

A G E N D A
Wichita Public Library Board of Directors Meeting
Tuesday, October 17, 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: Improving Access – Sarah Kittrell, Collection Development Manager
5. Minutes of the September 19, 2023 meeting
6. Unfinished Business
7. New Business
 - a) Request for Library Foundation Access to Customer Contact Information
8. Finance Committee Report

a) September 2023 Bills and Finance Reports

General Fund Bills	\$1,212,493.47
Grant Fund Bills	\$13,218.66
Gift & Memorial Fund Bills	\$21,784.22
Total	\$1,247,496.35

- b) Approval of Invoices Over \$10,000 – Consumer Reports
 - c) Approval of Invoices over \$10,000 – Communico Meeting Room, Calendar, and Schedule Software
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

September 2023

Service Highlights

There are now 22,578 student e-cards active through our partnership with USD 259. We are exploring how to expand this service to WSU Tech.

An outside team is busy working on converting materials at the Advanced Learning Library to RFID. This new technology will make borrowing and returning materials much easier, and will help staff and customers locate materials faster. The team continues to reach their target each day. Once the Advanced Learning Library is finished, the team will begin working at the branches.

Sedgwick County has invited the Alford Branch to become a polling place for the 2024 Primary and General Presidential Elections to take place next year in March, August and November.



Lena (Alford Branch) held "Letters for a Cause" at both the Alford and Walters branches last month. Children came to write and decorate letters to give to people with Alzheimer's or Dementia to brighten their day. Residents from ComfortCare Home came to the Alford program and made cards with the kids. It was really special to see everyone interact together.

The policies for On-Demand Gaming in the Teen Pavilion were pinned down and the program was rolled out this month. The library is currently offering the PS4 for teens to play while considering the addition of the Xbox. Savannah is still working on purchasing digital subscriptions for the Playstation and Xbox to give customers even more game options, so staff are hopeful those will be available in the weeks or months to come.

Family Place was officially rolled out this month with the Mayor's Media Briefing on September 14. It is in constant use by families with young children. The Youth Services team has been working extremely hard to ensure that the play area stays clean and organized by cleaning and inventorying before opening.

On September 18, the Library kicked a major project to switch from barcodes on materials to RFID tags on materials, giving customers and staff a faster and more efficient check in, checkout, and material handling experience. Starting with the Advanced Learning Library, a special tagging team from Tech Logic is placing an encoded RFID tag into every item. The team has been working faster than expected, averaging 6,500 items tagged each day, and already pushing the project forward one week. While the project may slow down, getting such a great initial boost was a wonderful way to start the project.

Other News

The Advanced Learning Library played host to the Association for Rural & Small Libraries annual conference this week. Staff gave tours to librarians and library workers from across the country and talked about library services and changes to service models.

Eva Peacock (Westlink) visited Goddard Eisenhower High School in honor of Library Card Sign Up Month. She spoke with more than 50 students and one teacher. She issued several cards and made a contact with local author Lance McDowell.

A large group of young adults came to the Alford Branch for a visit. They are from Campus High School's Project Life, a transition program for high school students and adults with developmental disabilities to learn and build life skills for independent adulthood and employment. The trips are a great way for the group to interact with their community, work on communication skills, and become aware of the many things available to them at libraries.

Sara Dixon and Racine Zackula (Advanced Learning Library) attended the Senior Expo at KPTS and talked to many people about the services available at the library.

Education and Engagement Manager Savannah Ball was accepted into the The Thread Women's Leadership Collective. The Thread is an intensive leadership training program and support network for women in Wichita. Savannah was especially interested in the program as an opportunity to connect with leaders from local businesses.

This month, Youth Services Manager Erin was asked to contribute to a new Readers' Advisory course being designed by NoveList (one of our state EBSCO databases). Her expertise in RA for all ages will be focused on frontline staff, who need practical tips to quickly and positively connect with customers. This training will reach customers on a national level and is a great opportunity to positively represent our excellent local library services!

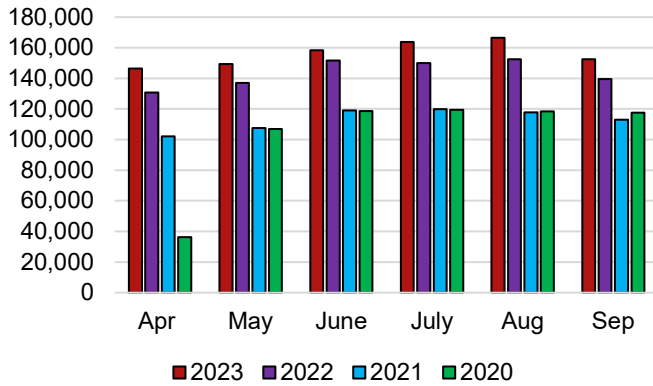
Education and Engagement Manager Savannah Ball continues to work with the Sedgwick County Health Department's Community Health Improvement Plan team. Right now the group is working on a one stop site that will allow Sedgwick County citizens to explore educational opportunities available to them in the area. Both the 1,000 Books Before Kindergarten and Summer Reading programs will be featured on the site.

The Tech Training Team began facilitating Tuesday Tech Talks in September. These sessions are designed to educate staff on various technology topics. The classes are primarily overviews and are designed to fill a gap in learning for new, and existing staff. The first session was Sept. 12 on Mobile Printing. The first class was held at 9:00am and a repeat of the same thing at 4:15pm. Six ALL staffers attended those sessions. The second Tech Talk was on September 26, covering Copying and Scanning. Seven staffers attended those sessions.

Technology training staff was busy with programming. The section taught 12 technology classes with 119 students in attendance. Staff completed 250 book a librarian appointments in August. Customers were given assistance or unemployment filing, resume posting and printing, passport applications, printing court documents, phone assistance, tax forms, and online security issues.

Service Dashboard

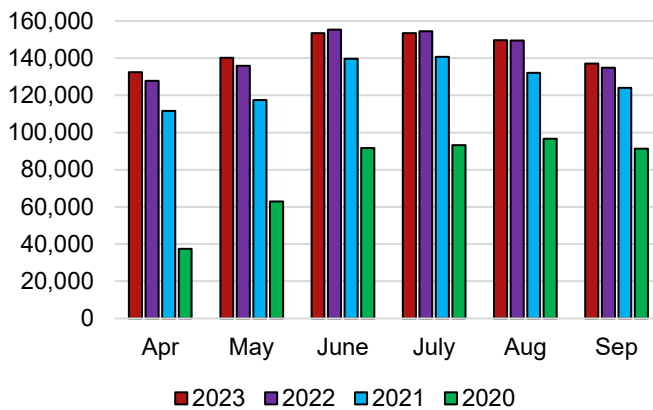
LIBRARY VISITS (door count, catalog sessions, and website visits)



SEPTEMBER

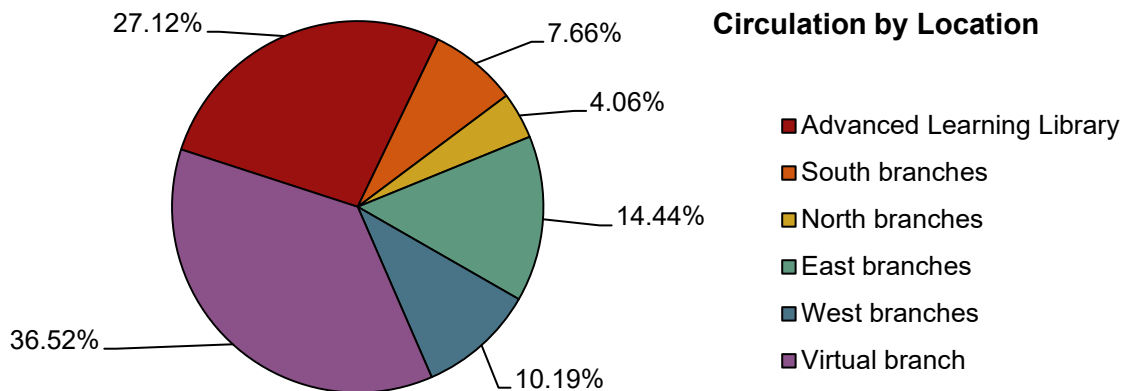
	2023	2022	% change
Door Counts	53,216	52,853	0.69%
Catalog Log-ins	35,946	36,134	-0.52%
Website Visits	62,599	50,463	24.05%
CONTENTdm Users	674	496	35.89%
Total	152,435	139,946	8.92%

CHECKOUTS

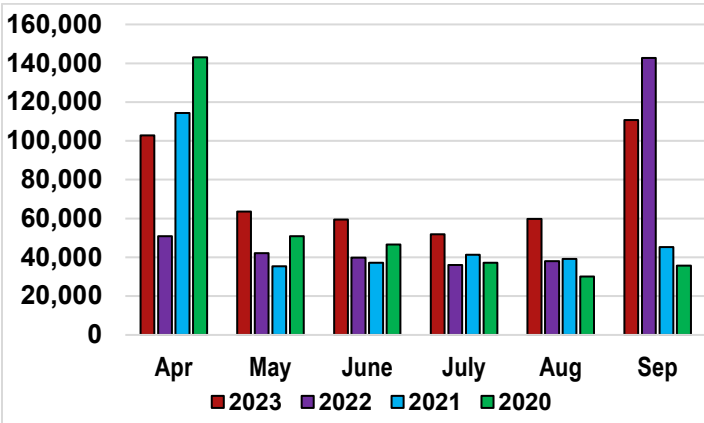


SEPTEMBER

	2023	2022	% change
Physical Circ	86,982	94,471	-7.93%
Virtual Circ	50,048	40,453	23.72%
WPL	42,483	34,075	24.67%
State	7,565	6,378	18.61%
Total	137,030	134,924	1.56%

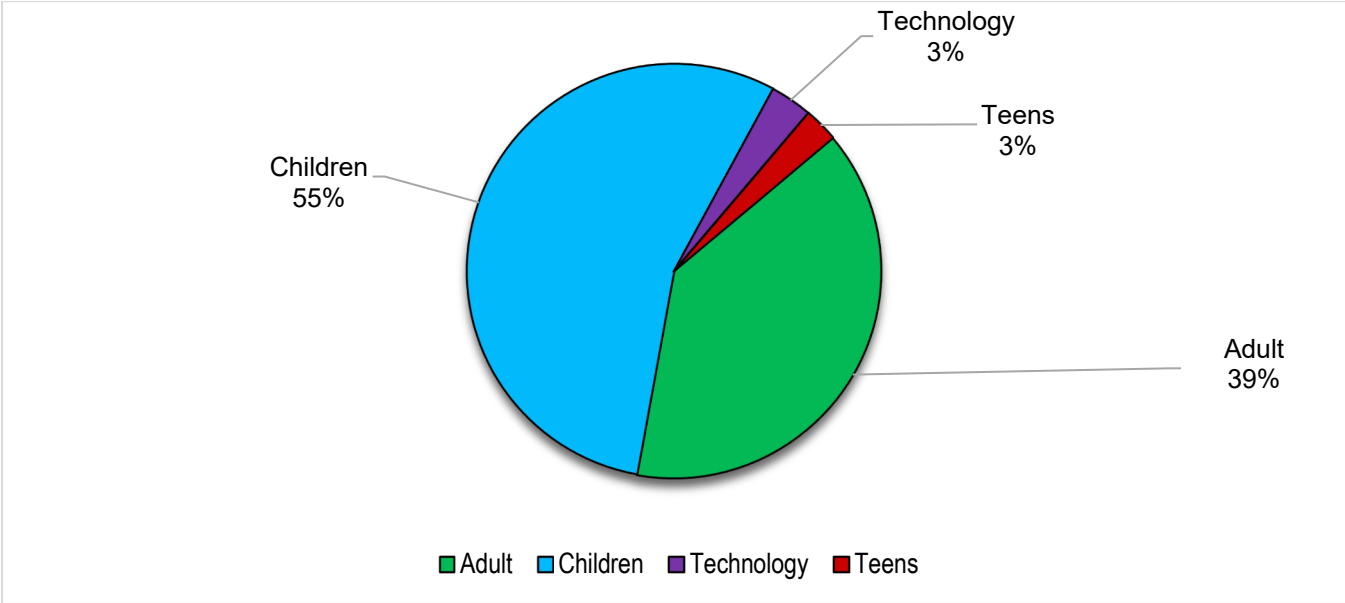


QUESTIONS ANSWERED (by staff in person/phone and through online services)



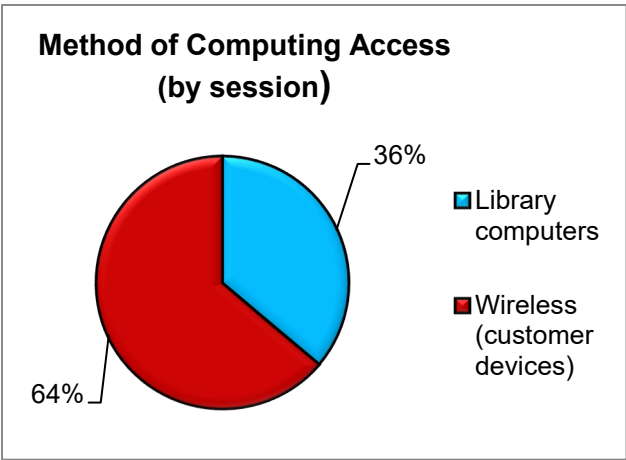
SEPTEMBER			
	2023	2022	% change
Reference Questions	5,554	5,760	-3.58%
Database Searches	102,012	133,838	-23.78%
Technology Assistance	2,863	2,803	2.14%
Book-A-Librarian Appointments	257	251	2.39%
Total	110,686	142,652	-22.41%

PROGRAM ATTENDANCE



SEPTEMBER ATTENDANCE			
	2023	2022	% change
Adult events	1,410	573	146.07%
Children's events	1,992	988	101.62%
Technology training	119	66	80.30%
Teen events	98	94	4.26%
TOTAL	3,619	1,721	110.28%

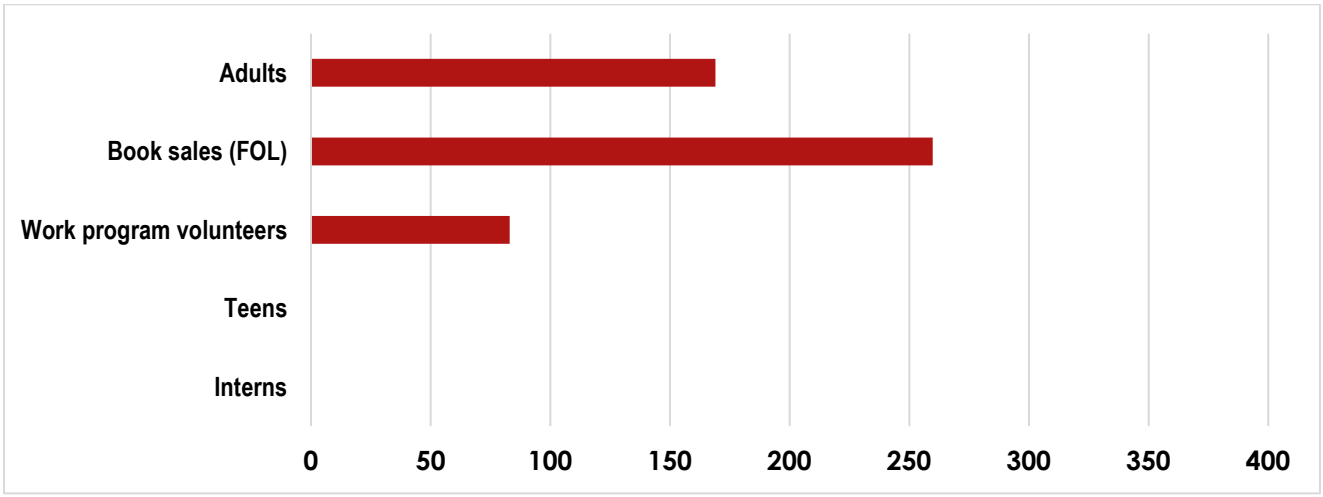
PUBLIC COMPUTING



SEPTEMBER

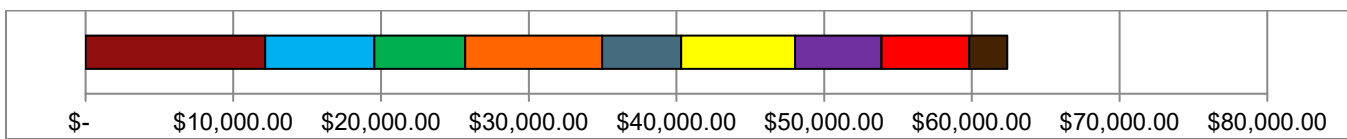
	2023	2022	% change
Workstation Sessions	6,457	5,189	24.44%
Wi-Fi Sessions	11,395	8,493	34.17%
Number of Users	1,574	1,379	14.14%
Hours of Access	11,001	9,215	19.38%

VOLUNTEERS (hours of service)



Number of volunteers YTD = 122 Hours of service YTD = 6,230

MATERIALS DONATIONS (value if purchased)



Year to date total = \$62,390.91 Items added to Library collections YTD = 3,414

Service Snapshot: Recent Raving Fans Stories

The Evergreen Branch hosted 100 ESL students from USD 259's Summer Exploration Academy. Staff gave mini presentations and tours to groups of students and staff. The Evergreen team received the following letter (and other handwritten notes) from students and instructors:

Dear Evergreen Library Team,

I wanted to take a moment to express my sincere gratitude for the warm welcome and informative tour and presentation you provided for our ESOL newcomers this summer. It was an invaluable experience for our students, and I cannot thank you enough for your time and effort in making it happen.

Your staff's enthusiasm and knowledge truly made the visit enjoyable and educational. The tour of your library facilities, along with the presentation on the resources available to our English learners, was insightful and inspiring. It's evident that the Evergreen Library is a welcoming place for individuals from diverse backgrounds to learn, explore, and grow.

Our ESOL students greatly benefited from this visit, and it has sparked their interest in using the library's resources for the language and literacy development. Your library is a valuable resource for our community, and your dedication to serving newcomers is commendable.

Once again, thank you for your hospitality and commitment to promoting literacy and inclusion in our community. We look forward to future collaborations with the Evergreen Library and appreciate your ongoing support in our mission to help our ESOL learners thrive.

A young boy came into the Children's Pavilion looking for a graphic novel called "Jump Start." Carmen Carson (Advanced Learning Library) was not having any luck finding it. While the boy looked at the graphic novels section, Carmen did some research and found the name of the series is "Super Rabbit Boy." Carmen showed the boy what was available, and the boy left with all of the books from the series that were available.

Lexi Ternes (Advanced Learning Library) helped a first-time customer reserve the AV Studio to finish a class project. The customer needed to complete an assignment for her computer graphics class and needed to use specific Adobe software. Lexi helped her reserve the Studio and showed her how to access the software on the computer. The customer was so appreciative and was able to finish the assignment before she headed home.

Misti Hoheisel, technology trainer at the Advanced Learning Library, helped a patron from out-of-town retrieve and print baggage tags for their cruise. "Misty greatly helped me print out my cruise luggage tags and boarding pass. She was lovely, kind, knowledgeable and knew what to do. Thanks!"

WICHITA PUBLIC LIBRARY

Minutes of a Meeting of the Library Board of Directors
September 19, 2023.

The hybrid meeting of the Library Board of Directors was held on Tuesday, September 19, 2023 at the Advanced Learning Library with the following present in person: Ms. Abi Boatman, Ms. Lauren Hirsh, Mr. Randall Johnston, Mr. Kevin McWhorter, Ms. Ericka Sauer, Mr. Chuck Schmidt, Dr. Maaskelah Thomas, and Mr. Jonathan Winkler. The following attended virtually: Ms. Donna Douglas and Ms. Shelby Petersen.

Call to Order

Kevin McWhorter called the meeting to order at 12:00 p.m., a quorum being present.

Approval of the Agenda

Dr. Maaskelah Thomas moved (Sauer) to approve the agenda as published. **Motion carried unanimously.**

Public Comment

No

Staff Presentation

Savannah Ball, Engagement and Education Manager, and Erin Howerton, Youth Services Manager provided an update on how Youth Services has worked to meet the library's new values of Inclusive, Responsive, and Collaborative.

In order to strengthen inclusivity, Youth Services hired performers from diverse backgrounds to perform at branches over the summer so more children could feel included and represented. These performers included Ann Torralba, Lucky Diaz, Devin Walker, and Roy Moye.

Youth Services demonstrated responsiveness by adding the adult summer reading program, which was well received. The Library's Fine Free for All initiative, which allows physical materials to be returned late without charge, also allowed them to respond to the needs of young patrons for continued access to the library.

To encourage collaboration, Savannah Ball and Erin Howerton traveled to Long Island to train and learn more about Family Place Libraries, a network that offers an array of enjoyable and free programs and services for babies, toddlers, preschoolers, parents and caregivers. After much training, planning, and preparing, the Family Place Library was introduced at the Advanced Learning Library on September 14.

Approval of Minutes

Minutes of the regular meeting held on August 15, 2023 were presented. Chuck Schmidt moved (Hirsh) to approve the minutes as included in board packets. **Motion carried unanimously.**

Unfinished Business

None

New Business

None

Finance Committee Report

On behalf of the Finance Committee, Chuck Schmidt moved to approve the July finance report and supplemental bills in the following amounts: General Fund bills of \$853,016.57; Grant Fund Bills of \$27,999.47; and Gift and Memorial Fund bills of \$32,442.98, for a total of \$913,459.02. **Motion carried unanimously.**

On behalf of the Finance Committee, Chuck Schmidt moved to approve the annual EBSCO subscription renewal invoice up to the amount of \$32,000.00 as recommended by staff. **Motion carried unanimously.**

Operations Committee Report

Jonathan Winkler reported that the two new librarian positions for the Angelou and Walters branches, which were approved as program options during the City's budget process, will soon be filled. This will allow a small increase in service hours at both locations.

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

- CIR-006: Interlibrary Loan: eliminates fee structure for requests
- CIR-007.1: Circulation Parameters
- CIR-013.1: Bankruptcies
- REF-004: Internet Access and Acceptable Use Policy
- CUS-006: Filming and Photography Policy
- COL-002.1: Selection Criteria

On behalf of the Operations Committee, Jonathan Winkler moved (Boatman) to adopt policy change CIR-006 as recommended by staff. The motion **passed** by a vote of 9-1 with Mr. Randall Johnston opposed.

On behalf of the Operations Committee, Jonathan Winkler moved (Hirsh) to adopt policy change CIR-007.1 as recommended by staff. The motion **passed** by a vote of 9-1 with Mr. Randall Johnston opposed.

On behalf of the Operations Committee, Jonathan Winkler moved (Sauer) to adopt policy change CIR-013.1 as recommended by staff. **Motion carried unanimously.**

On behalf of the Operations Committee, Jonathan Winkler moved (Hirsh) to adopt policy change REF-004 as recommended by staff. **Motion carried unanimously.**

On behalf of the Operations Committee, Jonathan Winkler moved (Thomas) to adopt policy change CUS-006 as recommended by staff. **Motion carried unanimously.**

On behalf of the Operations Committee, Jonathan Winkler moved (Boatman) to adopt policy change COL-002.1 as recommended by staff. **Motion carried unanimously.**

Planning & Facilities Committee Report

Lauren Hirsh reported that the Planning and Facilities Committee did not meet formally due to lack of a quorum. The Westlink branch remodel continues to progress and a contractor will hopefully be selected in October to begin construction.

Lessons learned from the building of the Advanced Learning Library, as well as input from customers, are being applied to future remodels; this is leading to an increase in collaboration spaces. The final branch renovations identified in the Branch Master Plan will be initiated in October.

Public Affairs Committee Report

Ericka Sauer reported that the Public Affairs Committee discussed the success of Local Author Day. The library card design contest is now underway, and the Maker Faire was a success with 2800 people visiting.

The Wichita Public Library will now be part of a monthly news segment on KSN that will air on the third Monday of the month at 12:00 pm.

E-cards for students now number 22,500. Each can be converted to a physical card if the holder comes to the library with an adult.

The City of Wichita and the Wichita Public Library are planning a Digital Equity Summit in early 2024 to hammer out ways of collaborating with providers and educational resources to assist residents with both access and literacy in digital spaces. Funds for this are available through the state's Digital Access Funding program, and the best way to get access to these monies is to call the governor's office.

There was discussion on encouraging children to read, as it was noted that while many children signed up for the summer reading program, only around 40% of any age group completed it.

Special Committee Reports

Friends of the Library – Trent Wetta reported that the Friends of the Library had a book sale during the Maker Faire that went well. A total of 632 people attended, 82 Friends showed up for the Friday preview, and proceeds aggregated to \$2,300. The volunteers organizing and running the sale did struggle with having less space, since fewer books could be put out.

The Friends of the Library continue to search for both volunteers and board members. Mr. Wetta noted that the Friends board functions as a good starter board for people who lack familiarity with the demands of this particular type of community service, since it only requires a person to be a Friend of the Library, which is a \$25 annual subscription, and has little fundraising pressure.

The budget remains healthy and the Friends of the Library feel confident in their continued ability to contribute to the Library. Yet they are in a state of transition and are trying to find new ways to provide value to their membership.

Library Foundation

Director Nix reported that recruiting has begun for the Foundation's new CEO as Kristi Oberg prepares to leave in mid-November. The Foundation is also beginning its end-of-year campaign and next month will ask for permission to share targeted information.

WPLF received \$25,000 of the desired \$100,000 from Intrust to help with the home caregiver program. The program will help with home delivery of books for children aged four or younger. The Foundation now seeks to partner with someone to help collect data and measure results to inform efforts to expand this program.

WPLF also received \$14,000 from the City of Wichita's Cultural Arts Grant program.

Next month the Foundation plans to speak with 17 new donors about the capital campaign, which so far has raised just under \$1 million.

Wichita Genealogical Society (WGS) –

No report

Director of Libraries Report

Director Nix reported that the design team for the Westlink branch remodel met, and tours were taken of the Angelou, Alford, and Rockwell locations so that ideas could be discussed for those renovations.

There is a new digital tour for the Chester I. Lewis Park. Gretchen Ike helped with the research for it, and a webpage has been created due to the amount of information that was amassed. The Candid Conversations series is in the works and is tentatively planned to consist of four segments that will look at art and discuss challenges surrounding equity and homeownership.

Development of the Library's strategic agenda is underway. The next step is to do an all-day workshop at which the Board will be represented by Dr. Maaskelah Thomas.

The Library will be closed on October 9th for staff training. All board members are invited to join for or all parts of the training, which will include presentations on how to be more inclusive to customers with autism, as well as training on handling active shooter situations and using fire extinguishers.

One recent opportunity that promises to be fruitful but may stretch the Library's capacities is a collaboration with an early literacy center at 17th and Fairmont, about a mile from the Angelou branch. The Library is applying for grant funding to cover the cost of a small outlet collection geared to parents and children under eight years old, as well as staffing to assist in developing a new collaborative model for programming and collection access. The Library will be able to take up this opportunity only with the aid of a grant.

Announcements

Kevin McWhorter reminded everyone that he will be gone next month, and that Lauren Hirsh will chair the Board meeting in his place.

Adjournment

The meeting was adjourned at 1:08 p.m.

The next regularly scheduled meeting will be October 17, 2023.

Respectfully submitted,

Jaime Nix



MEMORANDUM

TO: Library Board of Directors

FROM: Jaime Nix, Director of Libraries

SUBJECT: Request for Library Foundation Access to Customer Contact Information

DATE: October 10, 2023

Background: The Library Foundation has requested access to contact information for a group of library customers for end of year fundraising purposes.

Analysis: The list of no more than 6500 customer contact information to be released would be for individuals with the adult patron type, who have addresses with zip codes between 67201 and 67235, with YTD checkouts greater or equal to zero (0), who have borrowed at least 150 items since their accounts were created, and who owe less than \$10 outstanding fees and fines.

Financial Considerations: There are no costs associated with generation of the report as requested by the Foundation office.

Legal Considerations: Library policy CIR-015, Confidentiality of Library Records, authorizes the Library Board to direct staff to distribute materials to customers when the action will be mutually beneficial to the Library and the support organization. Costs for the materials distribution will be paid by the support organization. Materials must be prepared in such a manner that a customer will be required to opt in before receiving additional information directly from the support organization. In order to comply with the requirements of the policy, Library staff would submit the contact information to the direct mail printer and would receive back all of the address updates and corrections. The only names received by the Foundation will be those of individuals who choose to contribute to the campaign or those who ask to be added to the Foundation mailing list.

Recommendations/Actions: It is recommended that the Board authorize staff to support the year-end solicitation of the Library Foundation by providing the requested customer account information.

Attachments: Request for Library Foundation Access to Customer Contact Information; CIR-015



MEMORANDUM

TO: Library Board of Directors
FROM: Kristi Oberg, CEO & President of WPLF
SUBJECT: Request for Library Foundation Access to Customer Contact Information
DATE: October 11, 2023

Background: The Library Foundation is requesting access to contact information for a group of library customers for end-of-year fundraising purposes. Approval has been given in recent years for acquisition mailings which have been an effective source of acquiring new donors. In 2022 the acquisition mailing raised \$5,160 with an average gift of \$120. The Library Foundation acquired 43 new donors.

Request: Customers targeted for this campaign are residents with YTD checkouts greater or equal to zero (0), with lifetime circulation greater than or equal to 250. Zip codes 67001 to 67299. This criterion would generate a list of approximately 6,500 names for the Foundation before de-duplicating persons already part of the Foundation's donor database. Each customer would receive no more than two mail contacts between November 1, 2023, and December 31, 2023.

The WPLF will pay costs for the distribution of the acquisition. If a customer makes a gift or opts-in, they will receive additional information directly from the WPLF. Materials will be presented in a way that the customer may opt-out of receiving future WPLF information.

To comply with the requirements of the Library policy, Library staff would submit the contact information to the direct mail printer and would receive back all of the address updates and corrections. This will ensure that the only names received by the Foundation are those of individuals who choose to contribute to the campaign or those who ask to be added to the Foundation mailing list.

Collaborating for the Future: The Foundation is committed to cultivating new and existing donor relationships to help fund the vital materials and programs of the Wichita Public Library. The Foundation is actively working on several strategies to increase donations, including major gift fundraising, two mass appeals per year, social media and online fundraising, and acquisition mailings to identify new donors. We believe that asking loyal customers of the library to consider a gift to the Library Foundation is a good strategy to gain all levels of donors. During these times, we have seen patrons engaging with the Library in different ways, trying new avenues to access materials and realizing the value a strong library system adds to their lives. Together, the Library and the Foundation can help cultivate long-term relationships that benefit the community.

CIR-015 CONFIDENTIALITY OF LIBRARY RECORDS

The Kansas Open Records Act, Kansas Statutes Annotated (K.S.A.) 45-215, et seq., declares that it is the public policy of the state of Kansas that public records shall be open for inspection by any person. However, the Open Records Act places certain restrictions on this open access. At K.S.A. 45-221, the Act defines what records are not required to be disclosed at the request of citizens or public officials.

which libraries are NOT required to disclose include:

1. Customer registration records and circulation or loan records which pertain to identifiable individuals.
2. Library, archive and museum materials, if restrictions have been imposed as conditions of a contribution.
3. Personnel records and performance ratings; however employee names, positions, salaries, and length of service are designated as public information.
4. Building security information.
5. Correspondence between the Library and a private individual, including print and electronic formats.
6. Software programs for electronic data processes; however, each public agency must maintain a register that describes the information that is maintained on computer faculties, and the form in which the information can be made available using existing computer programs. K.S.A. 45-218,

K.S.A. 45-219 and K.S.A. 45-220 define the conditions and procedures related to requesting access including, but not limited to, the charging of fees for providing access or furnishing copies of public records.

It is the policy of the Wichita Public Library that all circulation records and other records identifying the names of library users are confidential. These records will be made available if they can be redacted to eliminate individually identifiable references. Library staff may require advance payment for reproduction costs, including estimated staff time for reproduction, review and redaction of the records requested, before the records are provided. These records will not be made available in original form to individuals (other than the card holder), groups or businesses. These records will not be made available in original form to any local, state or federal agency except pursuant to a subpoena or warrant as may be authorized under the authority of and pursuant to federal, state, and local law relating to civil, criminal or administrative discovery procedures or legislative investigative power. The Wichita Public Library will resist the enforcement of any such order, subpoena or warrant lacking facial validity.

Requests to examine or obtain information relating to circulation or registration records will immediately be referred to the Librarian-in-Charge, who will explain the confidentiality policy.

Upon the receipt of an order, subpoena, or warrant, the Director of Libraries shall consult with the appropriate legal officer assigned to the Wichita Public Library to determine if the subpoena is facially valid, requiring adherence.

The Library Board of Directors may authorize Library staff to distribute materials to customers using Library records, with the cost to be reimbursed by Library support organizations. The Board's authorization will only be given when responsive customer action would be mutually beneficial to the Library and the support organization. Library staff will only distribute materials to addresses within the United States or its political possessions. These materials must be prepared in such a manner that a customer will be required to opt in 4 before receiving additional information directly from the support organization. Additionally, the customer will have the ability at any time to opt out of distributions from the Library support organizations, the Library, or both.

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Finance Committee Agenda
Tuesday, October 17, 2023, 11:30am
Collaboration Room 204
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

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

General Fund Bills	\$1,212,493.47
Grant Fund Bills	\$13,218.66
Gift & Memorial Fund Bills	\$21,784.22
Total	\$1,247,496.35

3. Approval of Invoices Over \$10,000 – Consumer Reports
4. Approval of Invoices over \$10,000 – Communico Meeting Room, Calendar, and Schedule Software
5. Other items from Committee Members
6. Adjournment

To attend virtually:

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

YTD

FOR 2023 09

JOURNAL DETAIL 2020 1 TO 2020 1

ACCOUNTS FOR:	ORIGINAL	REVISED	YTD EXPENDED		MTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
100 General Fund	APPROP	BUDGET					BUDGET	USED
10000080 Wichita Public Library								
422110 Library Desk Receipts (Fines)	0	-75,000	-74,423.30		-5,591.37	.00	-576.70	99.2%
422111 Library Desk - Faxes	-9,000	-9,000	-9,118.00		-672.00	.00	118.00	101.3%
422112 Library Desk - Passports	-20,000	-20,000	-30,695.00		-2,100.00	.00	10,695.00	153.5%
423030 Meeting Room Rentals	-28,000	-28,000	-11,477.50		-1,077.50	.00	-16,522.50	41.0%
424011 Copy Charges	-10,000	-10,000	-10,960.45		-1,055.40	.00	960.45	109.6%
424101 Public Computing Charges	-12,000	-20,000	-15,529.90		-1,293.50	.00	-4,470.10	77.6%
429990 Other Operating Revenue	0	0	219.59		.00	.00	-219.59	100.0%
645980 Sale of Scrap	0	0	-1,143.45		-1,143.45	.00	1,143.45	100.0%
646981 State Setoff Collections	-70,000	-70,000	-38,757.24		-2,996.05	.00	-31,242.76	55.4%
TOTAL Wichita Public Library	-149,000	-232,000	-191,885.25		-15,929.27	.00	-40,114.75	82.7%
TOTAL General Fund	-149,000	-232,000	-191,885.25		-15,929.27	.00	-40,114.75	82.7%

YTD

FOR 2023 09

JOURNAL DETAIL 2020 1 TO 2020 1

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	-149,000	-232,000	-191,885.25	-15,929.27	.00	-40,114.75	82.7%

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

YTD

REPORT OPTIONS

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

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

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	Revenue
Account status	

**General Fund Expenditures
9/30/2023**

ORG	OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
10000080	511000	Base Compensation	\$ 5,506,305.00	\$ 5,821,736.00	\$ 4,362,004.45	\$ 650,582.53	\$ -	\$ 1,459,731.55	74.90
10000080	511950	Year-End Payroll Accrual	\$ -	\$ -	\$ (144,136.87)	\$ -	\$ -	\$ 144,136.87	100.00
10000080	511999	Planned Savings	\$ (1,389,000.00)	\$ (225,161.00)	\$ -	\$ -	\$ -	\$ (225,161.00)	0.00
10000080	512000	Special Compensation	\$ 1,800.00	\$ 4,200.00	\$ 14,171.87	\$ 1,158.18	\$ -	\$ (9,971.87)	337.40
10000080	512051	Mileage Reimbursement	\$ -	\$ -	\$ 1,439.11	\$ 190.42	\$ -	\$ (1,439.11)	100.00
10000080	513000	Overtime Compensation	\$ -	\$ -	\$ 3,167.44	\$ 430.18	\$ -	\$ (3,167.44)	100.00
10000080	518200	Employer Wage Taxes & WC	\$ 483,529.00	\$ 503,580.00	\$ 362,400.59	\$ 53,861.98	\$ -	\$ 141,179.41	72.00
10000080	518300	Employer Share EE Insurance	\$ 1,060,907.00	\$ 1,018,362.00	\$ 762,095.33	\$ 120,922.09	\$ -	\$ 256,266.67	74.80
10000080	518400	Employer Share Pension/Retire	\$ 586,023.00	\$ 615,354.00	\$ 451,079.73	\$ 67,786.77	\$ -	\$ 164,274.27	73.30
		Personnel Services	\$ 6,249,564.00	\$ 7,738,071.00	\$ 5,812,221.65	\$ 894,932.15	\$ -	\$ 1,925,849.35	75.11
10000080	521011	Electricity - EDI	\$ 305,438.00	\$ 305,438.00	\$ 192,006.71	\$ 24,090.37	\$ -	\$ 113,431.29	62.90
10000080	521021	Natural Gas - EDI	\$ 41,824.00	\$ 41,824.00	\$ 71,019.04	\$ 3,416.74	\$ -	\$ (29,195.04)	169.80
10000080	521030	Water Service	\$ 12,738.00	\$ 12,738.00	\$ 14,440.64	\$ 2,517.26	\$ -	\$ (1,702.64)	113.40
10000080	521050	Trash Service	\$ 5,404.00	\$ 5,404.00	\$ 1,446.41	\$ 200.00	\$ -	\$ 3,957.59	26.80
10000080	521055	Trash Service - EDI	\$ -	\$ -	\$ 3,239.77	\$ 504.36	\$ -	\$ (3,239.77)	100.00
10000080	521060	Local Telephone Service	\$ 16,000.00	\$ 8,000.00	\$ 3,966.25	\$ 451.65	\$ -	\$ 4,033.75	49.60
10000080	522010	PBX Line Charges	\$ 11,172.00	\$ 11,806.00	\$ 9,200.12	\$ 1,026.00	\$ -	\$ 2,605.88	77.90
10000080	522020	PBX Instrument Charges	\$ 18,915.00	\$ 19,414.00	\$ 14,962.50	\$ 1,662.50	\$ -	\$ 4,451.50	77.10
10000080	522040	Long Distance & Teleconference	\$ 2,000.00	\$ 1,000.00	\$ 293.40	\$ 33.15	\$ -	\$ 706.60	29.30
10000080	522060	Air Cards (Mobile Connect)	\$ -	\$ -	\$ 194.83	\$ 35.00	\$ -	\$ (194.83)	100.00
10000080	522070	Voicemail	\$ 3,912.00	\$ 3,968.00	\$ 3,043.90	\$ 340.00	\$ -	\$ 924.10	76.70
10000080	522080	Automatic Call Distribution	\$ 786.00	\$ 786.00	\$ 589.50	\$ 65.50	\$ -	\$ 196.50	75.00
10000080	522990	Other Communications Charges	\$ -	\$ 197.00	\$ 1,690.00	\$ -	\$ -	\$ (1,493.00)	857.90
10000080	523010	Building & Contents Insurance	\$ 91,619.00	\$ 172,088.00	\$ 129,066.00	\$ 83,256.50	\$ -	\$ 43,022.00	75.00
10000080	523020	Vehicle Liability Premiums	\$ 870.00	\$ 870.00	\$ 652.50	\$ 217.50	\$ -	\$ 217.50	75.00
10000080	524010	Recruitment & Hiring	\$ 3,140.00	\$ 3,140.00	\$ -	\$ -	\$ -	\$ 3,140.00	0.00
10000080	524020	Employee Travel & Training	\$ 1,600.00	\$ 1,600.00	\$ 2,918.17	\$ -	\$ -	\$ (1,318.17)	182.40
10000080	525013	Drug Screening	\$ -	\$ -	\$ 3,383.00	\$ 229.00	\$ -	\$ (3,383.00)	100.00
10000080	525070	Background Checks	\$ -	\$ -	\$ 608.00	\$ 128.00	\$ -	\$ (608.00)	100.00
10000080	525080	Service Contractors	\$ -	\$ -	\$ 591.25	\$ -	\$ -	\$ (591.25)	100.00
10000080	525083	Textile Rental & Laundry Svcs	\$ 2,925.00	\$ 1,925.00	\$ 1,355.58	\$ 61.62	\$ -	\$ 569.42	70.40
10000080	525990	Other Professional Services	\$ 22,970.00	\$ 31,361.00	\$ 15,960.10	\$ 1,950.95	\$ -	\$ 15,400.90	50.90
10000080	526010	Motor Pool Scheduled Charges	\$ 3,720.00	\$ 3,720.00	\$ 2,790.00	\$ 310.00	\$ -	\$ 930.00	75.00
10000080	526020	Building Repair & Maint	\$ 7,240.00	\$ 7,240.00	\$ 92.50	\$ -	\$ -	\$ 7,147.50	1.30
10000080	526042	Pest Control Services	\$ 13,000.00	\$ 13,000.00	\$ 6,913.04	\$ 1,921.08	\$ -	\$ 6,086.96	53.20
10000080	526044	Bldg Security & Fire Services	\$ -	\$ 420.00	\$ 676.00	\$ 86.00	\$ -	\$ (256.00)	161.00
10000080	526070	Equipment Repair & Maint	\$ 5,421.00	\$ 5,421.00	\$ 5,251.57	\$ -	\$ -	\$ 169.43	96.90
10000080	526092	Rent-Real Property	\$ 52,060.00	\$ 52,060.00	\$ 40,882.40	\$ 4,088.24	\$ -	\$ 11,177.60	78.50
10000080	529010	Bank Charges	\$ 5,000.00	\$ 5,000.00	\$ 3,301.42	\$ 390.33	\$ -	\$ 1,698.58	66.00
10000080	529020	Postage	\$ 4,000.00	\$ 4,000.00	\$ 3,850.15	\$ 577.85	\$ -	\$ 149.85	96.30
10000080	529030	Shipping & Freight	\$ -	\$ -	\$ 25.00	\$ -	\$ -	\$ (25.00)	100.00
10000080	529040	Subscriptions	\$ -	\$ -	\$ 12,975.20	\$ 3,098.52	\$ -	\$ (12,975.20)	100.00
10000080	529061	Organizational Memberships	\$ 10,960.00	\$ 10,960.00	\$ 10,500.00	\$ -	\$ -	\$ 460.00	95.80
10000080	529070	Printing & Copying	\$ 23,472.00	\$ 23,472.00	\$ 31,425.50	\$ 2,821.87	\$ -	\$ (7,953.50)	133.90

10000080	529141	Software License & Maint Fees	\$	550.00	\$	550.00	\$	8,272.94	\$	(39,655.57)	\$	4,945.00	\$	(12,667.94)	2,403.30
10000080	529150	Data Center Charges	\$	1,148,795.00	\$	1,140,249.00	\$	856,090.62	\$	95,121.18	\$	-	\$	284,158.38	75.10
10000080	529990	Other Contractuals	\$	92,583.00	\$	109,111.00	\$	118,910.94	\$	6,351.05	\$	16,528.00	\$	(26,327.94)	124.10
		Contractuals	\$	1,908,114.00	\$	1,996,762.00	\$	1,572,584.95	\$	195,296.65	\$	21,473.00	\$	402,704.05	78.76
10000080	531010	Computing Supplies	\$	900.00	\$	900.00	\$	-	\$	-	\$	-	\$	900.00	0.00
10000080	531020	Office Supplies	\$	48,575.00	\$	50,575.00	\$	36,214.29	\$	4,158.12	\$	-	\$	14,360.71	71.60
10000080	531030	Custodial Supplies	\$	6,000.00	\$	4,000.00	\$	3,991.81	\$	541.98	\$	-	\$	8.19	99.80
10000080	532020	Automotive Parts & Supplies	\$	450.00	\$	450.00	\$	276.15	\$	12.00	\$	-	\$	173.85	61.40
10000080	539012	Gasoline	\$	4,134.00	\$	6,434.00	\$	2,724.64	\$	348.39	\$	-	\$	3,709.36	42.30
10000080	549010	Furniture & Fixtures <\$5k	\$	9,990.00	\$	9,990.00	\$	2,600.94	\$	1,082.48	\$	-	\$	7,389.06	26.00
10000080	549020	Data Processing Equip <\$5k	\$	9,665.00	\$	9,665.00	\$	1,057.09	\$	-	\$	-	\$	8,607.91	10.90
10000080	549030	Communication Equip <\$5k	\$	-	\$	-	\$	461.30	\$	57.40	\$	-	\$	(461.30)	100.00
10000080	549110	Library Materials	\$	982,530.00	\$	1,029,816.16	\$	558,877.24	\$	116,064.30	\$	556.61	\$	470,382.31	54.30
10000080	658999	Purchasing Card Clearing	\$	-	\$	-	\$	(19.98)	\$	-	\$	-	\$	19.98	100.00
		Commodities	\$	1,062,244.00	\$	1,111,830.16	\$	606,183.48	\$	122,264.67	\$	556.61	\$	505,090.07	54.52
		Grand Total	\$	9,219,922.00	\$	10,846,663.16	\$	7,990,990.08	\$	1,212,493.47	\$	22,029.61	\$	2,833,643.47	73.90

**Grant Fund Summary Report
September 2023**

Grant	9/1/2023	Revenue Received	Admin Charges	Contractuals	Materials	Supplies & Petty Cash	Equipment	Total Expenditures	Encumbrances	Remaining Balance 9/30/23
SCKLS 2022	\$ 1,869.08	\$ -	\$ -	\$ 1,869.08	\$ -	\$ -	\$ -	\$ 1,869.08	\$ -	\$ 0.00
SCKLS 2023	\$ 199,942.44	\$ -	\$ -	\$ 2,807.30	\$ 5,692.85	\$ -	\$ -	\$ 8,500.15	\$ -	\$ 191,442.29
SA 2023	\$ 69,383.05	\$ -	\$ -	\$ (2,584.13)	\$ 4,866.40	\$ 107.18	\$ 459.98	\$ 2,849.43	\$ -	\$ 66,533.62
Totals	\$ 271,194.57	\$ -	\$ -	\$ 2,092.25	\$ 10,559.25	\$ 107.18	\$ 459.98	\$ 13,218.66	\$ -	\$ 257,975.91

Wichita Public Library General Fund Bills

September 2023

Org: 10000080

10001 - Library - Personnel

1B - Base Compensation

511000 Base Compensation

Payroll, PP09.01.23	\$216,439.80
Payroll, PP09.15.23	\$216,101.93
Payroll, PP09.29.23	\$218,040.80

Total 511000 Base Compensation	\$650,582.53
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Total 1B - Base Compensation	\$650,582.53
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1F - Special Compensation

512000 Special Compensation

Payroll, PP09.01.23	\$436.06
Payroll, PP09.15.23	\$286.06
Payroll, PP09.29.23	\$436.06

Total 512000 Special Compensation	\$1,158.18
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512051 Mileage Reimbursement

Payroll, 19	\$91.50
Payroll, 8980	\$25.54
Payroll, 9471	\$73.38

Total 512051 Mileage Reimbursement	\$190.42
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Total 1F - Special Compensation	\$1,348.60
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1J - OT Compensation

513000 Overtime Compensation

Payroll, PP09.01.23	\$257.22
Payroll, PP09.29.23	\$172.96

Total 513000 Overtime Compensation	\$430.18
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Total 1J - OT Compensation	\$430.18
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1N - Employee Benefits

518200 Employer Wage Taxes & WC

Payroll, PP09.01.23	\$17,935.04
Payroll, PP09.15.23	\$17,862.23
Payroll, PP09.29.23	\$18,064.71

Total 518200 Employer Wage Taxes & WC	\$53,861.98
---------------------------------------	-------------

518300 Employer Share EE Insurance

Payroll, PP09.01.23	\$40,212.99
Payroll, PP09.15.23	\$40,213.07

Wichita Public Library General Fund Bills

September 2023

Payroll, PP09.29.23	\$40,496.03
Total 518300 Employer Share EE Insurance	\$120,922.09
518400 Employer Share Pension/Retire	
Payroll, PP09.01.23	\$22,548.01
Payroll, PP09.15.23	\$22,498.34
Payroll, PP09.29.23	\$22,740.42
Total 518400 Employer Share Pension/Retire	\$67,786.77
Total 1N - Employee Benefits	\$242,570.84
Total 10001 - Library - Personnel	\$894,932.15

10002 - Library - Contractuals

2B - Utilities

521011 Electricity - EDI

EVERGY KANSAS CENTRAL INC	\$24,090.37
Total 521011 Electricity - EDI	\$24,090.37

521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC	\$85.48
ENCORE ENERGY SERVICES	\$1,991.20
ONE GAS INC	\$1,340.06
Total 521021 Natural Gas - EDI	\$3,416.74

521030 Water Service

City of Wichita	\$2,517.26
Total 521030 Water Service	\$2,517.26

521050 Trash Service

INTERNATIONAL PAPER COMPANY	\$200.00
Total 521050 Trash Service	\$200.00

521055 Trash Service - EDI

WASTE CONNECTIONS OF KANSAS INC	\$504.36
Total 521055 Trash Service - EDI	\$504.36

Total 2B - Utilities **\$30,728.73**

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
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Wichita Public Library General Fund Bills

September 2023

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
522040 Long Distance & Teleconference	
City of Wichita	\$33.15
Total 522040 Long Distance & Teleconference	\$33.15
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	\$98,734.98
2J - Insurance Premiums	
523010 Building & Contents Insurance	
City of Wichita	\$83,256.50
Total 523010 Building & Contents Insurance	\$83,256.50
523020 Vehicle Liability Premiums	
City of Wichita	\$217.50
Total 523020 Vehicle Liability Premiums	\$217.50
Total 2J - Insurance Premiums	\$83,474.00
2R - Professional Svcs	
525013 Drug Screening	
KELLY COMPLIANCE INC	\$229.00
Total 525013 Drug Screening	\$229.00
525070 Background Checks	
TRUVIEW BSI LLC	\$128.00
Total 525070 Background Checks	\$128.00
525083 Textile Rental & Laundry Svcs	
P-CARD ONE-TIME PAY	\$61.62

Wichita Public Library General Fund Bills

September 2023

Total 525083 Textile Rental & Laundry Svcs	\$61.62
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525990 Other Professional Services

SIGN LANGUAGE INTERPRETING SERVICES \$84.00

UNIQUE MANAGEMENT SERVICES INC \$1,866.95

Total 525990 Other Professional Services	\$1,950.95
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Total 2R - Professional Svcs	\$2,369.57
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2V - Bldg & Equip Charges

526010 Motor Pool Scheduled Charges

City of Wichita \$310.00

Total 526010 Motor Pool Scheduled Charges	\$310.00
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526042 Pest Control Services

P-CARD ONE-TIME PAY \$1,921.08

Total 526042 Pest Control Services	\$1,921.08
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526044 Bldg Security & Fire Services

P-CARD ONE-TIME PAY \$86.00

Total 526044 Bldg Security & Fire Services	\$86.00
--	---------

526092 Rent-Real Property

CO CO PROPERTIES LLC \$4,088.24

Total 526092 Rent-Real Property	\$4,088.24
---------------------------------	------------

Total 2V - Bldg & Equip Charges	\$6,405.32
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2Z - Other Contractuals

529010 Bank Charges

City of Wichita \$390.33

Total 529010 Bank Charges	\$390.33
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529020 Postage

P-CARD ONE-TIME PAY \$577.85

Total 529020 Postage	\$577.85
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529040 Subscriptions

ONLINE COMPUTER LIBRARY CENTER INC \$3,098.52

Total 529040 Subscriptions	\$3,098.52
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529070 Printing & Copying

City of Wichita \$2,821.87

Total 529070 Printing & Copying	\$2,821.87
---------------------------------	------------

529141 Software License & Maint Fees

City of Wichita (\$39,655.57)

Wichita Public Library General Fund Bills

September 2023

Total 529141 Software License & Maint Fees	(\$39,655.57)
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529990 Other Contractuals

ONLINE COMPUTER LIBRARY CENTER INC	\$5,826.01
P-CARD ONE-TIME PAY	\$470.04
UNIQUE MANAGEMENT SERVICES INC	\$55.00

Total 529990 Other Contractuals	\$6,351.05
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Total 2Z - Other Contractuals	(\$21,470.95)
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Total 10002 - Library - Contractuals	\$200,241.65
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10003 - Library - Commodities

3B - Supplies

531020 Office Supplies

City of Wichita	\$2,180.32
P-CARD ONE-TIME PAY	\$1,977.80

Total 531020 Office Supplies	\$4,158.12
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531030 Custodial Supplies

P-CARD ONE-TIME PAY	\$541.98
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Total 531030 Custodial Supplies	\$541.98
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Total 3B - Supplies	\$4,700.10
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3F - Components & Parts

532020 Automotive Parts & Supplies

City of Wichita	\$12.00
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Total 532020 Automotive Parts & Supplies	\$12.00
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Total 3F - Components & Parts	\$12.00
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3N - Fuel

539012 Gasoline

City of Wichita	\$348.39
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Total 539012 Gasoline	\$348.39
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Total 3N - Fuel	\$348.39
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4Z - Non-Capital Outlay

549010 Furniture & Fixtures <\$5k

P-CARD ONE-TIME PAY	\$1,082.48
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Total 549010 Furniture & Fixtures <\$5k	\$1,082.48
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549030 Communication Equip <\$5k

P-CARD ONE-TIME PAY	\$57.40
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Total 549030 Communication Equip <\$5k	\$57.40
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Wichita Public Library General Fund Bills

September 2023

549110 Library Materials

City of Wichita

\$39,655.57

P-CARD ONE-TIME PAY

\$76,408.73

Total 549110 Library Materials

\$116,064.30

Total 4Z - Non-Capital Outlay

\$117,204.18

Total 10003 - Library - Commodities

\$122,264.67

Grand Total

\$1,212,493.47

Wichita Public Library Grant Bills

September 2023

Y2802 - South Central Kansas Library Sys 22

2 - Contractuals

2F - Technology Charges

521070 Internet Service

P-CARD ONE-TIME PAY

\$1,869.08

Total 521070 Internet Service

\$1,869.08

Total 2F - Technology Charges

\$1,869.08

Total 2 - Contractuals

\$1,869.08

Total Y2802 - South Central Kansas Library Sys 22

\$1,869.08

Wichita Public Library Grant Bills

September 2023

Y3800 - Library State Grants-in-Aid 2023

2 - Contractuals

2F - Technology Charges

521070 Internet Service

P-CARD ONE-TIME PAY (\$2,584.13)

Total 521070 Internet Service	(\$2,584.13)
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Total 2F - Technology Charges	(\$2,584.13)
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Total 2 - Contractuals	(\$2,584.13)
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3 - Commodities

3B - Supplies

531020 Office Supplies

P-CARD ONE-TIME PAY \$107.18

Total 531020 Office Supplies	\$107.18
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Total 3B - Supplies	\$107.18
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4Z - Non-Capital Outlay

549010 Furniture & Fixtures <\$5k

P-CARD ONE-TIME PAY \$459.98

Total 549010 Furniture & Fixtures <\$5k	\$459.98
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549110 Library Materials

P-CARD ONE-TIME PAY \$4,866.40

Total 549110 Library Materials	\$4,866.40
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Total 4Z - Non-Capital Outlay	\$5,326.38
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Total 3 - Commodities	\$5,433.56
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Total Y3800 - Library State Grants-in-Aid 2023

\$2,849.43

Wichita Public Library Grant Bills

September 2023

Y3801 - SCKLS 23-South Central KS Library S

2 - Contractuals

2N - Employee Development

524020 Travel & Training

ALEXIS TERNES \$508.57

P-CARD ONE-TIME PAY \$1,471.40

SEAN JONES \$827.33

Total 524020 Travel & Training \$2,807.30

Total 2N - Employee Development \$2,807.30

Total 2 - Contractuals \$2,807.30

3 - Commodities

4Z - Non-Capital Outlay

549110 Library Materials

P-CARD ONE-TIME PAY \$5,692.85

Total 549110 Library Materials \$5,692.85

Total 4Z - Non-Capital Outlay \$5,692.85

Total 3 - Commodities \$5,692.85

Total Y3801 - SCKLS 23-South Central KS Library S \$8,500.15

Grand Total \$13,218.66

GIFT AND MEMORIAL FUND

RECEIPTS/REIMBURSEMENTS

Baird (interest)	\$2,162.04
Friends of the Library (Local Author Day)	\$928.90
Friends of the Library (Branch Programming)	\$600.00
Hutton (Little Free Libraries Reimbursement)	\$769.48
Local History Photos (From Patrons)	\$80.00
Materials Refunds	\$135.94
Memorials	\$330.00
	<hr/>
	TOTAL RECEIPTS
	\$5,006.36

EXPENDITURES

Amazon (Technology Supplies)	\$13.32
Amazon (Branch Programming)*	\$630.44
Amazon (Supplies)	\$18.03
Amazon (Business Prime)	\$179.00
Copp Media Services (Advertising)	\$1,600.00
Custom Ink (Inservice Day)	\$1,874.08
Sarah Dixon (Business Expo)	\$78.88
Encompas (Umbrella Fasteners)	\$82.60
Hobby Lobby (Branch Programming)*	\$149.05
Ingram Library Services (Memorials)*	\$51.29
Ingram Library Services (Materials)*	\$757.85
Jeopardy Labs (Inservice Day)	\$20.00
Lakeshore (Branch Programming)	\$383.12
Learning Resources (Family Place)	\$263.29
MailChimp (Monthly Plan)	\$115.00
Meta (Advertising)	\$199.18
Midwest Tape (Materials)*	\$57.98
National Outdoor Furniture (Evergreen Furniture)	\$6,274.00
Office Sign Company (Frames)	\$6,437.11
TCV Publishing (Advertising)	\$300.00
Wichita Business Journal (Marketing Awards Package)	\$1,800.00
Wichita Mom (Advertising)	\$500.00
	<hr/>
	TOTAL EXPENDITURES
	\$21,784.22

*Reimbursed expenses



INTEROFFICE MEMORANDUM

TO: City of Wichita Law Department
FROM: Sarah Kittrell, Collection Development Division Manager
SUBJECT: Approval of Bills over \$10,000 – Consumer Reports
DATE: September 27, 2023

Background: The Library Board of Directors must take special action to approve materials purchases when the cost of a single invoice exceeds \$10,000.

Analysis: Funded through the \$255,000 materials budget increase in 2022, Wichita Public Library added access to CR.org, the Consumer Reports website, which provides users access to current and past Consumer Reports reviews.

Between mid-November 2022 and the end of August 2023, Consumer Reports had 882 uses. Use has been trending upwards and hit new highs in August, with 143 uses. While cost per use was \$18.11 for the first 9.5 months of service, staff anticipate it will be below \$15.00 per use by the end of the first full year, and will continue to go down as awareness of the product increases.

Financial Consideration: The 2023-2024 cost for CR.org access is \$15,450.

Legal Consideration: The Ebsco terms of service were reviewed by the Law Department and approved as to form in 2022. No changes have been made in 2023.

Recommendations/Actions: It is recommended that the Board approve the quote from Ebsco/Consumer Reports in the amount of \$15,450 for 2023-24 CR.org access.

Attachments:

- Ebsco Purchase Order Form 9-27-23



Product Order Form

CustID:	s8911319
OrderID:	WSR822094
Date:	09/26/2023

10 Estes Street
P.O. Box 682
Ipswich, MA 01938
USA
www.ebsco.com

(978) 356-6500
(800) 653-2726
Fax: (978) 356-5640
information@epnet.com

Purchasing Customer
WICHITA PUBLIC LIBRARY
711 WEST 2ND STREET
WICHITA, KS, 67203
USA

Billing Address
WICHITA PUBLIC LIBRARY
711 WEST 2ND STREET
WICHITA, KS, 67203
USA

Contact:
Sarah Kittrell
(316) 261-8580
skittrell@wichita.gov

Your invoice will be sent to:
Accounts Payable
invoices@wichitalibrary.org

Product Name	Begin Date	Expire Date	Price
ConsumerReports.org	12/01/2023	11/30/2024	\$15,450.00

Total: \$15,450.00
The above excludes all applicable tax
Currency: US Dollar

Price represented is the cash discounted price for payments received by check or electronic payment. If paying by a method other than check or electronic payment, please inquire for non cash discounted pricing. Payment due upon receipt of invoice. Interest of 1 percent per month charged for payment received later than 30 days after invoice date. eBooks and eAudiobooks ordered are non-returnable and non-refundable.

Terms and Conditions

Customer agrees to terms and conditions of the appropriate license agreement for usage of purchased access or subscription to electronic databases, econtent and services. If ordering ebooks or audiobooks, customer also agrees to the terms and conditions of the Library eContent Agreement. We do not knowingly collect personal information from a child under the age of 13. Consistent with COPPA, the Customer is responsible for obtaining all required consents and authorizations for anyone under the age of 13 to use our Products and collect personal information.

Authorized Signature: _____ **Date:** _____

Print Name: _____ **Title:** _____

Please sign, scan and email this form to: KEVIN SAWYER at kevin.sawyer@ebsco.com

Thank you for your business!

If unable to scan, please fax to: 978-356-5640



INTEROFFICE MEMORANDUM

TO: Wichita Public Library Board of Directors
FROM: Jeff Tate, Digital Services Division Manager
SUBJECT: Approval of Bills over \$10,000 – Communico Meeting Room, Calendar, and Schedule Software
DATE: October 10, 2023

Background: The Library Board of Directors must take special action to approve materials purchases when the cost of a single invoice exceeds \$10,000.

Analysis: The Library has completed an evaluation of online program and meeting room management software. The current software will no longer be supported beginning May 2024, and this work was identified the 2023 Workplan as part of routine technology assessments as outlined in the WPL Technology Plan.

Staff reviewed three (3) products currently available to meet the majority of business needs for calendaring complex and varied programming and public meetings. As a result of this review, the Library has selected Communico as its new online program and meeting room management software. This software allows library staff to create a list of all programs offered by the Library and displays that information in various forms for customers. The software also allows staff and customers to reserve and pay for various meeting rooms online. Communico, <https://communico.us/>, is an industry leader in online programming and meeting room software designed specifically for libraries.

The software comes in different sections, or modules, with each module providing specific functionality. The Library will purchase access to the following modules:

1. Core—this is the base software to manage the other modules, access statistics, etc.
2. Attend—this module allows the Library to create and manage online programs in a calendar and list format
3. Reserve—this module allows staff and customers to reserve meeting rooms and other locations and make payment, if needed, online.
4. Schedule—this module allows staff and customers to set up appointments for specialized services such as librarian assistance, passports, specialized equipment, etc.

The software is a completely hosted solution with access all elements through a basic internet browser. At present, the Library maintains multiple calendars in order to meet multiple scheduling requirements. The transition to Communico will streamline the number of calendar systems. Communico's efficiencies, cross-promotional capabilities, technical support times, and overall customer and staff ease of use sets it apart from other products.

Financial Consideration: The 2023-2024 subscription cost is \$22,884.00 with a one-time implementation fee of \$11,442.00 for a total of \$34,326.00. Annual pricing of \$22,884.00 is committed with a three-year

term. Due to year one exceeding \$25,000, City Council approved the bid on October 10, 2023 pending the Library Board's authorization.

Legal Consideration: The Communico terms of service were reviewed by the Law Department and approved as to form.

Recommendations/Actions: It is recommended that the Board approve the quote from Communico in the amount of \$34,326.00.

Attachments:

- Wichita Public Library Communico Contract

Wichita Public Library - Contract

Wichita Public Library

223 S. Main St
Wichita, KS 67202
United States

Jaime Nix

jnix@wichita.gov
3162618520

Jeff Tate

jtate@wichita.gov
3162618522

Reference: 20230925-154645201

Quote created: September 25, 2023

Quote expires: October 31, 2023

Quote created by: Marcie Schneider

Director of Customer Success

marcie@communico.us

+14756859607

Comments from Marcie Schneider

Order form to COMMUNICO, LLC signed by and between COMMUNICO, LLC a Delaware limited liability company whose principal place of business is at PO BOX 6700, Stamford CT 06904 ("COMMUNICO"), and Wichita Public Library whose principal place of business is at 223 S. Main St, Wichita, KS 67202 ("Customer").

Unless otherwise specified, all terms used herein shall have the same meanings as those in COMMUNICO's [Standard Terms and Conditions of Use](#), which have been provided to Customer and are incorporated herein by reference.

COMMUNICO agrees to provide and Customer agrees to purchase a limited, non-exclusive, non-transferable, non-sublicensable right and license for use of Communico, LLC's proprietary Digital Publishing Platform (DPP), a hosted media management system, and Communico, LLC's intellectual and proprietary property rights related thereto, strictly in accordance with the terms and conditions of this Agreement, which expressly includes COMMUNICO's [Standard Terms and Conditions of Use](#).

Products & Services

Item & Description	Quantity	Unit Price	Total
<p>Core</p> <p>Control Cloud based control panel to manage Communico platform</p> <p>Exchange 3rd party connection engine to allow import and export of data</p> <p>Create Content Management System and widget builder</p>	1	\$7,041.00 /year	\$7,041.00 /year for 3 years
<p>Attend</p> <p>Event and Program management</p>	1	\$5,281.00 /year	\$5,281.00 /year for 3 years
<p>Reserve</p> <p>Room and Asset management</p>	1	\$5,281.00 /year	\$5,281.00 /year for 3 years
<p>Schedule</p> <p>Appointment management</p>	1	\$5,281.00 /year	\$5,281.00 /year for 3 years
<p>Implementation Fee</p> <p>COST TBD - WILL ADD WHEN MODULES FOR PURCHASE HAVE BEEN SELECTED</p> <p>-12 Weeks Customer Success and Engineering resource to assist with implementation.</p> <p>- One-time only fee - 50% of year one subscription fee</p>	1	\$11,442.00	\$11,442.00
Annual subtotal			\$22,884.00
One-time subtotal			\$11,442.00
Total			\$34,326.00

Purchase terms

SUBSCRIPTION START DATE: November 1, 2023

PRICING: Based upon Customer's stated legal service population of: 389,938 Communico reserves the right to increase pricing if Customers legal service population increases significantly during the term.

ILS INTEGRATION: Polaris. Integration (via API/web services or SIP2) is included, but additional fees may be assigned by the ILS vendor to the library to facilitate integration. Please contact your ILS account manager to inform them of your upcoming integration with Communico using the above method(s). Communico is not responsible for any additional charges applied by ILS Vendors, and it is the customer's responsibility to provide Communico with the required information and full documentation to enable it to access said services on behalf of the Customer.

CUSTOMER OBLIGATIONS: As per Communico LLC's [Standard Terms and Conditions of Use](#).

INVOICING SCHEDULE: As per Communico, LLC [Standard Terms and Conditions of Use](#).

ONBOARDING: Refer to our [Onboarding Timeline](#) for a step-by-step summary of what to expect throughout your onboarding process. Note these are estimated timelines and actual onboarding dates may vary.

MINIMUM TERM: 3 years (36 months) from subscription start date.

USAGE: This Communico platform as described in this order form is limited to the use of the patrons/customers and staff of Company: Wichita Public Library. It is not available for use by any other related or non-related agency, organizations or entity.

IN WITNESS WHEREOF the undersigned have executed this Order Form as of the day and year set forth. The parties hereto agree that facsimile/digital signatures shall be as effective as if originals.

Signature

Signature

Date

Printed name

Countersignature

Countersignature

Date

Printed name

Questions? Contact me



Marcie Schneider
Director of Customer Success
marcie@communico.us
+14756859607

Communico LLC
750 East Main Street
Suite 610
Stamford, CT 06902
US

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Operations Committee Agenda
Tuesday, October 17, 2023, 11:30am
Collaboration Room 203
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order
2. Advanced Learning Library Space Management
3. Book Bus Launch
4. Other Topics from the committee
5. 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, October 17, 2023, 11:30am
Collaboration Room 206
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order
2. Westlink Branch Library Timeline
3. Alford, Angelou and Rockwell Branches Next Steps
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
Public Affairs Committee Agenda
Tuesday, October 17, 2023, 11:30am
Collaboration Room 205
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

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

To attend virtually:

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Media Log: September 2023

- September 11: KWCH, Family Place Library
- September 12: KAKE, Cultural Arts Funding
- September 12: The Sunflower, Daniel Pewewardy Art Exhibit
- September 14: KAKE, Kids Corner Family Place Library
- September 14: KSN, Family Place Library
- September 30: KAKE, Manhattan Short Film Festival & Tallgrass Film Festival