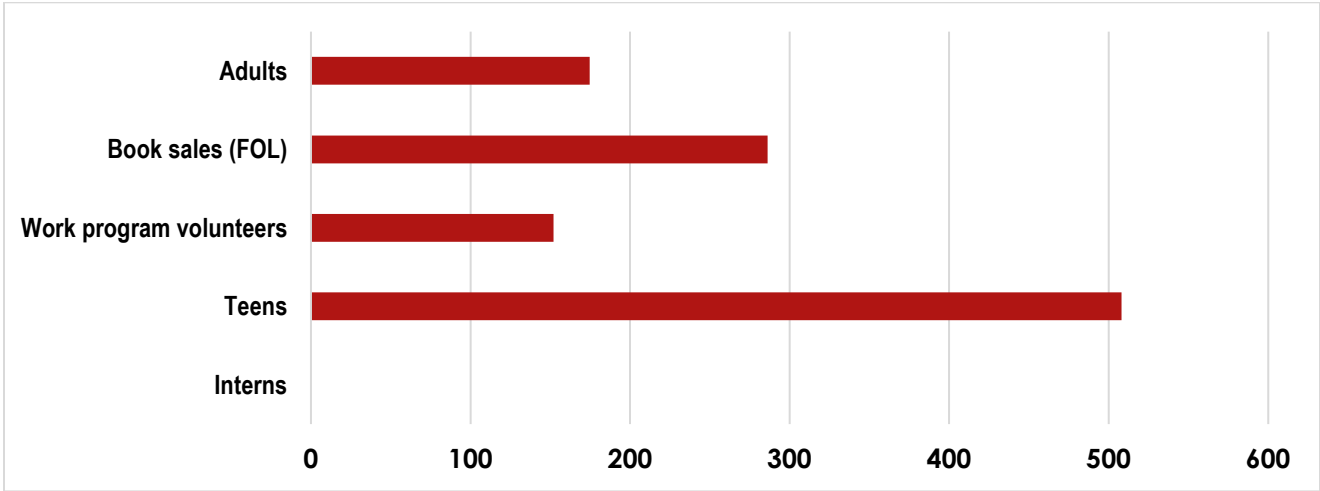
PUBLIC COMPUTING



JULY

	2023	2022	% change
Workstation Sessions	6,865	5,828	17.79%
Wi-Fi Sessions	10,253	8,418	21.80%
Number of Users	1,447	1,227	17.93%
Hours of Access	10,958	8,924	22.79%

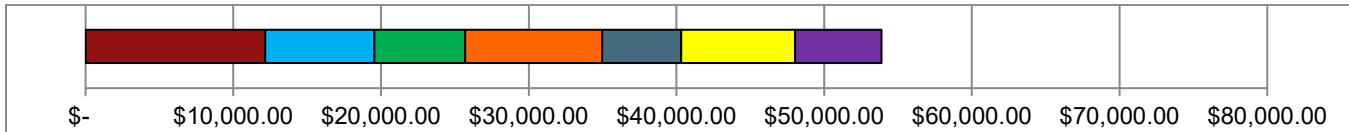
VOLUNTEERS (hours of service)



Number of volunteers YTD = 121 Hours of service YTD = 5,085

June 2023 volunteer data that had not been received by the previous report's publishing deadline are included in this report's YTD counts.

MATERIALS DONATIONS (value if purchased)



Year to date total = \$53,880.01 Items added to Library collections YTD = 2,918

Service Snapshot: Recent Raving Fans Stories

When wrapping up the Summer Teen Volunteer pizza party, Teen Librarian Lexi Ternes had one of her teens come up and tell her what a great job she thought that Lexi did during her first summer being Teen Volunteer facilitator. This acknowledgement meant a great deal to Lexi and she thanked her volunteer for her kind words. It was a great way to end the summer and Lexi is more determined than ever to make next summer even better!

Mark Torres was extremely helpful in solving a custodial issue during a time when there was no event worker in the building. He went above and beyond the request for advice, doing most of the actual work himself.

Michelle Enke provided a tour of the Genealogy collection to a group of 11 members of the Bridgepoint Church Genealogy Special Interest Group. They group members were surprised and excited to know that the library had such a variety of genealogy materials. They especially liked the databases they could search from home and that the Wichita Eagle was available through Newsbank. One man said he could cancel his subscription and save some money!

The Wichita Coin Club held an event on July 22 in Alford's Meeting Room. The following week Tom Montgomery, Wichita Coin Club President, sent the following thank you to Branch Manager Robyn Belt:

I just want to thank you for your help with setting up the meeting room for our Kids Coin Collecting event. The room worked great! The technology also was great!

We helped 16 scouts fulfill all requirements for receiving a merit badge in coin collecting. Total kids attending was 24. With parents and our club members we had at least 45 people attending. Everyone was very complimentary of Alford Library and for some it was their first time there.

We look forward to do this again in the future! We would like to have the event there again next year. Probably about mid-July.

A Rockwell customer coming out of Youth Services Librarian Katrina Preschool Storytime program told Rockwell Manager John that "Miss Katrina's storytimes are the best in Wichita! They drive across town to attend!"

A customer approached Megan Coffin and wanted to express appreciation of library and staff for the LGBTQ+ display. In particular, the customer had gestured toward the display by the first floor public computers. The customer did not elaborate beyond, "I really appreciate the LGBTQ+ display."

WICHITA PUBLIC LIBRARY

Minutes of a Meeting of the Library Board of Directors
July 18, 2023.

The hybrid meeting of the Library Board of Directors was held on Tuesday July 18, 2023 at the Advanced Learning Library with the following present in person: Ms. Abi Boatman, Ms. Donna Douglas, Ms. Lauren Hirsh, Mr. Randall Johnston, Mr. Kevin McWhorter, Ms. Ericka Sauer, Mr. Chuck Schmidt, and Mr. Jonathan Winkler. The following attended virtually: Ms. Rachel Enix, Dr. Justin Henry, and Ms. TaDonne Neal.

Call to Order

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

Approval of the Agenda

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

Public Comment

None

Staff Presentation

Virtual Librarian Greg Nordyke described upcoming updates to digital services and the Library's website that will expand presentation of timely and relevant information to the community. Webpages that demonstrate this focus cover topics as diverse as the Little Free Libraries, elections and voter registration, the Library of Things, public art at Library locations, and branch remodels. Keeping the website fresh and current while also promoting upcoming significant Library programs plays a crucial role in keeping the community informed of things happening within the Library.

Approval of Minutes

Minutes of the regular meeting held on June 20, 2023 were presented. Chuck Schmidt moved (Douglas) to approve the minutes as included in board packets. **Motion carried unanimously.**

Unfinished Business

Director Nix informed the Board that proposals for the 2025 budget must be included among options for the 2024 process. The Library will put a draft proposal in August board packets.

New Business

None

Finance Committee Report

On behalf of the Finance Committee, Chuck Schmidt moved to approve the June finance report and supplemental bills in the following amounts: General Fund bills of \$792,784.71; Grant Fund bills of \$25,020.30; and Gift and Memorial Fund bills of \$18,269.16, for a total of \$836,074.17. **Motion carried unanimously.**

On behalf of the Finance Committee, Chuck Schmidt moved to approve the Short Edition invoice in the amount of \$10,044.00 as recommended by staff. **Motion carried unanimously.**

On behalf of the Finance Committee, Chuck Schmidt moved to receive and file the January through July 2023 report of the Gift and Memorials Account as included in Board packets. **Motion carried unanimously.**

On behalf of the Finance Committee, Chuck Schmidt moved to receive and file the Semi-Annual Report of Staff Travel as included in board packets. **Motion carried unanimously.**

Operations Committee Report

TaDonne Neal reported that the committee discussed the book bus and reviewed draft images of the wrap that will be applied to its exterior. Committee members also examined the Library's tentative monthly rotation of stops, which are concentrated in parts of the city not within easy reach of a library branch. This schedule incorporates opportunities for pop-up visits.

Planning & Facilities Committee Report

Lauren Hirsh reported that additional ARPA funds have been received and will be used to increase the CIP budget for branch remodels. Potential uses for this money include electric charging stations, additional self-check units, wireless service outside of library buildings, more laptop dispensers, infrastructure for a community garden at Angelou, and charging benches.

Public Affairs Committee Report

Abi Boatman reported that the committee discussed ideas for the rollout of the book bus and the idea of being able to track the book bus. The Library will sponsor a library card design competition for three new looks to the cards. On August 12, it will hold an Author Day event with a writers' panel and approximately 100 local authors.

Special Committee Reports

Friends of the Library – No report.

Library Foundation – Director Nix reported that Kristi Oberg recently received training on how to apply the income tax credits recently received. The Foundation was awarded \$115,000 in these credits, which equals \$230,000 for the Capital Campaign. This fundraising effort has been gaining traction, with over \$700,000 committed currently and more asks on the table for several named gift opportunities. The goal is \$2 million.

Director of Libraries Report

Director Nix reported that the current library card design has been in use for a very long time. Library staff will thus conduct a card design contest to create three new designs that patrons can choose from for their card.

The Library recently offered cards to City of Wichita employees, and so far over 27 have signed up.

Earlier this month, the new strategic agenda advisory team met. This body includes various leaders from the local area, with Dr. Maaskelah Thomas serving as the Library Board representative.

The Wichita Public Library will turn 150 years old in 2026. Staff is developing a project that will archive the Library’s history and community impact; it will be unveiled in the anniversary year.

Announcements

None

Adjournment

The meeting was adjourned at 12:50 p.m.

The next regularly scheduled meeting will be August 15, 2023.

Respectfully submitted,

Jaime Nix

TACTIC	DESCRIPTION/PURPOSE	READINESS/TIMING	BUDGET
Book Mending Services	Provide book mending services to the public as a pay-for-service model: <ul style="list-style-type: none"> • Book binding: \$100 • Page repair: \$10-30 • Simple repairs: min of \$30.00 • Cloth spine replacement: \$85.00 	Staff training needed; supply budget will increase by \$1000. Policy change, then enact in 2025	Anticipated minimum revenue of \$1500 annually
Digitization Services	Provide volunteer and staff expertise to digitize documents and images needed by the public. A high-resolution scanner is needed - \$25,000 investment. Revenue is based on 5 hours of scanning per week at \$100 per hour, and can be scaled up significantly as the community learns about this service.	Can enact upon purchase and installation of high-resolution scanner.	Anticipated minimum revenue of \$26,000 annually
Eliminate Unique Curbside Service	Branch remodels at Rockwell and Westlink will include installation of drive-up window service	Can enact immediately	-\$1200.00
Eliminate Chat Help Service	Access to staff assistance still available in person, by phone, and by email.	Can enact upon annual service renewal cycle	-\$1065.00
Increase Meeting Room Fees for For-profit Rentals	Currently \$50.00 per hour and WPL proposes increasing this to \$60.00 per hour. Based on 2022/23 rentals, this would have impacted 47 reservations	Policy change, then enact immediately	\$500.00
Increase Test Proctoring Fees	Current fee is \$15.00 per proctor session. Increase of \$5.00 (\$20/session) is still lower than many Wichita proctoring sites.	Policy change, then enact immediately	\$200.00

	In 2022/23, 40 proctoring sessions were administered. This service hasn't quite recovered from COVID-19 impacts.		
<p>Install Solar Panels at:</p> <ul style="list-style-type: none"> • Advanced Learning Library • Alford Regional Library • Evergreen Community Center & Library • Maya Angelou Northeast Branch Library • Rockwell Branch Library • Walters Branch Library* • Westlink Branch Library <p>*checking with building owner</p>	<p>Renewable energy use will reduce annual electricity charges, freeing up general fund dollars.</p> <p>The budget is based on 2022 consumption at each location.</p> <p>Architects have engineered a solar option for the Westlink branch project, which has been modeled for each of the other facilities.</p> <p>Public Works has been consulted, and this will be an innovative addition to City facilities.</p> <p>Will require an investment of \$700,000 to establish, and the investment will pay off in three years.</p>	<p>ARPA request to Finance in July 2023</p> <p>Once approved, bid and select vendor</p> <p>Target Q4 2023 for installation (flexible)</p>	<p>\$245,000 annually after 3 years</p>
Passport Services expansion	<p>Provide passport issuance at the Advanced Learning Library from HD1.</p> <p>Staff and the facility will need to be certified and trained.</p>	<p>Can enact upon application being accepted and staff training.</p>	<p>Anticipated minimum revenue of \$21,000</p>
Reading-inspired Online Merchandise Store	<p>Establish an online library and reading inspired online merchandise store based on customer request. This will include items such as t-shirts, hoodie sweatshirts, water bottles, hats, stickers,</p>	<p>Can enact within 1Q of approval</p>	<p>Anticipated minimum revenue of \$50,000</p>

	<p>and cotton tote bags. Each item will be printed and shipped on demand.</p> <p>WPL staff will design the graphics, and will make them available to the public through an online service like Printful.</p> <p>Each item will have at least a 35% profit and will include sales tax.</p> <p>This is a short-term revenue generator for the City of Wichita. The online store will be operationalized by Wichita Public Library for three years, then transferred to the Friends of the Library.</p>		
<p>Reduce Quantity of Fixed Station Public PCs</p>	<p>Chromebook dispensers (at ALL and planned for WES, ROC, ALF, and ANG) can satisfy future computing access.</p> <p>Wifi use among customers who bring in their own devices continues to grow.</p>	<p>Can enact immediately at ALL, roll out at branches as remodels occur</p>	<p>-\$25,364.80</p>

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Finance Committee Agenda
Tuesday, August 15 2023, 11:30am
Collaboration Room 204
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

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

General Fund Bills	\$852,678.79
Grant Fund Bills	\$23,586.62
Gift & Memorial Fund Bills	\$15,992.16
Total	\$892,257.57

3. Approval of Invoices Over \$10,000 - Upgrade to Advanced Learning Library Conference Center Change Order
4. Other items from Committee Members
5. Adjournment

To attend virtually:

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Wichita Public Library Board of Directors
Finance committee Meeting
July 18, 2023

Present: Members Kevin McWhorter, Chuck Schmidt, and Support Services Manager Tammy Penland

Chuck Smith called the meeting to order at 11:39 a.m.

Schmidt (McWhorter) moved to recommend approval of June 2023 bills in the amount of \$836,074.17 and finance reports. The motion carried.

Schmidt (McWhorter) moved to recommend approval of annual renewal of the Short Edition in the amount of \$10,044. The motion carried.

Schmidt (McWhorter) moved to receive and file the semi-annual report of Gifts and Memorials Account. The motion carried.

Schmidt (McWhorter) moved to receive and file the semi-annual report of staff travel. The motion carried.

The meeting was adjourned at 11:48 a.m.

08/07/2023 08:41
tpenland

THE CITY OF WICHITA
YTD

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FOR 2023 07

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	59,799.24	9,503.80	.00	-59,799.24	100.0%
422111	Library Desk - Faxes	9,000	9,000	7,046.00	1,470.00	.00	1,954.00	78.3%
422112	Library Desk - Passports	20,000	20,000	25,340.00	4,305.00	.00	-5,340.00	126.7%
423030	Meeting Room Rentals	28,000	28,000	9,705.00	1,305.00	.00	18,295.00	34.7%
424011	Copy Charges	10,000	10,000	8,774.50	1,600.30	.00	1,225.50	87.7%
424101	Public Computing Charges	12,000	12,000	12,342.00	2,101.20	.00	-342.00	102.9%
429990	Other Operating Revenue	0	0	-53.95	.00	.00	53.95	100.0%
646981	State Setoff Collections	70,000	70,000	34,457.57	1,988.70	.00	35,542.43	49.2%
TOTAL Wichita Public Library		149,000	149,000	157,410.36	22,274.00	.00	-8,410.36	105.6%
TOTAL General Fund		149,000	149,000	157,410.36	22,274.00	.00	-8,410.36	105.6%

08/07/2023 08:41
tpenland

THE CITY OF WICHITA
YTD

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glytdbud

FOR 2023 07

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	157,410.36	22,274.00	.00	-8,410.36	105.6%

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

REPORT OPTIONS

Sequence 1	Field # 1	Total Y	Page Break Y	Year/Period: 2023/ 7
Sequence 2	9	Y	N	Print revenue as credit: N
Sequence 3	11	Y	N	Print totals only: Y
Sequence 4	0	N	N	Suppress zero bal accts: Y
				Print full GL account: N
				Double space: N
Report title:				Roll projects to object: N
YTD				
				Carry forward code: 1
Print 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	Revenue
Account status	

FOR 2023 07

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								
511000	Base Compensation	5,506,305	5,506,305	3,268,586.13	438,421.83	.00	2,237,718.87	59.4%
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	12,316.57	697.12	.00	-10,516.57	684.3%
512051	Mileage Reimbursement	0	0	1,133.81	173.51	.00	-1,133.81	100.0%
513000	Overtime Compensation	0	0	2,737.26	265.85	.00	-2,737.26	100.0%
518200	Employer Wage Taxes & WC	483,529	483,529	271,946.12	36,304.95	.00	211,582.88	56.2%
518300	Employer Share EE Insurance	1,060,907	1,060,907	559,198.21	82,076.93	.00	501,708.79	52.7%
518400	Employer Share Pension/Retire	586,023	586,023	338,302.32	45,552.00	.00	247,720.68	57.7%
521011	Electricity - EDI	305,438	305,438	134,561.99	25,854.11	.00	170,876.01	44.1%
521021	Natural Gas - EDI	41,824	41,824	64,107.51	2,212.42	.00	-22,283.51	153.3%
521030	Water Service	12,738	12,738	10,350.76	1,813.71	.00	2,387.24	81.3%
521050	Trash Service	5,404	5,404	1,246.41	.00	.00	4,157.59	23.1%
521055	Trash Service - EDI	0	0	2,165.05	495.36	.00	-2,165.05	100.0%
521060	Local Telephone Service	16,000	16,000	3,062.95	451.65	.00	12,937.05	19.1%
522010	PBX Line Charges	11,172	11,172	7,148.12	1,026.00	.00	4,023.88	64.0%
522020	PBX Instrument Charges	18,915	18,915	11,637.50	1,662.50	.00	7,277.50	61.5%
522040	Long Distance & Teleconferenc	2,000	2,000	228.70	35.85	.00	1,771.30	11.4%
522060	Air Cards (Mobile Connect)	0	0	124.83	35.00	.00	-124.83	100.0%
522070	Voicemail	3,912	3,912	2,363.90	340.00	.00	1,548.10	60.4%
522080	Automatic Call Distribution	786	786	458.50	65.50	.00	327.50	58.3%
522990	Other Communications Charges	0	0	1,690.00	.00	.00	-1,690.00	100.0%
523010	Building & Contents Insurance	91,619	91,619	45,809.50	.00	.00	45,809.50	50.0%
523020	Vehicle Liability Premiums	870	870	435.00	.00	.00	435.00	50.0%
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	.00	.00	-1,318.17	182.4%
525013	Drug Screening	0	0	2,625.00	458.00	.00	-2,625.00	100.0%
525070	Background Checks	0	0	448.00	32.00	.00	-448.00	100.0%
525080	Service Contractors	0	0	591.25	.00	.00	-591.25	100.0%
525083	Textile Rental & Laundry Svcs	2,925	2,925	1,002.12	270.06	.00	1,922.88	34.3%
525990	Other Professional Services	22,970	22,970	12,103.55	1,606.30	.00	10,866.45	52.7%
526010	Motor Pool Scheduled Charges	3,720	3,720	2,170.00	310.00	.00	1,550.00	58.3%
526020	Building Repair & Maint	7,240	7,240	92.50	.00	.00	7,147.50	1.3%
526042	Pest Control Services	13,000	13,000	4,541.68	680.28	.00	8,458.32	34.9%
526044	Bldg Security & Fire Services	0	0	590.00	.00	.00	-590.00	100.0%
526070	Equipment Repair & Maint	5,421	5,421	5,251.57	.00	.00	169.43	96.9%
526092	Rent-Real Property	52,060	52,060	32,705.92	4,088.24	.00	19,354.08	62.8%
529010	Bank Charges	5,000	5,000	2,536.75	360.32	.00	2,463.25	50.7%
529020	Postage	4,000	4,000	2,869.40	245.60	.00	1,130.60	71.7%
529030	Shipping & Freight	0	0	25.00	.00	.00	-25.00	100.0%

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THE CITY OF WICHITA
YTD

P 2
glytdbud

FOR 2023 07

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
529040	Subscriptions	0	0	9,876.68	.00	.00	-9,876.68	100.0%
529061	Organizational Memberships	10,960	10,960	10,500.00	.00	.00	460.00	95.8%
529070	Printing & Copying	23,472	23,472	25,152.27	4,285.83	.00	-1,680.27	107.2%
529141	Software License & Maint Fees	550	550	47,928.51	.00	.00	-47,378.51	8714.3%
529150	Data Center Charges	1,148,795	1,148,795	665,848.26	95,121.18	.00	482,946.74	58.0%
529990	Other Contractuals	92,583	109,111	108,154.61	76,160.91	16,528.00	-15,571.61	114.3%
531010	Computing Supplies	900	900	.00	.00	.00	900.00	.0%
531020	Office Supplies	48,575	48,575	27,880.78	4,018.16	.00	20,694.22	57.4%
531030	Custodial Supplies	6,000	6,000	2,217.64	.00	.00	3,782.36	37.0%
532020	Automotive Parts & Supplies	450	450	264.15	22.74	.00	185.85	58.7%
539012	Gasoline	4,134	4,134	1,944.58	274.34	.00	2,189.42	47.0%
549010	Furniture & Fixtures <\$5k	9,990	9,990	.00	.00	.00	9,990.00	.0%
549020	Data Processing Equip <\$5k	9,665	9,665	1,016.72	.00	.00	8,648.28	10.5%
549030	Communication Equip <\$5k	0	0	346.50	.00	.00	-346.50	100.0%
549110	Library Materials	982,530	1,029,816	358,404.16	27,260.54	556.61	670,855.39	34.9%
TOTAL Wichita Public Library		9,219,922	9,283,736	5,925,480.04	852,678.79	17,084.61	3,341,171.51	64.0%
TOTAL General Fund		9,219,922	9,283,736	5,925,480.04	852,678.79	17,084.61	3,341,171.51	64.0%

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THE CITY OF WICHITA
YTD

P 3
glytdbud

FOR 2023 07

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	9,283,736	5,925,480.04	852,678.79	17,084.61	3,341,171.51	64.0%

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

REPORT OPTIONS

Sequence 1	Field # 1	Total Y	Page Break Y	Year/Period: 2023/ 7
Sequence 2	9	Y	N	Print revenue as credit: Y
Sequence 3	11	Y	N	Print totals only: Y
Sequence 4	0	N	N	Suppress zero bal accts: Y

Report title: YTD
 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

Double space: N
 Roll projects to object: N
 Carry forward code: 1
 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	Expense
Account status	

**Grant Fund Summary Report
July 2023**

Grant	7/1/2023	Revenue Received	Admin Charges	Contractuals	Materials	Supplies & Petty Cash	Equipment	Total Expenditures	Encumbrances	Remaining Balance 7/31/23
SCKLS 2022	\$ 8,578.02	\$ -	\$ -	\$ 1,073.99	\$ -	\$ -	\$ 3,091.50	\$ 4,165.49	\$ -	\$ 4,412.53
SCKLS 2023	\$ 224,300.99	\$ -	\$ -	\$ -	\$ 14,291.87	\$ -	\$ -	\$ 14,291.87	\$ -	\$ 210,009.12
SA 2023	\$ 89,901.65	\$ -	\$ 112.64	\$ -	\$ 723.92	\$ 24.59	\$ 4,268.11	\$ 5,129.26	\$ -	\$ 84,772.39
Totals	\$ 322,780.66	\$ -	\$ 112.64	\$ 1,073.99	\$ 15,015.79	\$ 24.59	\$ 7,359.61	\$ 23,586.62	\$ -	\$ 299,194.04

Wichita Public Library General Fund Bills

July 2023

Org: 1000080

10001 - Library - Personnel

1B - Base Compensation

511000 Base Compensation

Payroll, PPE7.21.23 \$219,573.70

Payroll, PPE7.7.23 \$218,848.13

Total 511000 Base Compensation	\$438,421.83
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Total 1B - Base Compensation	\$438,421.83
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1F - Special Compensation

512000 Special Compensation

Payroll, PPE7.21.23 \$261.06

Payroll, PPE7.7.23 \$436.06

Total 512000 Special Compensation	\$697.12
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512051 Mileage Reimbursement

Payroll, 6979 \$114.89

Payroll, 7222 \$18.08

Payroll, 7547 \$40.54

Total 512051 Mileage Reimbursement	\$173.51
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Total 1F - Special Compensation	\$870.63
---------------------------------	----------

1J - OT Compensation

513000 Overtime Compensation

Payroll, PPE7.21.23 \$265.85

Total 513000 Overtime Compensation	\$265.85
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Total 1J - OT Compensation	\$265.85
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1N - Employee Benefits

518200 Employer Wage Taxes & WC

Payroll, PPE7.21.23 \$18,181.36

Payroll, PPE7.7.23 \$18,123.59

Total 518200 Employer Wage Taxes & WC	\$36,304.95
---------------------------------------	-------------

518300 Employer Share EE Insurance

Payroll, PPE7.21.23 \$41,080.87

Payroll, PPE7.7.23 \$40,996.06

Total 518300 Employer Share EE Insurance	\$82,076.93
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518400 Employer Share Pension/Retire

Payroll, PPE7.21.23 \$22,761.71

Wichita Public Library General Fund Bills

July 2023

Payroll, PPE7.7.23	\$22,790.29
Total 518400 Employer Share Pension/Retire	\$45,552.00
Total 1N - Employee Benefits	\$163,933.88
Total 10001 - Library - Personnel	\$603,492.19

10002 - Library - Contractuals

2B - Utilities

521011 Electricity - EDI

EVERGY KANSAS CENTRAL INC	\$25,854.11
Total 521011 Electricity - EDI	\$25,854.11

521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC	\$106.37
ENCORE ENERGY SERVICES	\$448.56
ONE GAS INC	\$1,657.49
Total 521021 Natural Gas - EDI	\$2,212.42

521030 Water Service

City of Wichita	\$1,813.71
Total 521030 Water Service	\$1,813.71

521055 Trash Service - EDI

WASTE CONNECTIONS OF KANSAS INC	\$495.36
Total 521055 Trash Service - EDI	\$495.36

Total 2B - Utilities \$30,375.60

2F - Technology Charges

521060 Local Telephone Service

City of Wichita	\$427.00
T-MOBILE USA INC	\$24.65
Total 521060 Local Telephone Service	\$451.65

522010 PBX Line Charges

City of Wichita	\$1,026.00
Total 522010 PBX Line Charges	\$1,026.00

522020 PBX Instrument Charges

City of Wichita	\$1,662.50
Total 522020 PBX Instrument Charges	\$1,662.50

Wichita Public Library General Fund Bills

July 2023

522040 Long Distance & Teleconference

City of Wichita	\$35.85
Total 522040 Long Distance & Teleconference	\$35.85

522060 Air Cards (Mobile Connect)

City of Wichita	\$35.00
Total 522060 Air Cards (Mobile Connect)	\$35.00

522070 Voicemail

City of Wichita	\$340.00
Total 522070 Voicemail	\$340.00

522080 Automatic Call Distribution

City of Wichita	\$65.50
Total 522080 Automatic Call Distribution	\$65.50

529150 Data Center Charges

City of Wichita	\$95,121.18
Total 529150 Data Center Charges	\$95,121.18

Total 2F - Technology Charges	\$98,737.68
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2R - Professional Svcs

525013 Drug Screening

KELLY COMPLIANCE INC	\$458.00
Total 525013 Drug Screening	\$458.00

525070 Background Checks

TRUVIEW BSI LLC	\$32.00
Total 525070 Background Checks	\$32.00

525083 Textile Rental & Laundry Svcs

CINTAS CORPORATION	\$163.78
P-CARD ONE-TIME PAY	\$106.28
Total 525083 Textile Rental & Laundry Svcs	\$270.06

525990 Other Professional Services

SIGN LANGUAGE INTERPRETING SERVICES	\$168.00
UNIQUE MANAGEMENT SERVICES INC	\$1,438.30
Total 525990 Other Professional Services	\$1,606.30

Total 2R - Professional Svcs	\$2,366.36
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2V - Bldg & Equip Charges

526010 Motor Pool Scheduled Charges

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

Wichita Public Library General Fund Bills

July 2023

526042 Pest Control Services

P-CARD ONE-TIME PAY \$680.28

Total 526042 Pest Control Services	\$680.28
------------------------------------	----------

526092 Rent-Real Property

CO CO PROPERTIES LLC \$4,088.24

Total 526092 Rent-Real Property	\$4,088.24
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Total 2V - Bldg & Equip Charges	\$5,078.52
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2Z - Other Contractuals

529010 Bank Charges

City of Wichita \$360.32

Total 529010 Bank Charges	\$360.32
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529020 Postage

P-CARD ONE-TIME PAY \$245.60

Total 529020 Postage	\$245.60
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529070 Printing & Copying

City of Wichita \$4,285.83

Total 529070 Printing & Copying	\$4,285.83
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529990 Other Contractuals

ONLINE COMPUTER LIBRARY CENTER INC \$72,884.06

P-CARD ONE-TIME PAY \$626.65

SPANGENBERG PHILLIPS TICE LLC \$2,595.20

UNIQUE MANAGEMENT SERVICES INC \$55.00

Total 529990 Other Contractuals	\$76,160.91
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Total 2Z - Other Contractuals	\$81,052.66
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Total 10002 - Library - Contractuals	\$217,610.82
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10003 - Library - Commodities

3B - Supplies

531020 Office Supplies

City of Wichita \$2,281.44

P-CARD ONE-TIME PAY \$1,736.72

Total 531020 Office Supplies	\$4,018.16
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Total 3B - Supplies	\$4,018.16
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Wichita Public Library General Fund Bills

July 2023

3F - Components & Parts

532020 Automotive Parts & Supplies

City of Wichita \$22.74

Total 532020 Automotive Parts & Supplies \$22.74

Total 3F - Components & Parts \$22.74

3N - Fuel

539012 Gasoline

City of Wichita \$274.34

Total 539012 Gasoline \$274.34

Total 3N - Fuel \$274.34

4Z - Non-Capital Outlay

549110 Library Materials

P-CARD ONE-TIME PAY \$27,260.54

Total 549110 Library Materials \$27,260.54

Total 4Z - Non-Capital Outlay \$27,260.54

Total 10003 - Library - Commodities \$31,575.78

Grand Total

\$852,678.79

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
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Total 2F - Technology Charges	\$826.70
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2N - Employee Development

524020 Employee Travel & Training

CITY OF WICHITA \$11.23

JAIME NIX \$85.82

RACINE ZACKULA \$70.24

Total 524020 Employee Travel & Training	\$167.29
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Total 2N - Employee Development	\$167.29
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2Z - Other Contractuals

529031 Delivery/Pick up

DANIKSCO OFFICE INTERIORS \$80.00

Total 529031 Delivery/Pick up	\$80.00
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Total 2Z - Other Contractuals	\$80.00
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Total 2 - Contractuals	\$1,073.99
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3 - Commodities

4Z - Non-Capital Outlay

549010 Furniture & Fixtures <\$5k

DANIKSCO OFFICE INTERIORS \$3,091.50

Total 549010 Furniture & Fixtures <\$5k	\$3,091.50
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Total 4Z - Non-Capital Outlay	\$3,091.50
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Total 3 - Commodities	\$3,091.50
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Total Y2802 - South Central Kansas Library Sys 22	\$4,165.49
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Wichita Public Library Grant Bills

July 2023

Y3800 - Library State Grants-in-Aid 2023

3 - Commodities

3B - Supplies

531020 Office Supplies

P-CARD ONE-TIME PAY \$24.59

Total 531020 Office Supplies	\$24.59
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Total 3B - Supplies	\$24.59
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4Z - Non-Capital Outlay

549010 Furniture & Fixtures <\$5k

P-CARD ONE-TIME PAY \$2,758.92

Total 549010 Furniture & Fixtures <\$5k	\$2,758.92
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549020 Data Processing Equip <\$5k

CDW GOVERNMENT INC \$808.68

City of Wichita \$480.50

P-CARD ONE-TIME PAY \$220.01

Total 549020 Data Processing Equip <\$5k	\$1,509.19
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549110 Library Materials

P-CARD ONE-TIME PAY \$723.92

Total 549110 Library Materials	\$723.92
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Total 4Z - Non-Capital Outlay	\$4,992.03
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Total 3 - Commodities	\$5,016.62
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5 - Library State Grants-In-Aid 23

5A - City Admin Charges

551010 City Administrative Charges

City of Wichita \$112.64

Total 551010 City Administrative Charges	\$112.64
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Total 5A - City Admin Charges	\$112.64
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Total 5 - Library State Grants-In-Aid 23	\$112.64
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Total Y3800 - Library State Grants-in-Aid 2023	\$5,129.26
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Wichita Public Library Grant Bills

July 2023

Y3801 - SCKLS 23-South Central KS Library S

3 - Commodities

4Z - Non-Capital Outlay

549110 Library Materials

P-CARD ONE-TIME PAY

\$14,291.87

Total 549110 Library Materials

\$14,291.87

Total 4Z - Non-Capital Outlay

\$14,291.87

Total 3 - Commodities

\$14,291.87

Total Y3801 - SCKLS 23-South Central KS Library S

\$14,291.87

Grand Total

\$23,586.62

GIFT AND MEMORIAL FUND

RECEIPTS/REIMBURSEMENTS

Baird (interest)	\$3,702.04
CD Redeemed	\$212,000.00
Friends of the Library (Branch Program)	\$78.80
Friends of the Library (1000 Books)	\$403.13
Friends of the Library (Local Author Day)	\$380.19
Memorials	\$44.96
Premier Foods (Vending)	\$473.24
Wichita Public Library Foundation (Kroger/Hobby Lobby Reimbursements)	\$585.99
	TOTAL RECEIPTS
	\$217,668.35

EXPENDITURES

Amazon (Technology Supplies)	\$9.08
Amazon (Staff Buttons)	\$7.99
Amazon (Local Author Day)	\$115.47
Blue Moon Caterers (Deposit for Inservice Day)	\$250.00
Copp Media Services (Advertising)	\$1,600.00
Hobby Lobby (Foundation)*	\$77.86
The :House of Staunton (Branch Programming)*	\$76.80
Ingram Library Services (Memorials)*	\$233.36
Ingram Library Services (Materials)*	\$1,685.74
Kevin Regan (Artwork)	\$600.00
MailChimp (Monthly Plan)	\$115.00
Meta (Advertising)	\$75.49
Midwest Tape (Materials)*	\$862.94
QuikPrint (Local Author Day)*	\$264.72
Salina Blueprint (Technology Equipment)	\$8,121.00
TCV Publishing (Advertising)	\$150.00
Tillies Flowers (Staff Flower Fund)*	\$53.59
Washington Marriott Georgetown (Staff Travel)*	\$1,193.12
Wichita Mom (Advertising)	\$500.00
	TOTAL EXPENDITURES
	\$15,992.16

*Reimbursed expenses



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Jaime Nix, Director of Libraries
SUBJECT: Request for approval of invoices over \$10,000: Upgrade to Advanced Learning Library Conference Center Change Order
DATE: August 9, 2023

Background: Wichita Public Library contracted work to update the Advanced Learning Library Conference Center technology to support online and hybrid meeting functions. The Library submitted to the City Council's Board of Bids on December 20, 2022 the original expenditures of \$136,963.73 that are allocated from SCKLS 22 funding. As a result of further study of audio sound and accessibility issues at the Advanced Learning Library, staff obtained a quote to add additional speakers in the conference centers and all public restrooms to ensure that emergency and closing announcements are heard by customers in these areas of the building

Financial considerations: Wichita Public Library would like to allocate an \$11,166.67 from SCKLS 23 funding to add speakers to restrooms and conference centers. This change will be factored in to existing scheduled work that CTI is completing.

Request for board approval: Wichita Public Library would like to request approval of \$11,166.67 from SCKLS 23 to add announcement capabilities in all public areas of the Advanced Learning Library.

Attachments: Upgrade to Advanced Learning Library Conference Center Change Order



WICHITA PUBLIC LIBRARY

Date: August 2, 2023
CHANGE ORDER

To: Robert Layton, City Manager

Project: Upgrade to Advanced Learning Library Conference Center

Change Order No.: 1

Project No.: Y2802

Purchase Order No.: PO22001817

OCA No.: 80100320

CHARGE TO OCA No.: Y3800 80100223

Please perform the following extra work at a cost not to exceed \$ 11,166.67

Work for this Change Order cannot be completed until approved by all. Contractor should expect approximately 3 weeks for approval.

Additional Work: CTI sub onsite Decker Electric to add the electrical outlets needed for the new speakers in the restrooms and conference center at the Advanced Learning Library.

Reason for Additional Work: Currently customers and staff are not able to hear closing and emergency announcements made through the PA system in these areas. Should there be an emergency (i.e., bomb threat, active shooter, tornado warning) customers and staff in these areas of the building do not hear the warning.

CIP Budget Amount:	\$ 0	Original Contract Amt.:	\$136,963.73
Consultant:		Current CO Amt.:	\$11,166.67
Total Exp. & Encum. To Date:	\$136,963.73	Amt. of Previous CO's:	\$0
CO Amount:	\$11,166.67	Total of All CO's:	\$11,166.67

Approved:

Jeffrey Franck

Digitally signed by Jeffrey Franck
DN: cn=JEFFREY FRANCK, o=CTI, ou=Wichita,
c=US, email=Jeffrey.Franck@CTI.com,
Reason: I agree to the terms defined by the placement of my
signature on this document
Date: 2023.08.02 12:11:55-0500

Contractor

Date

Approved:

James Nix

Director of Libraries

8/2/23
Date

Approved:

Robert Layton

City Manager

8/3/23
Date

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Operations Committee Agenda
Tuesday, August 15, 2023, 11:30am
Collaboration Room 203
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order
2. Walters and Maya Angelou Branch hours
3. Librarian recruitment for neighborhood branches
4. Adjournment

To attend virtually:

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Planning and Facilities Committee Agenda
Tuesday, August 15, 2023, 11:30am
Collaboration Room 206
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order
2. Westlink Branch Library Update
3. Alford, Angelou and Rockwell Branches Update
4. Strategic Agenda discussion
5. Adjournment

To attend virtually:

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Public Affairs Committee Agenda
Tuesday, August 15, 2023, 11:30am
Collaboration Room 205
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order
2. Update on August Media Activities
3. 2023 Advocacy and Awareness Priorities – continued discussion
4. Other items from Committee Members
5. Adjournment

To attend virtually:

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Media Log: July 2023

- July 1, 2023: KAKE – Digital Archives
- July 10, 2023: KWCH – Digital Archives
- July 13, 2023: KAKE – Summer Family Concert Series
- July 24, 2023: KSN – Beat the Heat
- July 29, 2023: KAKE – Become An Informed Voter

