

A G E N D A
Wichita Public Library Board of Directors Meeting
Tuesday, February 20, 2024– 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: Interim Technology Plan, Jeff Tate, Digital Services Manager
5. Minutes of the January 16, 2024 meeting
6. Unfinished Business
7. New Business
 - a) 2024 Workplan
 - b) Review of December Bills and Finance Reports
 - 1)Revenue Report
 - 2)Grant Fund Summary Report
 - 3)Report of Expenditures

General Fund Bills	\$996,645.81
Grant Fund Bills	\$91,021.41
Gift & Memorial Fund Bills	\$19,522.74
Total	\$1,107,189.96

- c) Review of January Bills and Finance Reports
 - 1)Revenue Report
 - 2)Grant Fund Summary Report
 - 3)Report of Expenditures

General Fund Bills	\$613,335.20
Grant Fund Bills	\$7,020.71
Gift & Memorial Fund Bills	\$2134.57
Total	\$622,490.48

- d) 2023 Foundation Accounting (July – December)
- e) 2023 Travel (July – December)
8. Finance Committee Report
9. Operations Committee Report
 - a. Policy Updates:
 - i. ORG-002.5 Support Services
 - ii. CIR-001: Customer Registration
 - b. Interim Technology Plan
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

January 2024

Service Highlights

Wichita Public Library introduced RFID tags. These tags have been placed in every library material available for check out. The tags make checking in and checking out materials easier for customers and staff, especially at self-check stations. [View a quick tutorial on Facebook.](#)

The Library's two passport acceptance facilities, Alford and Evergreen, have completed the annual recertification process and are now recertified to accept passport applications for 2024. Current full-time staff at both locations have also been recertified as passport acceptance agents authorized to continue accepting passport applications. Each year both branches must individually submit a recertification package by the end of January. In 2023, the Library processed 1,108 applications – 602 at Alford and 506 at Evergreen.

Staff are hard at work finalizing workflows for Communico, the Library's new online program calendar and meeting room websites. Staff are working through both the program creation and meeting room reservation workflows to account for differences in the new software. Staff will use February to complete their work and add the last batch of programs into Demco before switching to Communico. Frontline staff will be trained on the new software in March, and the software will go live on Monday, April 1. The Library's current software, Demco Evanced, is being discontinued in summer 2024.

Registration opened for the first Parent and Child Workshop this month, and both registration and the wait list filled up within one day. The workshop is designed for children ages 0-3 and their caregivers to interact and play together. The 6-week workshops are attended by community resource professionals who talk with parents about child nutrition, speech, and development. Updates were also made to the toys in the interactive space to help refresh things that were worn out and add some new offerings to the space.

The Wichita Public Library was represented at the Choices Fair held by USD 259. We were excited to be invited by Early Childhood Parents as Teachers team. Outreach members Parker Daniel, Robin Dauster and Racine Zackula were there with Parker and Robin issuing cards and telling parents about resources available to them at the library and Racine connected with the kids via stories.

The XBOX Game Pass was officially set up in the Teen Pavilion at the beginning of the month. Youth Services and tech staff worked hard to ensure that all of the Library's information was securely locked down and that the console was working properly. A handful of excited teens come in and use it and staff are thrilled to continue promoting it to our teen customers.

Storytime has returned to the Children's Pavilion this month, much to the delight of children and caregivers alike. Staff has seen great attendance numbers at all storytimes. Youth Services Librarian Jeni Lehecka has observed that the Family Place area is especially active and thriving. A new Youth Services volunteer started this month and has been such a big help in keeping the Family Place play area clean and tidy.

Other News

Library staff organized a gift card drive for customers, asking staff to donate cash or a \$5 gift card to local fast food restaurants. With the generosity from library staff, each library location was given a number of McDonald's gift cards to distribute. An Evergreen Branch staff member gave a gift card to a woman who started crying and said that this would be the only gift she would receive this year. She said her husband died recently and she lives with her special needs son and mother and they have no money for gifts after paying for his funeral. The customer was so surprised by the kind gesture and was not expecting it to come from the library.

The Library's podcast, "Read. Return. Repeat.," partnered with KMUW's "Books & Whatnot" podcast to record a collaborative episode to kick off the 2024 #ReadICT Reading Challenge. The hosts talked about the new categories and shared reading recommendations. The recording will soon be available as the first episode of the fourth season of the podcast. You can listen to past episodes at www.wichitalibrary.org/podcast.

The ceremonial groundbreaking was held for the Westlink Branch project on January 4 during the Mayor's media briefing. Since then, Key Construction completed asbestos abatement on January 5 and has also demolished the interior of the building and fenced off the perimeter of the land.

Digital Service is working with Support Services, IT, and Purchasing to purchase much needed network equipment using Universal Services (erate) funding. IT needs to replace the Library's firewalls by October, when the firewalls will no longer be supported. When the firewalls are replaced, all the existing network equipment will become obsolete. Therefore, a large scale replacement of equipment is necessary. To help the City save money, the Library is working to purchase this equipment through erate, a special federal program that provides funding to libraries for internet services and equipment. If all goes well, the equipment would be purchased with an 85% rebate from the federal program, saving thousands of dollars.

Technology training staff were busy with programming. The section taught 13 technology classes with 151 students in attendance, including two 3D printer pop-up classes that were successful. Staff completed 259 Book-A-Librarian appointments in January. Customers were given assistance or unemployment filing, resume posting and printing, passport applications, printing court documents, phone assistance, tax forms, and online security issues.

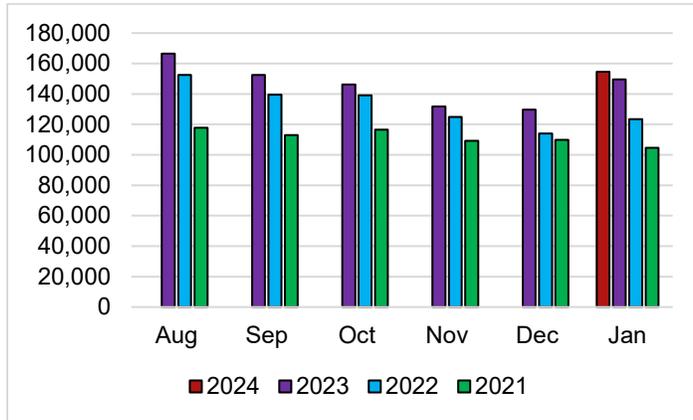
Data was gathered about attendance at Book Bus stops during the first 90 days of service. Using this data, a new proposed schedule of stops was created for March, April and May. This month has also taught us that we need contingency plans for weather events or staffing issues.

Many of the final preparations for the 2024 Big Read celebration of *There There* have been made this month. The Mid-American All Indian Museum, Hunter Health, and the USD 259 Native American Student Program met with library staff this month to plan the kickoff event. The event will feature a dramatization of a native legend by USD 259 students, traditional and contemporary native music, and a preview of the events taking place during the Big Read.

Many different research trips for area middle schools were facilitated this month. Youth Services staff Lexi and Erin were able to tackle them together and provide library skills instruction as well as research tips to students who were preparing for important assignments.

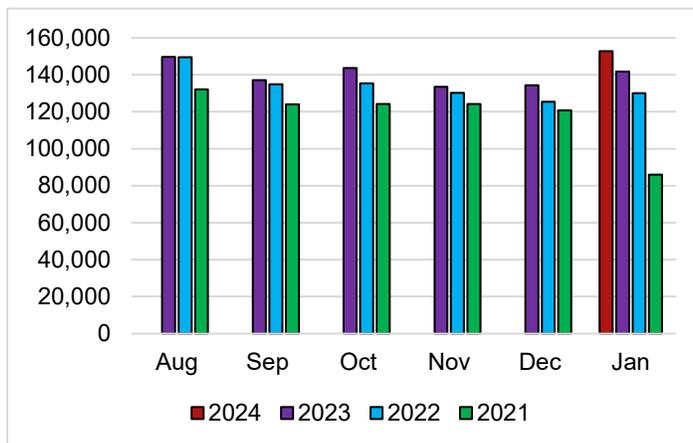
Service Dashboard

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

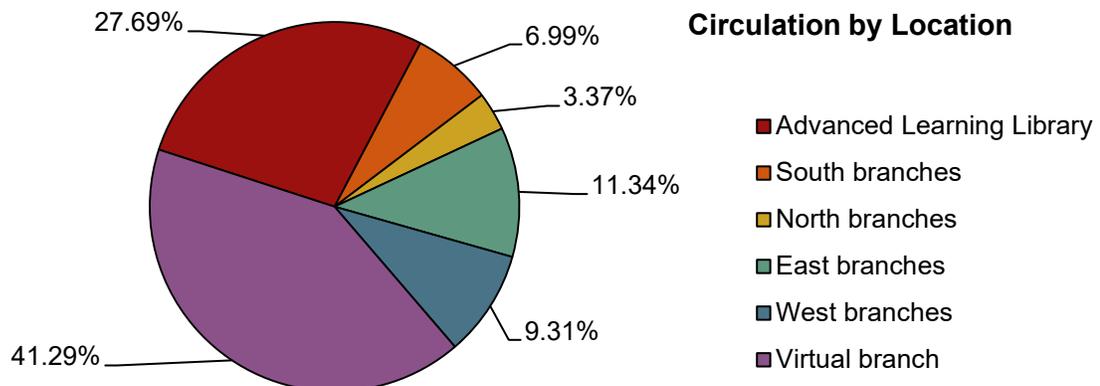


JANUARY			
	2024	2023	% change
Door Counts	50,801	50,893	-0.18%
Catalog Log-ins	39,348	37,570	4.73%
Website Visits	64,149	60,464	6.09%
CONTENTdm Users	299	694	-56.92%
Total	154,597	149,621	3.33%

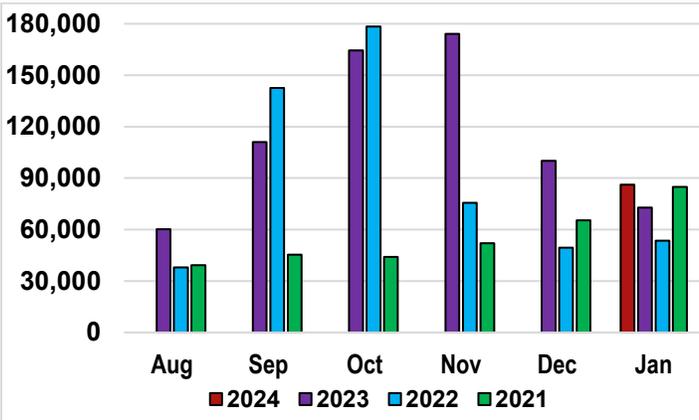
CHECKOUTS



JANUARY			
	2024	2023	% change
Physical Circ	89,672	93,708	-4.31%
Virtual Circ	63,073	48,028	31.33%
WPL	54,438	40,031	35.99%
State	8,635	7,997	7.98%
Total	52,745	141,736	7.77%

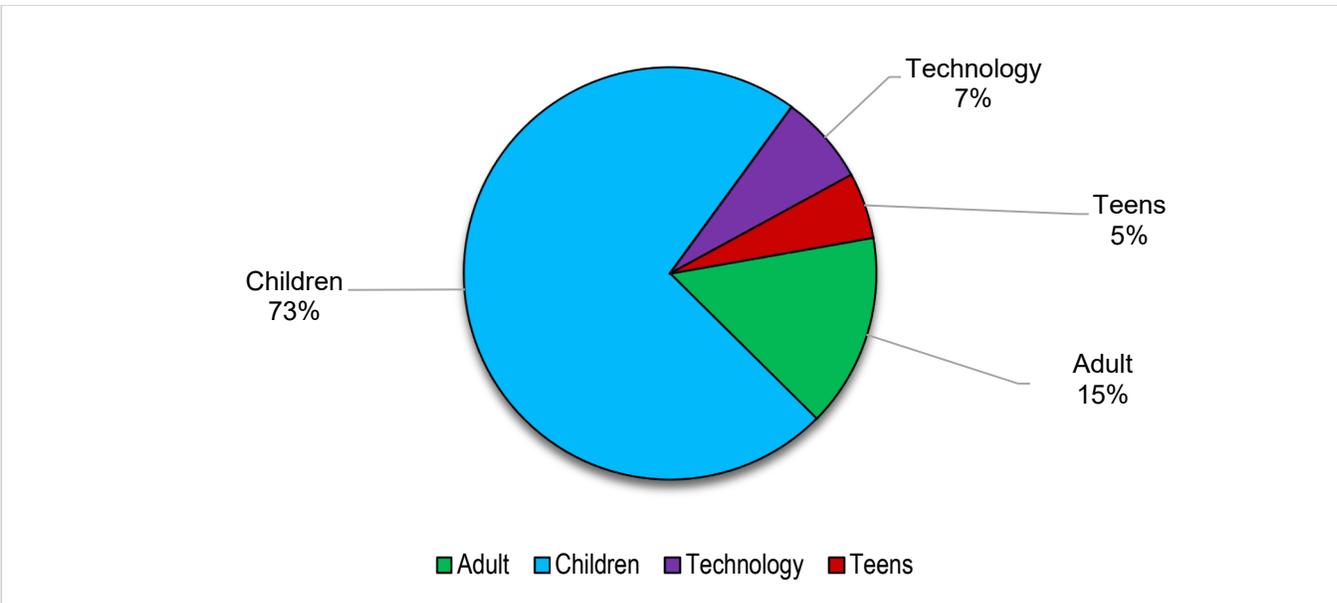


QUESTIONS ANSWERED (by staff in person/phone and through online services)



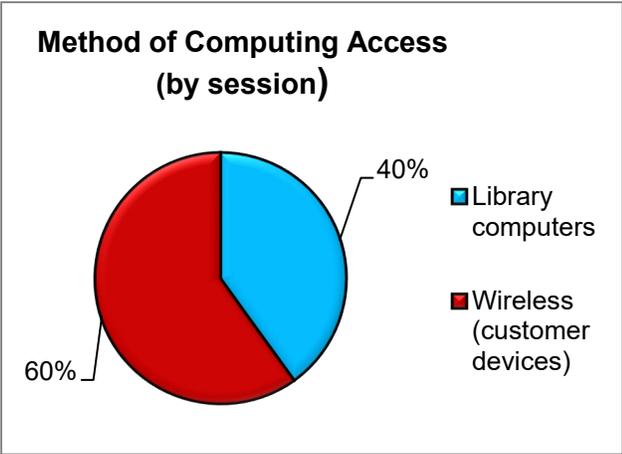
JANUARY			
	2024	2023	% change
Reference Questions	5,664	5,890	-3.84%
Database Searches	77,801	64,445	20.72%
Technology Assistance	2,533	2,272	11.49%
Book-A-Librarian Appointments	264	279	-5.38%
Total	86,262	72,886	18.35%

PROGRAM ATTENDANCE



JANUARY ATTENDANCE			
	2024	2023	% change
Adult events	327	492	-33.54%
Children's events	1,560	1,463	6.63%
Technology training	151	131	15.27%
Teen events	111	128	-13.28%
TOTAL	2,149	2,214	-2.94%

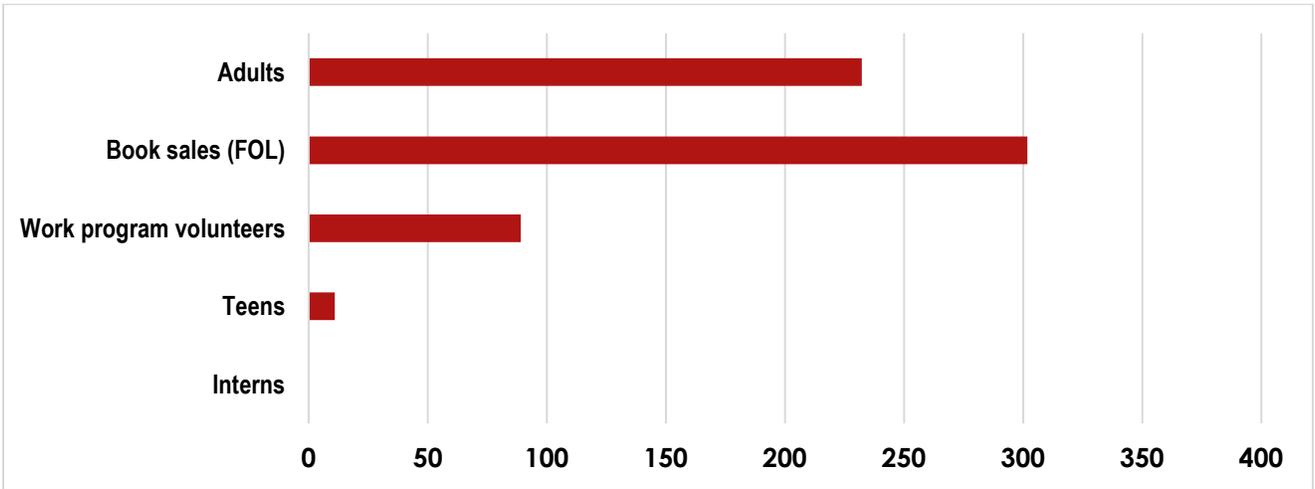
PUBLIC COMPUTING



JANUARY

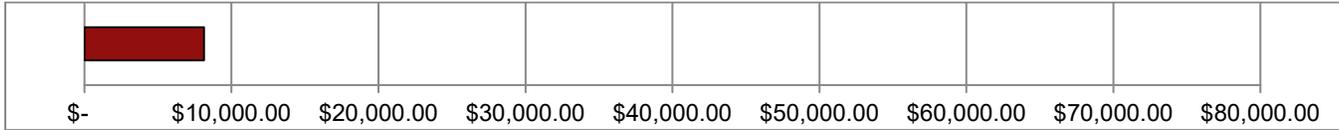
	2024	2023	% change
Workstation Sessions	5,716	5,603	2.02%
Wi-Fi Sessions	8,542	8,019	6.52%
Number of Users	1,378	1,306	5.51%
Hours of Access	9,896	8,450	17.11%

VOLUNTEERS (hours of service)



Number of volunteers YTD = 55 Hours of service YTD = 634

MATERIALS DONATIONS (value if purchased)



Year to date total = \$8,130.06 Items added to Library collections YTD = 597

Service Snapshot: Recent Raving Fans Stories

A customer came into the Library recently and told staff that she is saving so much money by borrowing movies from the Library's movie collection. In fact, by January 18, 2024, she had already saved more than \$711 this year!

Michael Apinyakul helped a customer at the Advanced Learning Library that had just moved to Wichita to be close to her grandchildren. She applied for a library card, found out that she lived right next to the Alford Branch, discovered historic Wichita maps for a research project in the local history/genealogy section, utilized teacher's resource books for homeschooling, and was thrilled by the Evolve magazine because it offered months of activities for her and her grandchildren. She said she just came here to get a library card and maybe check out a book but left with a "whole new lifestyle."

A customer called the Walters Branch with a unique request. They needed to get a new library card set up so they could access their Libby Account; however, this customer was not in the United States –she is deployed to some unknown area. Utilizing various means of technology, Bret Harvey was able to verify her ID and get her setup with a new library card. Bret proceeded to help her through the Libby setup process as well, and by the end of their second phone call she was up and running. Regardless of where the United States Military sends her, as long as she has an internet connection, because of library staff and services she can access her Libby Account.

Rachel Roth demonstrated compassion and patience in helping a customer email his immigration papers. The customer spoke very little English and had quite a few items to copy and email. Rachel was detailed while maintaining a friendly attitude. She used Google Translate and the customer was appreciative.

A parent at Rockwell Branch Library approached Katrina York to ask if there was a special section for Battle of the Books titles. They had been trying to look up each of the titles individually until they noticed that "Battle of the Books" was listed as a shelf location. Katrina showed them the section and pointed out that the books are color-coded according to which section of the greater reading list they were assigned. Katrina also explained that if they needed titles not on the shelf at Rockwell that staff would be happy to bring them over as Holds. The parent was both grateful and astounded. They said, "We've been checking out the longer ones through Libby and the school library. It never occurred to me that it would be so easy to come in person and find them all nicely set aside like this."

Recently, a man brought his grandson into the Westlink Branch to find some books to divert his attention from video games. The man shared with Eileen Ball that the boy struggles with reading and wondered if she might have some suggestions to get him more excited about it. To help guide her, Eileen asked the boy a few questions: what grade was he in, if he liked animals, etc. When asked if he was familiar with DogMan, the boy's eyes lit up so Eileen introduced him to the Easy Reader Dragon books by Dav Pilkey, the author of DogMan. When she handed them to him, the boy got a big grin on his face. In the end, he took four Easy Reader books and one DogMan graphic novel home with him.

During the Expand Your Shelf book club meeting in January, one of the attendees said that this was one of the best book discussions she's ever been to, she said most book clubs she's attended "are only there for the food and only spend about 10 minutes actually talking about the book!"

WICHITA PUBLIC LIBRARY

Minutes of a Meeting of the Library Board of Directors
January 16, 2024.

The hybrid meeting of the Library Board of Directors was held on Tuesday January 16, 2024 at the Advanced Learning Library with the following present in person: Ms. Abi Boatman, Ms. Lauren Hirsh, Mr. Randall Johnston, Mr. Kevin McWhorter, Ms. Shelby Petersen, Ms. Ericka Sauer, Mr. Chuck Schmidt, and Mr. Jonathan Winkler. The following attended virtually: Dr. Justin Henry and Ms. TaDonne Neal.

Call to Order

Lauren Hirsh called the meeting to order at 12:01 p.m., a quorum being present.

Approval of the Agenda

Abi Boatman moved (Schmidt) to approve the agenda as published. **Motion carried unanimously.**

Public Comment

None

Staff Presentation

Director Nix provided the board with further information on the enhanced library card proposal presented at the December board meeting. Andrew Swanson from the City Manager's office and Matt Lowe from the United Way also provided insights into this project.

Lack of photo identification poses a problem for many residents in the Wichita community, especially those belonging to vulnerable populations. With many individuals experiencing challenges to obtaining photo ID, the enhanced library card would be a form of secondary identification that could be used to obtain resources and services needed. Many urban communities have begun offering municipal or community identification to provide easier access to multiple city-wide services. Developing alternative methods for individuals to obtain photo ID can help build trust within the community while removing barriers for at-risk individuals. Partnerships and collaborations are critical for this program to work.

Justin Henry and Taddonne Neal arrived on video.

Research was done into other libraries and municipalities across the nation to learn about the necessity and usefulness of some form of photo identification. The overwhelming consensus is that the need for it exists for many library customers. Benefits of the enhanced library card include recipients having access to library services, the ability to connect those without official identification to agencies who can help, and having a secondary identification that can assist in accessing resources such as housing, financial, and transit services. This card would be made

available only to adults and would include the library card number, full name, date of birth, address, expiration date, and a photo. Minimum requirements for the card would include proof of identity and verification of address, both of which are already required for an adult library card.

After a lengthy discussion concerning downside risks associated with the Library becoming a photo ID provider, the enhanced library card proposal was paused for additional research and conversation with the City Manager.

Approval of Minutes

Minutes of the regular meeting held on December 19, 2023 were presented. Kevin McWhorter moved (Petersen) to approve the minutes as included in board packets. **Motion carried unanimously.**

Unfinished Business

The motion to insert implementing language for the enhanced library card into policy CIR-001 Customer Registration was tabled until the February Board meeting.

New Business

On behalf of the Finance Committee, Chuck Schmidt moved (Winkler) to approve an invoice from Overdrive to renew its services for 2024 for up to \$17,500.00. **Motion carried unanimously.**

City Departments prepare annual budget program options that are then considered for inclusion in the general obligation budget. In preparation for the upcoming 2025 budget planning cycle, Library leadership has assessed whether budget gaps exist that militate against achievement of the forecasted work ahead. On the basis of this evaluation, leadership proposes to develop a program option that addresses existing staffing inadequacies, plans for a higher level of use at improved facilities and provides support for community engagement and outreach. This looks like the following:

- Alford: add one full-time Library Assistant
- Evergreen: add one part-time Library Assistant
- Rockwell: add one full-time Community Services Librarian and one part-time Library Assistant
- Westlink: add one full-time Community Services Librarian and one part-time Library Assistant

The anticipated impact from these staffing additions includes increasing the number of active card holders in the community, increasing partnerships for enhanced service connections, increasing engagement with pre-readers and their families to assist with kindergarten readiness, providing access to technology training at all locations to support all ages, and increasing overall quality of life for residents.

Jonathan Winkler moved (Boatman) to approve development of the 2025 Program Options. The motion **passed** by a vote of 9-1 with Mr. Randall Johnston opposed.

Finance Committee Report

No meeting

Operations Committee Report

No meeting

Planning & Facilities Committee Report

Lauren Hirsh thanked Board members who were able to attend the successful groundbreaking for the renovations at the Westlink branch. The ceremony was well attended by members of the City Council and the wider community.

A firm has been selected to perform the renovations at the Rockwell, Angelou, and Alford branches.

Public Affairs Committee Report

Abi Boatman reported that winter programming was very successful at the library and now the push has started to promote the upcoming spring and summer programs. The winners of the library card design contest will be announced next month. Discussions have begun in regards to crafting a letter to Kansas legislators to advocate for library funding. The RFID conversion has been successful and well-received by staff and customers.

Special Committee Reports

Friends of the Library – Amanda Shankle reported that the Friends of the Library continues to recruit board members. A President and Vice President have been added to the board, along with two new members. In February the organization will focus on the budget for 2024. It will also not hold a book sale that month, having concluded that holding sales once every two months places less strain on its volunteer base.

Library Foundation - Jennifer Keller reported that the end of year fundraising campaign has ended. The newly hired Foundation CEO will start on February 5 and will be named in a news release soon to be issued. The Foundation is currently working on some exciting rebranding opportunities in 2024.

Wichita Genealogical Society (WGS) – Frederick Knoblauch reported that the first monthly Saturday meeting will take place on Saturday, January 20 and will feature a fun presentation, “Finding the Farm and its Records.”

Director of Libraries Report

Preparations are being made for the Digital Equity Summit happening at the Advanced Learning Library on March 1, 2024.

Interest has been shown in expanding access to student e-cards to WSU Tech students in IT and technical programs.

Leadership continues to work on the 2024 work plan and strategic agenda.

Presentations have been given to City Council members informing them about the newly launched bookmobile and other endeavors to increase library accessibility to the community. They asked good questions about Library services and requested a video to show the community how to access them. This video is in development.

Announcements

None

Adjournment

The meeting was adjourned at 1:10pm.

The next regularly scheduled meeting will be February 20, 2024.

Respectfully submitted,

Jaime Nix

Wichita Public Library 2024 Workplan

WPL Mission: Connect. Discover. Learn. Thrive.

WPL Vision: Inclusive. Responsive. Collaborative. Your Library makes your community limitless.

Since 2021, WPL has been working on projects and strengthening its resources to make a greater impact on three multi-year initiatives that:

1. Embody equity, diversity, and inclusion in our services, staff, programs and collections
2. Grow cardholders and reconnect with our community outside of the library
3. Foster a culture that engages, develops and inspires staff in service to our community

This work has led to the elimination of overdue fees, launching outreach services through an upcycled Book Bus, and multitudes of new partnerships. In addition to creating new mission, vision, and values to guide staff's work, a new strategic agenda will be introduced to the organization in first quarter 2024 to enhance and build capacity for community outreach and intentional engagement. Also impacting much of 2024 will be the facility upgrades that include expansions at Westlink and Rockwell branches and remodels at Alford and Maya Angelou Branches.

The workplan will be adjusted as the strategic agenda is integrated into the work.

SUPPORTING A LITERATE COMMUNITY: *The Library supports literacy skills required by residents to achieve academic success, to meet their personal goals and to fully participate in community decision-making.*

- Host the NEA Big Read's *There, There* (Q1-2)
- Operationalize bookmobile service that prioritizes outreach in low-access communities (Q1-4)
- Deliver #ReadICT promotions that encourage reading for pleasure and connecting readers online (Q1-4)
- Install Storywalks in Council Districts I, II, III, IV, and V and operationalize a rotation of book titles (Q1)
- Complete the collections and planning groundwork needed to begin the Westlink Branch Library expansion and Alford, Angelou, and Rockwell facility enhancements (Q1-4+)
- Expand Library of Things Collection to include early learning resources and experience passes (Q2)
- Enact a Summer Reading Program that encourages reading during out-of-school months to prevent summer slide in reading skills and helps make reading for pleasure a habit (Q1-3)
- Expand student ecard partnerships to area schools to ensure students have convenient access to research and resources (Q1-4)
- Pilot Ages and Stages Questionnaire support for parents of children 0-5 to ensure resources are available to families (Q2-4)
- Establish a two-year Family Engagement Taskforce to ensure outcomes, collaboration, and design of family engagement efforts are successful (Q3-4)

1.12.24

- Create a plan to develop a robust volunteer opportunity to assist all ages with informal ESL, low-literacy, and reluctant reader support(Q3-4)
- Expand the 1,000 Books Before Kindergarten program with a new 'Books Before Middle School' reading initiative (Q2-Q4)
- Pilot a book home delivery service for children ages 0-3 in partnership with Rainbows United (Q1)
- Develop a diversity audit for library programming to ensure program offerings are meeting the needs of the Wichita population (Q3-Q4)
- Host the Kansas Reads to Preschoolers program (Q3-Q4)
- Introduce Family Place Parent/Child Workshops at Advanced Learning Library (Q1-4)

ENSURING DIGITAL INCLUSION: *The Library supports digital literacy and access by working to remove barriers that prevent residents from having high-speed access to the digital world in order to take advantage of the ever-growing resources and services available online.*

- Host a regional Digital Equity Summit to better understand digital gaps and the City's role for planning stronger infrastructure and training (Q1)
- Develop a City of Wichita Digital Equity Plan in collaboration with city departments to expand access to connectivity and training (Q2-4)
- Host a Maker event for intergenerational learning and promote digital and maker resources (Q3)
- Establish a system-wide digital navigation volunteer program to assist customers with technical support (Q2-4)
- Evaluate ALL wi-fi networking infrastructure and explore expanding WiFi out of building (Q1-3)
- Continue to digitize collections for Content DM site (Q1-4)
- Install three solar-powered WiFi charging benches in Districts 1, 3, and 6 (Q1-4)

PROVIDING EQUITABLE ACCESS TO INFORMATION: *The Library supports lifelong learning by providing residents with the resources they need to succeed in school and to explore topics of personal interest and discovery, ensures access to resources that help residents make informed decisions.*

- Provide access for citizens' civic engagement activities through opening Evergreen and Alford branches as Sedgwick County polling sites (Q1-4)
- Develop a community engagement and outreach team to ensure system-wide collaboration for service delivery (Q1-4)
- Launch staff engagement and recognition team (Q2-4)
- Increase community engagement and outreach efforts in Angelou and Walters service areas (Q1-4)
- Refine workforce development efforts for Walters, Alford and Angelou service areas (Q1-4)
- Incorporate exterior spaces for healthy living and mindfulness programming at Alford, Angelou, Evergreen and Rockwell branches (Q1-4)
- Promote and operationalize issuing cards to unhoused populations through implementation of an enhanced library cards in partnership with United Way (Q3-4)
- Introduce Spanish-language technology classes at Evergreen (Q1-4)

1.12.24

- Cultivate an education services networking group to facilitate the sharing of educational resources and events in the community (Q2-Q4)

DELIVERING ADMINISTRATIVE ACTIVITIES WITH EFFICIENCY AND EFFECTIVENESS: *The Library demonstrates public stewardship of its facilities and resources to secure the best value for citizens and to maximize the community's investment in its public library system.*

- Complete the development of a Strategic Agenda and enact steps to integrate priorities into annual planning and resource allocation (Q1-4)
- Complete RFID tagging and transition from barcode to RFID technology (Q1)
- Implement and operationalize Communico software for meeting room and program calendars (Q1-2)
- Explore self-service checkout of materials via personal devices (Q2-3)
- Complete expansion of Westlink Library (Q1-4)
- Complete remodels at Alford and Maya Angelou, and complete expansion at Rockwell (Q1-4)
- Install solar panels at all library locations to provide electricity cost savings (Q2-4)
- Explore EV charging options at branch locations and enact as funding is available (Q1-4)
- Upgrade Polaris ILS to ensure greatest functionality with the Library catalog (Q4)
- Establish a rollout plan to transition branches to a web-based catalog and inventory management software (Q2-4)
- Create a plan to activate the Advanced Learning Library café (Q1-4)
- Hold a Staff In-Service training that builds staff skills in advancing library initiatives (Q3-4)
- Implement Library Skill Building plan to ensure knowledge and competencies among staff (Q1-4)
- Create a Customer Experience model that supports the strategic direction and builds upon the department's service strengths (Q1-4)

YTD

FOR 2023 13

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	-94,415.25	.00	.00	19,415.25	125.9%
422111 Library Desk - Faxes	-9,000	-9,000	-11,862.89	.00	.00	2,862.89	131.8%
422112 Library Desk - Passports	-20,000	-20,000	-37,765.00	.00	.00	17,765.00	188.8%
423030 Meeting Room Rentals	-28,000	-28,000	-15,352.50	.00	.00	-12,647.50	54.8%
424011 Copy Charges	-10,000	-10,000	-13,815.45	.00	.00	3,815.45	138.2%
424101 Public Computing Charges	-12,000	-20,000	-20,648.35	.00	.00	648.35	103.2%
429990 Other Operating Revenue	0	0	219.59	.00	.00	-219.59	100.0%
645030 Sale of Equipment	0	0	-1,500.00	.00	.00	1,500.00	100.0%
645980 Sale of Scrap	0	0	-1,143.45	.00	.00	1,143.45	100.0%
646981 State Setoff Collections	-70,000	-70,000	-41,167.78	.00	.00	-28,832.22	58.8%
646990 Other Non-operating Revenue	0	0	-49.77	.00	.00	49.77	100.0%
TOTAL Wichita Public Library	-149,000	-232,000	-237,500.85	.00	.00	5,500.85	102.4%
TOTAL General Fund	-149,000	-232,000	-237,500.85	.00	.00	5,500.85	102.4%

YTD

FOR 2023 13

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	-237,500.85	.00	.00	5,500.85	102.4%

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

YTD

REPORT OPTIONS

Sequence 1	Field #	Total	Page Break	Year/Period: 2023/13
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 SUMMARY DECEMBER 2023

OBJECT	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
511000	Base Compensation	\$ 5,821,736.00	\$ 5,694,305.57	\$ 448,978.46	\$ -	\$ 127,430.43	97.8%
511950	Year-End Payroll Accrual	\$ -	\$ 37,499.19	\$ 181,636.06	\$ -	\$ (37,499.19)	#DIV/0!
511999	Planned Savings	\$ (225,161.00)	\$ -	\$ -	\$ -	\$ (225,161.00)	0.0%
512000	Special Compensation	\$ 4,200.00	\$ 16,926.84	\$ 597.12	\$ -	\$ (12,726.84)	403.0%
512051	Mileage Reimbursement	\$ -	\$ 1,784.92	\$ 113.45	\$ -	\$ (1,784.92)	#DIV/0!
513000	Overtime Compensation	\$ -	\$ 4,399.93	\$ 453.50	\$ -	\$ (4,399.93)	#DIV/0!
518200	Employer Wage Taxes & WC	\$ 503,580.00	\$ 474,283.22	\$ 37,989.60	\$ -	\$ 29,296.78	94.2%
518300	Employer Share EE Insurance	\$ 1,018,362.00	\$ 884,850.88	\$ 861.08	\$ -	\$ 133,511.12	86.9%
518400	Employer Share Pension/Retire	\$ 615,354.00	\$ 589,660.87	\$ 46,759.28	\$ -	\$ 25,693.13	95.8%
TOTAL PERSONNEL SERVICES		\$ 7,738,071.00	\$ 7,703,711.42	\$ 717,388.55	\$ -	\$ 34,359.58	99.6%
521011	Electricity - EDI	\$ 305,438.00	\$ 254,937.30	\$ 17,008.84	\$ -	\$ 50,500.70	83.5%
521021	Natural Gas - EDI	\$ 41,824.00	\$ 86,203.93	\$ 8,276.78	\$ -	\$ (44,379.93)	206.1%
521030	Water Service	\$ 12,738.00	\$ 19,725.35	\$ 1,715.73	\$ -	\$ (6,987.35)	154.9%
521050	Trash Service	\$ 5,404.00	\$ 2,096.41	\$ 250.00	\$ -	\$ 3,307.59	38.8%
521055	Trash Service - EDI	\$ -	\$ 4,752.85	\$ 504.36	\$ -	\$ (4,752.85)	#DIV/0!
521060	Local Telephone Service	\$ 8,000.00	\$ 5,345.85	\$ 451.65	\$ -	\$ 2,654.15	66.8%
522010	PBX Line Charges	\$ 11,806.00	\$ 12,278.12	\$ 1,026.00	\$ -	\$ (472.12)	104.0%
522020	PBX Instrument Charges	\$ 19,414.00	\$ 19,950.00	\$ 1,662.50	\$ -	\$ (536.00)	102.8%
522040	Long Distance & Teleconference	\$ 1,000.00	\$ 394.10	\$ 30.50	\$ -	\$ 605.90	39.4%
522060	Air Cards (Mobile Connect)	\$ -	\$ 306.83	\$ 42.00	\$ -	\$ (306.83)	#DIV/0!
522070	Voicemail	\$ 3,968.00	\$ 4,063.90	\$ 340.00	\$ -	\$ (95.90)	102.4%
522080	Automatic Call Distribution	\$ 786.00	\$ 786.00	\$ 65.50	\$ -	\$ -	100.0%
522990	Other Communications Charges	\$ 197.00	\$ 1,690.00	\$ -	\$ -	\$ (1,493.00)	857.9%
523010	Building & Contents Insurance	\$ 172,088.00	\$ 172,088.00	\$ -	\$ -	\$ -	100.0%
523020	Vehicle Liability Premiums	\$ 870.00	\$ 870.00	\$ -	\$ -	\$ -	100.0%
524010	Recruitment & Hiring	\$ 3,140.00	\$ -	\$ -	\$ -	\$ 3,140.00	0.0%
524020	Employee Travel & Training	\$ 1,600.00	\$ 182.09	\$ -	\$ -	\$ 1,417.91	11.4%
525013	Drug Screening	\$ -	\$ 5,396.00	\$ 971.00	\$ -	\$ (5,396.00)	#DIV/0!
525070	Background Checks	\$ -	\$ 1,069.00	\$ 333.00	\$ -	\$ (1,069.00)	#DIV/0!
525080	Service Contractors	\$ -	\$ 591.25	\$ -	\$ -	\$ (591.25)	#DIV/0!
525083	Textile Rental & Laundry Svcs	\$ 1,925.00	\$ 1,447.56	\$ 13.14	\$ -	\$ 477.44	75.2%
525990	Other Professional Services	\$ 31,361.00	\$ 23,780.45	\$ 3,017.65	\$ -	\$ 7,580.55	75.8%

526010	Motor Pool Scheduled Charges	\$	3,720.00	\$	3,720.00	\$	310.00	\$	-	\$	-	100.0%
526020	Building Repair & Maint	\$	7,240.00	\$	92.50	\$	-	\$	-	\$	7,147.50	1.3%
526042	Pest Control Services	\$	13,000.00	\$	11,174.96	\$	2,371.36	\$	-	\$	1,825.04	86.0%
526044	Bldg Security & Fire Services	\$	420.00	\$	1,171.00	\$	-	\$	-	\$	(751.00)	278.8%
526070	Equipment Repair & Maint	\$	5,421.00	\$	5,251.57	\$	-	\$	-	\$	169.43	96.9%
526092	Rent-Real Property	\$	52,060.00	\$	53,147.12	\$	4,088.24	\$	-	\$	(1,087.12)	102.1%
529010	Bank Charges	\$	5,000.00	\$	4,177.04	\$	270.15	\$	-	\$	822.96	83.5%
529020	Postage	\$	4,000.00	\$	5,226.70	\$	483.00	\$	-	\$	(1,226.70)	130.7%
529030	Shipping & Freight	\$	-	\$	25.00	\$	-	\$	-	\$	(25.00)	#DIV/0!
529040	Subscriptions	\$	9,877.00	\$	9,876.68	\$	-	\$	-	\$	0.32	100.0%
529061	Org Member	\$	10,960.00	\$	10,500.00	\$	-	\$	-	\$	460.00	95.8%
529070	Printing & Copying	\$	23,472.00	\$	25,835.65	\$	1,635.97	\$	-	\$	(2,363.65)	110.1%
529141	Software License & Maint Fees	\$	7,768.00	\$	7,767.94	\$	-	\$	-	\$	0.06	100.0%
529150	Data Center Charges	\$	1,140,249.00	\$	1,140,249.00	\$	-	\$	-	\$	-	100.0%
529990	Other Contractuals	\$	102,583.00	\$	108,484.01	\$	(1,751.36)	\$	-	\$	(8,496.21)	105.8%
TOTAL CONTRACTUALS		\$	2,007,329.00	\$	2,004,654.16	\$	43,116.01	\$	-	\$	79.64	99.9%
531010	Computing Supplies	\$	900.00	\$	-	\$	-	\$	-	\$	900.00	0.0%
531020	Office Supplies	\$	50,575.00	\$	52,183.48	\$	2,923.70	\$	-	\$	(1,608.48)	103.2%
531030	Custodial Supplies	\$	4,000.00	\$	4,854.15	\$	-	\$	-	\$	(854.15)	121.4%
532020	Automotive Parts & Supplies	\$	450.00	\$	320.64	\$	10.80	\$	-	\$	129.36	71.3%
539012	Gasoline	\$	6,434.00	\$	3,765.64	\$	439.31	\$	-	\$	2,668.36	58.5%
549010	Furniture & Fixtures <\$5k	\$	4,990.00	\$	2,600.94	\$	-	\$	-	\$	2,389.06	52.1%
549020	Data Processing Equip <\$5k	\$	4,665.00	\$	1,377.69	\$	41.92	\$	-	\$	3,287.31	29.5%
549030	Communication Equip <\$5k	\$	-	\$	690.90	\$	57.40	\$	-	\$	(690.90)	#DIV/0!
549110	Library Materials	\$	1,012,164.55	\$	980,647.77	\$	232,668.12	\$	17,205.00	\$	55.68	96.9%
658999	Purchasing Card Clearing	\$	-	\$	(19.98)	\$	-	\$	-	\$	19.98	#DIV/0!
TOTAL COMMODITIES		\$	1,084,178.55	\$	1,046,421.23	\$	236,141.25	\$	17,205.00	\$	6,296.22	96.5%
GRAND TOTAL		\$	10,829,578.55	\$	10,754,786.81	\$	996,645.81	\$	17,205.00	\$	40,735.44	99.3%

**Grant Fund Summary Report
December 2023**

Grant	12/1/2023	Revenue Received	Admin Charges	Contractuals	Materials	Supplies & Petty Cash	Equipment	Total Expenditures	Encumbrances	Remaining Balance 12/31/23
SCKLS 2023	\$ 121,526.94	\$ -	\$ -	\$ 385.04	\$ 71,637.90	\$ -	\$ -	\$ 72,022.94	\$ -	\$ 49,504.00
SA 2023	\$ 19,386.06	\$ -	\$ 333.81	\$ 2,609.29	\$ 8,134.58	\$ 2,987.99	\$ 4,932.80	\$ 18,998.47	\$ 387.59	\$ -
Totals	\$ 140,913.00	\$ -	\$ 333.81	\$ 2,994.33	\$ 79,772.48	\$ 2,987.99	\$ 4,932.80	\$ 91,021.41	\$ 387.59	\$ 49,504.00

Wichita Public Library General Fund Bills

December 2023

Org: 1000080

10001 - Library - Personnel

1B - Base Compensation

511000 Base Compensation

Payroll, MSC122223	\$239.60
Payroll, PP12.08.23	\$225,754.61
Payroll, PP12.22.23	\$222,984.25

Total 511000 Base Compensation	\$448,978.46
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511950 Year-End Payroll Accrual

Payroll, 23PRACCR	\$181,636.06
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Total 511950 Year-End Payroll Accrual	\$181,636.06
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Total 1B - Base Compensation	\$630,614.52
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1F - Special Compensation

512000 Special Compensation

Payroll, PP12.08.23	\$298.56
Payroll, PP12.22.23	\$298.56

Total 512000 Special Compensation	\$597.12
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512051 Mileage Reimbursement

Payroll, 2646	\$37.41
Payroll, 3260	\$55.80
Payroll, 3457	\$9.50
Payroll, 3578	\$10.74

Total 512051 Mileage Reimbursement	\$113.45
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Total 1F - Special Compensation	\$710.57
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1J - OT Compensation

513000 Overtime Compensation

Payroll, PP12.08.23	\$179.66
Payroll, PP12.22.23	\$273.84

Total 513000 Overtime Compensation	\$453.50
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Total 1J - OT Compensation	\$453.50
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1N - Employee Benefits

518200 Employer Wage Taxes & WC

Payroll, 2220M4	(\$15.51)
Payroll, MSC122223	\$20.73
Payroll, PP12.08.23	\$19,186.59
Payroll, PP12.22.23	\$18,797.79

Wichita Public Library General Fund Bills

December 2023

Total 518200 Employer Wage Taxes & WC	\$37,989.60
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518300 Employer Share EE Insurance

Payroll, PP12.08.23 \$573.95

Payroll, PP12.22.23 \$287.13

Total 518300 Employer Share EE Insurance	\$861.08
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518400 Employer Share Pension/Retire

Payroll, PP12.08.23 \$23,566.02

Payroll, PP12.22.23 \$23,193.26

Total 518400 Employer Share Pension/Retire	\$46,759.28
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Total 1N - Employee Benefits	\$85,609.96
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Total 10001 - Library - Personnel	\$717,388.55
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10002 - Library - Contractuals

2B - Utilities

521011 Electricity - EDI

EVERGY KANSAS CENTRAL INC \$17,008.84

Total 521011 Electricity - EDI	\$17,008.84
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521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC \$994.25

ENCORE ENERGY SERVICES \$4,676.34

ONE GAS INC \$2,606.19

Total 521021 Natural Gas - EDI	\$8,276.78
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521030 Water Service

City of Wichita \$1,715.73

Total 521030 Water Service	\$1,715.73
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521050 Trash Service

INTERNATIONAL PAPER COMPANY \$250.00

Total 521050 Trash Service	\$250.00
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521055 Trash Service - EDI

WASTE CONNECTIONS OF KANSAS INC \$504.36

Total 521055 Trash Service - EDI	\$504.36
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Total 2B - Utilities	\$27,755.71
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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
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Wichita Public Library General Fund Bills

December 2023

522010 PBX Line Charges

City of Wichita \$1,026.00

Total 522010 PBX Line Charges	\$1,026.00
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522020 PBX Instrument Charges

City of Wichita \$1,662.50

Total 522020 PBX Instrument Charges	\$1,662.50
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522040 Long Distance & Teleconference

City of Wichita \$30.50

Total 522040 Long Distance & Teleconference	\$30.50
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522060 Air Cards (Mobile Connect)

City of Wichita \$42.00

Total 522060 Air Cards (Mobile Connect)	\$42.00
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522070 Voicemail

City of Wichita \$340.00

Total 522070 Voicemail	\$340.00
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522080 Automatic Call Distribution

City of Wichita \$65.50

Total 522080 Automatic Call Distribution	\$65.50
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Total 2F - Technology Charges	\$3,618.15
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2R - Professional Svcs

525013 Drug Screening

KELLY COMPLIANCE INC \$971.00

Total 525013 Drug Screening	\$971.00
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525070 Background Checks

TRUVIEW BSI LLC \$333.00

Total 525070 Background Checks	\$333.00
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525083 Textile Rental & Laundry Svcs

CINTAS CORPORATION \$13.14

Total 525083 Textile Rental & Laundry Svcs	\$13.14
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525990 Other Professional Services

LIQUID ENVIRONMENTAL SOLUTIONS LLC \$530.00

SIGN LANGUAGE INTERPRETING SERVICES \$168.00

UNIQUE MANAGEMENT SERVICES INC \$2,319.65

Total 525990 Other Professional Services	\$3,017.65
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Total 2R - Professional Svcs	\$4,334.79
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2V - Bldg & Equip Charges

Wichita Public Library General Fund Bills

December 2023

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 \$2,371.36

Total 526042 Pest Control Services	\$2,371.36
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526092 Rent-Real Property

CO CO PROPERTIES LLC \$4,088.24

Total 526092 Rent-Real Property	\$4,088.24
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Total 2V - Bldg & Equip Charges	\$6,769.60
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2Z - Other Contractuals

529010 Bank Charges

City of Wichita \$270.15

Total 529010 Bank Charges	\$270.15
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529020 Postage

P-CARD ONE-TIME PAY \$483.00

Total 529020 Postage	\$483.00
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529070 Printing & Copying

City of Wichita \$1,635.97

Total 529070 Printing & Copying	\$1,635.97
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529990 Other Contractuals

ARAMARK UNIFORM & CAREER \$38.40

APPAREL GRP INC

City of Wichita (\$2,595.20)

P-CARD ONE-TIME PAY \$564.44

SIGN LANGUAGE INTERPRETING SERVICES \$168.00

UNDERGROUND VAULTS & STORAGE INC \$18.00

UNIQUE MANAGEMENT SERVICES INC \$55.00

Total 529990 Other Contractuals	(\$1,751.36)
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Total 2Z - Other Contractuals	\$637.76
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Total 10002 - Library - Contractuals	\$43,116.01
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10003 - Library - Commodities

3B - Supplies

531020 Office Supplies

City of Wichita \$2,923.70

Wichita Public Library General Fund Bills

December 2023

Total 531020 Office Supplies	\$2,923.70
Total 3B - Supplies	\$2,923.70
3F - Components & Parts	
532020 Automotive Parts & Supplies	
City of Wichita	\$10.80
Total 532020 Automotive Parts & Supplies	\$10.80
Total 3F - Components & Parts	\$10.80
3N - Fuel	
539012 Gasoline	
City of Wichita	\$439.31
Total 539012 Gasoline	\$439.31
Total 3N - Fuel	\$439.31
4Z - Non-Capital Outlay	
549020 Data Processing Equip <\$5k	
City of Wichita	\$41.92
Total 549020 Data Processing Equip <\$5k	\$41.92
549030 Communication Equip <\$5k	
T-MOBILE USA INC	\$57.40
Total 549030 Communication Equip <\$5k	\$57.40
549110 Library Materials	
BRODART CO	\$37,561.63
EBSCO INDUSTRIES INC	(\$31,461.10)
INGRAM LIBRARY SERVICES INC	\$1,514.42
LINKEDIN CORPORATION	\$19,600.00
MIDWEST TAPE LLC	\$2,496.20
P-CARD ONE-TIME PAY	\$202,624.47
TREASURED WORKS LLC	\$332.50
Total 549110 Library Materials	\$232,668.12
Total 4Z - Non-Capital Outlay	\$232,767.44
Total 10003 - Library - Commodities	\$236,141.25

Grand Total

\$996,645.81

Wichita Public Library Grant Bills

December 2023

Y3800 - Library State Grants-in-Aid 2023

2 - Contractuals

2F - Technology Charges

521070 Internet Service

P-CARD ONE-TIME PAY \$1,828.40

Total 521070 Internet Service	\$1,828.40
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Total 2F - Technology Charges	\$1,828.40
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2Z - Other Contractuals

529030 Shipping & Freight

P-CARD ONE-TIME PAY \$103.11

Total 529030 Shipping & Freight	\$103.11
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529061 Organizational Memberships

P-CARD ONE-TIME PAY \$329.00

Total 529061 Organizational Memberships	\$329.00
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529070 Printing & Copying

City of Wichita \$348.78

Total 529070 Printing & Copying	\$348.78
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Total 2Z - Other Contractuals	\$780.89
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Total 2 - Contractuals	\$2,609.29
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3 - Commodities

3B - Supplies

531020 Office Supplies

P-CARD ONE-TIME PAY \$2,987.99

Total 531020 Office Supplies	\$2,987.99
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Total 3B - Supplies	\$2,987.99
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4Z - Non-Capital Outlay

549010 Furniture & Fixtures <\$5k

JOHN A MARSHALL COMPANY \$4,932.80

Total 549010 Furniture & Fixtures <\$5k	\$4,932.80
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549110 Library Materials

BRODART CO \$59.86

INGRAM LIBRARY SERVICES INC \$907.93

MIDWEST TAPE LLC \$529.88

P-CARD ONE-TIME PAY \$6,636.91

Total 549110 Library Materials	\$8,134.58
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Total 4Z - Non-Capital Outlay	\$13,067.38
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Wichita Public Library Grant Bills

December 2023

Total 3 - Commodities

\$16,055.37

5 - Library State Grants-In-Aid 23

5A - City Admin Charges

551010 City Administrative Charges

City of Wichita

\$333.81

Total 551010 City Administrative Charges

\$333.81

Total 5A - City Admin Charges

\$333.81

Total 5 - Library State Grants-In-Aid 23

\$333.81

Total Y3800 – Library State Grants-in-Aid 2023

\$18,998.47

Wichita Public Library Grant Bills

December 2023

Y3801 - SCKLS 23-South Central KS Library S

2 - Contractuals

2N - Employee Development

524020 Travel & Training

CITY OF WICHITA	\$77.51
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SEAN JONES	\$62.26
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Total 524020 Travel & Training	\$139.77
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Total 2N - Employee Development	\$139.77
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2Z - Other Contractuals

529070 Printing & Copying

City of Wichita	\$245.27
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Total 529070 Printing & Copying	\$245.27
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Total 2Z - Other Contractuals	\$245.27
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Total 2 - Contractuals	\$385.04
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3 - Commodities

4Z - Non-Capital Outlay

549110 Library Materials

BRODART CO	\$2,994.15
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INGRAM LIBRARY SERVICES INC	\$2,299.95
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P-CARD ONE-TIME PAY	\$66,343.80
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Total 549110 Library Materials	\$71,637.90
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Total 4Z - Non-Capital Outlay	\$71,637.90
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Total 3 - Commodities	\$71,637.90
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Total Y3801 - SCKLS 23-South Central KS Library S	\$72,022.94
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Grand Total	\$91,021.41
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GIFT AND MEMORIAL FUND

RECEIPTS/REIMBURSEMENTS

Baird (interest)	\$1,036.15
Cocoa Dolce (Refund)	\$40.00
Friends of the Library Monthly Donation (Sept/Oct)	\$2,349.02
Kansas Library Association (Staff Registration Refund)	\$375.00
Memorials	\$100.00
PocketSights (Refund)	\$499.00
SCKLS (Summer Reading Grant)	\$100.00
Wichita Public Library Foundation (Kroger)	\$20.99
TOTAL RECEIPTS	\$4,520.16

EXPENDITURES

Awe Learning (Computers)	\$12,738.00
Copp Media Services (Advertising)	\$1,600.00
El Perico Informador (Advertising)	\$350.00
Ingram Library Services (Memorials)*	\$139.11
Ingram Library Services (Materials)*	\$135.20
Kroger (Programming)	\$126.96
Kroger (Foundation)	\$41.82
Lamphouse (Branch Programming)	\$200.00
Lakeshore (Family Place)	\$2,084.27
MailChimp (Monthly Plan)	\$115.00
The Monarch (Board Lunches)	\$97.20
QuikPrint (Read ICT Posters/Bookmarks)	\$580.42
TCV Publishing (Advertising)	\$450.00
Tillies (Staff Flowers)*	\$54.76
Wichitalifeict (Big Read)	\$100.00
Wichita Mom (Advertising)	\$500.00
Wichita-Sedgwick County Historical Museum (Senior Wednesday)	\$210.00
TOTAL EXPENDITURES	\$19,522.74

*Reimbursed expenses

YTD

FOR 2024 01

JOURNAL DETAIL 2020 1 TO 2020 1

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
10000080 wichita Public Library							
422110 Library Desk Receipts (Fines)	-75,000	-75,000	-7,341.39	-7,341.39	.00	-67,658.61	9.8%
422111 Library Desk - Faxes	-10,000	-10,000	-1,112.00	-1,112.00	.00	-8,888.00	11.1%
422112 Library Desk - Passports	-25,000	-25,000	-4,060.00	-4,060.00	.00	-20,940.00	16.2%
423030 Meeting Room Rentals	-30,000	-30,000	-2,665.00	-2,665.00	.00	-27,335.00	8.9%
424011 Copy Charges	-11,000	-11,000	-1,358.25	-1,358.25	.00	-9,641.75	12.3%
424101 Public Computing Charges	-20,000	-20,000	-2,174.95	-2,174.95	.00	-17,825.05	10.9%
646981 State Setoff Collections	-68,000	-68,000	-260.23	-260.23	.00	-67,739.77	.4%
646990 Other Non-Operating Revenue	0	0	-23.14	-23.14	.00	23.14	100.0%
TOTAL wichita Public Library	-239,000	-239,000	-18,994.96	-18,994.96	.00	-220,005.04	7.9%
TOTAL General Fund	-239,000	-239,000	-18,994.96	-18,994.96	.00	-220,005.04	7.9%

YTD

FOR 2024 01

JOURNAL DETAIL 2020 1 TO 2020 1

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	-239,000	-239,000	-18,994.96	-18,994.96	.00	-220,005.04	7.9%

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

YTD

REPORT OPTIONS

Sequence 1	Field #	Total	Page Break	Year/Period: 2024/ 1
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 Summary January 2024

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROP	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
511000	Base Compensation	\$ 5,826,152.00	\$ 471,142.81	\$ 471,142.81	\$ -	\$ 5,355,009.19	8%
511950	Year-End Payroll Accrual	\$ -	\$ (181,636.06)	\$ (181,636.06)	\$ -	\$ 181,636.06	#DIV/0!
511999	Planned Savings	\$ (1,193,398.00)	\$ -	\$ -	\$ -	\$ (1,193,398.00)	0%
512000	Special Compensation	\$ 4,200.00	\$ 806.74	\$ 806.74	\$ -	\$ 3,393.26	19%
512051	Mileage Reimbursement	\$ -	\$ 131.63	\$ 131.63	\$ -	\$ (131.63)	#DIV/0!
513000	Overtime Compensation	\$ -	\$ 362.12	\$ 362.12	\$ -	\$ (362.12)	#DIV/0!
518200	Employer Wage Taxes & WC	\$ 503,962.00	\$ 39,209.88	\$ 39,209.88	\$ -	\$ 464,752.12	8%
518300	Employer Share EE Insurance	\$ 1,078,324.00	\$ 86,554.36	\$ 86,554.36	\$ -	\$ 991,769.64	8%
518400	Employer Share Pension/Retire	\$ 727,056.00	\$ 56,600.88	\$ 56,600.88	\$ -	\$ 670,455.12	8%
	Personal Services Total	\$ 6,946,296.00	\$ 473,172.36	\$ 473,172.36	\$ -	\$ 6,473,123.64	7%
521011	Electricity - EDI	\$ 305,438.00	\$ 17,094.08	\$ 17,094.08	\$ -	\$ 288,343.92	6%
521021	Natural Gas - EDI	\$ 41,824.00	\$ 8,563.81	\$ 8,563.81	\$ -	\$ 33,260.19	20%
521030	Water Service	\$ 13,375.00	\$ 1,285.77	\$ 1,285.77	\$ -	\$ 12,089.23	10%
521050	Trash Service	\$ 5,404.00	\$ -	\$ -	\$ -	\$ 5,404.00	0%
521051	Recycling Service	\$ -	\$ 300.00	\$ 300.00	\$ -	\$ (300.00)	#DIV/0!
521055	Trash Service - EDI	\$ -	\$ 504.36	\$ 504.36	\$ -	\$ (504.36)	#DIV/0!
521060	Local Telephone Service	\$ 8,000.00	\$ 61.00	\$ 61.00	\$ -	\$ 7,939.00	1%
521070	Internet Service	\$ 10,971.00	\$ -	\$ -	\$ -	\$ 10,971.00	0%
522010	PBX Line Charges	\$ 11,806.00	\$ 1,026.00	\$ 1,026.00	\$ -	\$ 10,780.00	9%
522020	PBX Instrument Charges	\$ 19,414.00	\$ 1,662.50	\$ 1,662.50	\$ -	\$ 17,751.50	9%
522040	Long Distance & Teleconference	\$ 1,000.00	\$ 36.40	\$ 36.40	\$ -	\$ 963.60	4%
522060	Air Cards (Mobile Connect)	\$ -	\$ 105.00	\$ 105.00	\$ -	\$ (105.00)	#DIV/0!
522070	Voicemail	\$ 3,968.00	\$ 340.00	\$ 340.00	\$ -	\$ 3,628.00	9%
522080	Automatic Call Distribution	\$ 786.00	\$ 65.50	\$ 65.50	\$ -	\$ 720.50	8%
522990	Other Communications Charges	\$ 296.00	\$ -	\$ -	\$ -	\$ 296.00	0%
523010	Building & Contents Insurance	\$ 172,088.00	\$ -	\$ -	\$ -	\$ 172,088.00	0%
523020	Vehicle Liability Premiums	\$ 870.00	\$ -	\$ -	\$ -	\$ 870.00	0%
524010	Recruitment & Hiring	\$ 3,140.00	\$ -	\$ -	\$ -	\$ 3,140.00	0%
524020	Employee Travel & Training	\$ 1,600.00	\$ -	\$ -	\$ -	\$ 1,600.00	0%
525083	Textile Rental & Laundry Svcs	\$ 1,925.00	\$ 83.74	\$ 83.74	\$ -	\$ 1,841.26	4%
525990	Other Professional Services	\$ 31,361.00	\$ 1,719.80	\$ 1,719.80	\$ -	\$ 29,641.20	5%

526010	Motor Pool Scheduled Charges	\$	3,720.00	\$	310.00	\$	310.00	\$	-	\$	3,410.00	8%
526020	Building Repair & Maint	\$	7,240.00	\$	-	\$	-	\$	-	\$	7,240.00	0%
526042	Pest Control Services	\$	13,000.00	\$	-	\$	-	\$	-	\$	13,000.00	0%
526044	Bldg Security & Fire Services	\$	420.00	\$	420.00	\$	420.00	\$	-	\$	-	100%
526070	Equipment Repair & Maint	\$	5,421.00	\$	-	\$	-	\$	-	\$	5,421.00	0%
526092	Rent-Real Property	\$	52,060.00	\$	4,088.24	\$	4,088.24	\$	-	\$	47,971.76	8%
529010	Bank Charges	\$	5,000.00	\$	297.19	\$	297.19	\$	-	\$	4,702.81	6%
529020	Postage	\$	4,000.00	\$	-	\$	-	\$	-	\$	4,000.00	0%
529061	Org Member	\$	10,960.00	\$	-	\$	-	\$	-	\$	10,960.00	0%
529070	Printing & Copying	\$	23,472.00	\$	2,771.46	\$	2,771.46	\$	-	\$	20,700.54	12%
529141	Software License & Maint Fees	\$	550.00	\$	-	\$	-	\$	-	\$	550.00	0%
529150	Data Center Charges	\$	1,187,806.00	\$	98,984.68	\$	98,984.68	\$	-	\$	1,088,821.32	8%
529990	Other Contractuals	\$	92,583.00	\$	55.00	\$	55.00	\$	-	\$	92,528.00	0%
	Contractuals Total	\$	2,039,498.00	\$	139,774.53	\$	139,774.53	\$	-	\$	1,899,723.47	7%
531010	Computing Supplies	\$	900.00	\$	-	\$	-	\$	-	\$	900.00	0%
531020	Office Supplies	\$	50,575.00	\$	-	\$	-	\$	-	\$	50,575.00	0%
531030	Custodial Supplies	\$	4,000.00	\$	-	\$	-	\$	-	\$	4,000.00	0%
532020	Automotive Parts & Supplies	\$	450.00	\$	15.81	\$	15.81	\$	-	\$	434.19	4%
539012	Gasoline	\$	7,234.00	\$	330.58	\$	330.58	\$	-	\$	6,903.42	5%
549010	Furniture & Fixtures <\$5k	\$	9,990.00	\$	-	\$	-	\$	-	\$	9,990.00	0%
549020	Data Processing Equip <\$5k	\$	9,665.00	\$	41.92	\$	41.92	\$	-	\$	9,623.08	0%
549110	Library Materials	\$	982,530.00	\$	-	\$	-	\$	17,205.00	\$	982,530.00	0%
	Commodities Total	\$	1,065,344.00	\$	388.31	\$	388.31	\$	17,205.00	\$	1,064,955.69	0%
	Grand Total	\$	10,051,138.00	\$	613,335.20	\$	613,335.20	\$	17,205.00	\$	9,437,802.80	6%

Wichita Public Library General Fund Bills

January 2024

Org: 10000080

10001 - Library - Personnel

1B - Base Compensation

511000 Base Compensation

Payroll, PP01.05.24 \$235,014.79

Payroll, PP01.19.24 \$236,128.02

Total 511000 Base Compensation	\$471,142.81
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511950 Year-End Payroll Accrual

Payroll, 23PRACCRRV (\$181,636.06)

Total 511950 Year-End Payroll Accrual	(\$181,636.06)
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Total 1B - Base Compensation	\$289,506.75
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1F - Special Compensation

512000 Special Compensation

Payroll, PP01.05.24 \$508.18

Payroll, PP01.19.24 \$298.56

Total 512000 Special Compensation	\$806.74
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512051 Mileage Reimbursement

Payroll, 3614 \$29.93

Payroll, 4482 \$101.70

Total 512051 Mileage Reimbursement	\$131.63
------------------------------------	----------

Total 1F - Special Compensation	\$938.37
---------------------------------	----------

1J - OT Compensation

513000 Overtime Compensation

Payroll, PP01.19.24 \$362.12

Total 513000 Overtime Compensation	\$362.12
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Total 1J - OT Compensation	\$362.12
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1N - Employee Benefits

518200 Employer Wage Taxes & WC

Payroll, PP01.05.24 \$19,549.88

Payroll, PP01.19.24 \$19,660.00

Total 518200 Employer Wage Taxes & WC	\$39,209.88
---------------------------------------	-------------

518300 Employer Share EE Insurance

Payroll, PP01.05.24 \$43,365.20

Payroll, PP01.19.24 \$43,189.16

Total 518300 Employer Share EE Insurance	\$86,554.36
--	-------------

Wichita Public Library General Fund Bills

January 2024

518400 Employer Share Pension/Retire

Payroll, PP01.05.24 \$28,275.56

Payroll, PP01.19.24 \$28,325.32

Total 518400 Employer Share Pension/Retire	\$56,600.88
--	-------------

Total 1N - Employee Benefits	\$182,365.12
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Total 10001 - Library - Personnel	\$473,172.36
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10002 - Library - Contractuals

2B - Utilities

521011 Electricity - EDI

EVERGY KANSAS CENTRAL INC \$17,094.08

Total 521011 Electricity - EDI	\$17,094.08
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521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC \$1,513.80

ENCORE ENERGY SERVICES \$4,068.66

ONE GAS INC \$2,981.35

Total 521021 Natural Gas - EDI	\$8,563.81
--------------------------------	------------

521030 Water Service

City of Wichita \$1,285.77

Total 521030 Water Service	\$1,285.77
----------------------------	------------

521051 Recycling Service

INTERNATIONAL PAPER COMPANY \$300.00

Total 521051 Recycling Service	\$300.00
--------------------------------	----------

521055 Trash Service - EDI

WASTE CONNECTIONS OF KANSAS INC \$504.36

Total 521055 Trash Service - EDI	\$504.36
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Total 2B - Utilities	\$27,748.02
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2F - Technology Charges

521060 Local Telephone Service

City of Wichita \$61.00

Total 521060 Local Telephone Service	\$61.00
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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
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Wichita Public Library General Fund Bills

January 2024

522040 Long Distance & Teleconference

City of Wichita \$36.40

Total 522040 Long Distance & Teleconference	\$36.40
---	---------

522060 Air Cards (Mobile Connect)

City of Wichita \$105.00

Total 522060 Air Cards (Mobile Connect)	\$105.00
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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 \$98,984.68

Total 529150 Data Center Charges	\$98,984.68
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Total 2F - Technology Charges	\$102,281.08
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2R - Professional Svcs

525083 Textile Rental & Laundry Svcs

CINTAS CORPORATION \$83.74

Total 525083 Textile Rental & Laundry Svcs	\$83.74
--	---------

525990 Other Professional Services

UNIQUE MANAGEMENT SERVICES INC \$1,719.80

Total 525990 Other Professional Services	\$1,719.80
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Total 2R - Professional Svcs	\$1,803.54
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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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526044 Bldg Security & Fire Services

SANDIFER ENGINEERING AND
CONTROLS INC \$420.00

Total 526044 Bldg Security & Fire Services	\$420.00
--	----------

526092 Rent-Real Property

CO CO PROPERTIES LLC \$4,088.24

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

Total 2V - Bldg & Equip Charges	\$4,818.24
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Wichita Public Library General Fund Bills

January 2024

2Z - Other Contractuals

529010 Bank Charges

City of Wichita	\$297.19
Total 529010 Bank Charges	\$297.19

529070 Printing & Copying

City of Wichita	\$2,771.46
Total 529070 Printing & Copying	\$2,771.46

529990 Other Contractuals

UNIQUE MANAGEMENT SERVICES INC	\$55.00
Total 529990 Other Contractuals	\$55.00

Total 2Z - Other Contractuals	\$3,123.65
--------------------------------------	-------------------

Total 10002 - Library - Contractuals	\$139,774.53
---	---------------------

10003 - Library - Commodities

3F - Components & Parts

532020 Automotive Parts & Supplies

City of Wichita	\$15.81
Total 532020 Automotive Parts & Supplies	\$15.81

Total 3F - Components & Parts	\$15.81
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3N - Fuel

539012 Gasoline

City of Wichita	\$330.58
Total 539012 Gasoline	\$330.58

Total 3N - Fuel	\$330.58
------------------------	-----------------

4Z - Non-Capital Outlay

549020 Data Processing Equip <\$5k

City of Wichita	\$41.92
Total 549020 Data Processing Equip <\$5k	\$41.92

Total 4Z - Non-Capital Outlay	\$41.92
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Total 10003 - Library - Commodities	\$388.31
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Grand Total

\$613,335.20

Wichita Public Library Grant Bills

January 2024

Y3801 - SCKLS 23-South Central KS Library S

2 - Contractuals

2N - Employee Development

524020 Travel & Training

DANIEL G PEWEWARDY \$1,082.30

DIAMOND S HENDERSON \$1,082.30

SARA DIXON \$1,082.30

Total 524020 Travel & Training \$3,246.90

Total 2N - Employee Development \$3,246.90

2Z - Other Contractuals

529990 Other Contractuals

CONFERENCE TECHNOLOGIES INC \$3,773.81

Total 529990 Other Contractuals \$3,773.81

Total 2Z - Other Contractuals \$3,773.81

Total 2 - Contractuals \$7,020.71

Total Y3801 - SCKLS 23-South Central KS Library S \$7,020.71

Grand Total \$7,020.71

GIFT AND MEMORIAL FUND

RECEIPTS/REIMBURSEMENTS

Baird (interest)	\$1,032.53
Friends of the Library Monthly Donation (Nov/Dec 23)	\$2,971.90
Friends of the Library (Inservice Day Donation)	\$250.00
Friends of the Library (Branch Programing Reimbursement)	\$6,291.87
Memorials	\$294.84
Staff Honorarium	\$40.00
Westlink Donation	\$500.00
Wichita Public Library Foundation (Kroger)	\$41.82
	<hr/>
	TOTAL RECEIPTS
	\$11,422.96

EXPENDITURES

Amazon.Com (Supplies)	\$99.79
Amazon.Com (Branch Programming)	\$624.78
City of Wichita (Staff Travel Registration-s/b Foundation)	\$425.00
Everyone.net (Domain Name)	\$133.00
KMUW (Advertising)	\$720.00
MailChimp (Monthly Plan)	\$132.00
	<hr/>
	TOTAL EXPENDITURES
	\$2,134.57

*Reimbursed expenses

**Gift and Memorials Account
Report of Activity (July - December 2023)**

<u>Item</u>	<u>Disbursements</u>	<u>Receipts</u>	<u>Beginning/ Ending Balance</u>
GENERAL LEDGER STARTING			
BALANCE	July 1, 2023		<u>\$458,222.22</u>
110 - Levand			\$62,810.66
Receipts:			
Wichita Public Library Foundation (Inservice Day Refund)		\$1,000.00	
Expenditures:			
Best Buy (Xbox)	(478.34)		
Bitty Bao Bilingual Board Books (Family Place)	(68.00)		
Community Playthings (Family Place)	(1,671.63)		
Copp Media (Advertising)	(9,600.00)		
El Perico Informador (Advertising)	(1,400.00)		
Fun & Function (Family Place)	(104.43)		
Hobby Lobby (Picture Frames)	(116.40)		
Jaime Nix (Art Framing)	(222.79)		
Kevin Regan (Art Prints)	(600.00)		
Kroger (Teen Advisory)	(27.74)		
Lakeshore (Family Place)	(3,559.27)		
Learning Resources (Family Place)	(263.29)		
Mailchimp (Monthly Plan)	(690.00)		
Meta (Advertising)	(348.15)		
Pioneer Productions (Inservice Day)	(895.00)		
PocketSights (Subscription Renewal)	(499.00)		
QuikPrint (Printing)	(707.30)		
Really Good Stuff (Family Place)	(54.64)		
Sara Dixon (Business Expo)	(78.88)		
Scholastic (KS Reads to Preschoolers)	(1,093.28)		
SchoolsIn (Family Place)	(171.48)		
TCV Media (Advertising)	(1,650.00)		
Wichita Moms (Advertising)	(2,500.00)		
Ending Balance:			\$37,011.04
120 - Derby Public Library (Academy Awards 2023)			\$500.00
Expenditures			
Transfer to WPLF	(500.00)		
			\$0.00
130 - Local History Photos			\$295.77
Receipts:			
Customer Photo Payments		\$60.00	

**Gift and Memorials Account
Report of Activity (July - December 2023)**

\$355.77

150 - Technology Fund

\$51,974.14

Receipts:

CD Redeemed \$136,000.00

Expenditures:

Amazon (Supplies) (896.40)

Avid (Subscription Renewal) (299.00)

Awe Learning (Computers) (12,738.00)

CD Purchased (165,000.00)

Education Supplies (Keyboard) (26.71)

Salina Blue (Viewscan) (8,121.00)

Ending Balance:

\$893.03

150.1 3D Printing

\$228.64

Receipts:

Revenue from Patrons \$27.00

\$255.64

160 - SCKLS Facilities Improvement Fund

\$194,780.20

Receipts:

CD Redeemed \$246,000.00

Expenditures:

CD Purchased (400,000.00)

Encompas (Umbrella Fasteners) (82.60)

Hardware Hut (Light Box Switches) (57.23)

Hutton (Sound Proofing) (20,438.00)

National Outdoor Furniture (Furniture) (6,274.00)

Office Sign Company (Snap Frames) (6,437.11)

Sky Contracting (Door Repair) (6,400.00)

Ending Balance:

\$1,091.26

210 - Staff Association Fund

\$15,029.74

Receipts:

Friends Monthly Donations \$9,598.79

Friends of the Library (Inservice Day) \$250.00

Premier Food Service \$985.35

SCKLS (Inservice Day) \$3,000.00

Transferred from 240 \$1,030.27

Expenditures:

4Imprint (Inservice Day) (394.51)

Amazon (Inservice Day) (40.97)

Amazon (Pronoun Buttons) (7.99)

Bank Returned Deposit (250.00)

Gift and Memorials Account
Report of Activity (July - December 2023)

Blue Moon Caterers (Inservice Day)	(2,295.23)
CD Purchased	(3,000.00)
Costco (Inservice Day)	(261.16)
Custom Ink (Inservice Day)	(1,874.08)
Dr Steve Albrecht (Inservice Day)	(2,300.00)
JeopardyLabs (Inservice Day)	(20.00)
Kroger (Meserve Retirement)	(66.99)
Mokas (Inservice Day)	(127.98)
Nifty Nut House (Inservice Day)	(70.00)
Sugar Llamas (Inservice Day)	(40.00)
Tammy Penland (Inservice Day)	(40.00)
The Monarch (Board Lunches)	(97.20)
The Popcorner (Inservice Day)	(20.00)
The Spice Merchant (Inservice Day)	(40.00)
The Spice Merchant (KLA Basket)	(38.41)
Tillies (Staff Family Death)	(54.76)
Watermark Books (Inservice Day)	(60.00)

Wichita Business Journal (Marketing Awards)	(1,800.00)
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Ending Balance:		\$16,994.87
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220 - Employee Training	\$5,627.99
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Expenditures:

American Airlines (Staff Travel)	(492.41)
Library Marketing Conference Group (Staff Travel)	(475.00)
Staff Travel Reimbursement (Per Diem/Uber)	(984.02)
Storytime Village (Staff Registration)	(1,236.00)
Washington Marriott Georgetown (Staff Travel)	(1,193.12)
Wichita Business Journal (Staff Registration)	(70.00)
Wichita Genealogical Society (Staff Registration)	(65.00)

Ending Balance:		\$1,112.44
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240 - Staff Flower Fund	\$1,081.10
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Receipts:

Staff Donations	\$50.00
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Expenditures:

Tillies (Plant - Family Death/Balloons - Employee Illness)	(100.83)
Transferred to 210	(1,030.27)

**Gift and Memorials Account
Report of Activity (July - December 2023)**

Ending Balance:	\$0.00
310 - SCKLS Summer Reading Grant	\$100.00
Receipts:	
SCKLS	\$100.00
Expenditures:	
Kroger (Prizes)	(100.00)
	\$100.00
320 - WGS	\$357.16
Ending Balance:	\$357.16
330 - Friends of the Library	\$3,365.90
Expenditures:	
Wichita Sedgwick County Historical Museum (Senior Wednesday_	(210.00)
Ending Balance:	\$3,155.90
330.1 Big Read (Friends)	\$1,597.82
Expenditures:	
Wichitalifeict	(100.00)
Ending Balance:	\$1,497.82
330.2 - SR Wed (Friends)	\$300.00
Expenditures:	
PBS Kansas (Senior Expo)	(300.00)
Ending Balance:	\$0.00
330.3 - 1000Books (Friends)	(\$299.10)
Receipts:	
Friends of the Library	\$403.13
Expenditures:	
QuikPrint	(1,096.87)
Ending Balance:	(\$992.84)
330.4 - Branch Programming (Friends)	(\$947.34)
Receipts:	
Friends of the Library	\$1,993.90
Expenditures:	
Amazon	(1,792.52)
Cricut Shop	(218.42)
Deposit Returned by Bank	(1,315.10)
Hobby Lobby	(176.37)
Kroger	(699.22)
Lakeshore	(383.12)
Lamphouse	(200.00)
QuikPrint	(205.51)

Gift and Memorials Account
Report of Activity (July - December 2023)

Scholastic	(364.43)	
Staff Reimbursements	(57.14)	
The House of Staunton	(76.80)	
Zagg	(42.99)	
Ending Balance:		(\$4,485.06)

330.6 Local Author Day (Friends) \$0.00

Receipts:		
Friends of the Library		\$1,309.09
Expenditures:		
Amazon	(212.98)	
City Blue Print	(293.72)	
Flamingo Ink	(45.15)	
Kroger (Water)	(14.76)	
QuikPrint	(264.72)	
Vista Print	(174.14)	
Wichita Public Library Foundation	(363.53)	
Ending Balance:		(\$59.91)

340 - Miscellaneous Fund \$112,104.56

Receipts:		
Baird (Interest)		\$21,441.86
CD Redeemed		\$42,000.00
CDW-G (Refund-Unclaimed Property)		\$120.94
Roadtrip Nation (Refund)		\$15.00
Staff Kroger Refund		\$29.15
Wichita Public Library Foundation		\$577.83
Expenditures:		
Amazon (Supplies)	(338.49)	
Amazon (Prime)	(179.00)	
CD Purchased	(170,000.00)	
Hobby Lobby (To be Reimb by WPLF)	(542.86)	
Kroger (To be reimb by WPLF)	(80.29)	
Nik-O-Lok (Coin Lock Lease)	(542.00)	
Staff Insurance Deductible (1/2)	(286.20)	
Unboxed	(21.99)	
Ending Balance:		\$4,298.51

355- FOL Holds \$5,940.04

Expenditures:		
Ingram Library Services	(4,085.32)	
Midwest Tape	(1,164.31)	
Ending Balance:		\$690.41

Memorials (500-517) \$3,374.94

Receipts:		
Miscellaneous Donors		\$1,071.46
Expenditures:		

**Gift and Memorials Account
Report of Activity (July - December 2023)**

Amazon		
Ingram	(1,603.17)	
Midwest Tape	(42.99)	
Ending Balance:		\$2,800.24

<u>Balances:</u>	<u>July 1, 2023</u>	<u>December 31, 2023</u>
Levand (110)	\$62,810.66	\$37,011.04
Derby Public Library (120)	\$500.00	\$0.00
LH Photos (130)	\$295.77	\$355.77
Technology Fund (150)	\$51,974.14	\$893.03
3D Printing (151.1)	\$228.64	\$255.64
SCKLS Facilities Improvement Fund (160)	\$194,780.20	\$1,091.26
Staff Association Fund (210)	\$15,029.74	\$16,994.87
Employee Training (220)	\$5,627.99	\$1,112.44
Staff Flower Fund (240)	\$1,081.10	\$0.00
SCKLS Summer Reading Grant (310)	\$100.00	\$100.00
WGS (320)	\$357.16	\$357.16
Friends of the Library (330)	\$3,365.90	\$3,155.90
Big Read (Friends) (330.1)	\$1,597.82	\$1,497.82
SR Wed (Friends) (330.2)	\$300.00	\$0.00
1000Books (Friends) (330.3)	(\$299.10)	(\$992.84)
Branch Programming (Friends) (330.4)	(\$947.34)	(\$4,485.06)
Local Author Day (Friends) (330.6)	\$0.00	(\$59.91)
Miscellaneous (340)	\$112,104.56	\$4,298.51
FOL Holds (355)	\$5,940.04	\$690.41
Memorials (500; 502-506)	\$3,374.94	\$2,800.24
 <u>MONEY MARKET LEDGER BALANCE</u>	 \$458,222.22	 \$65,076.28

<u>CERTIFICATES OF DEPOSIT</u>	<u>Invested Amount</u>	<u>Coupon Rate</u>	<u>Market Value (12/31/23)</u>
Peoples Bank Marietta OH Matures 2/7/24	\$167,000.00	5.40%	\$167,000.00
Beal Bank Los Vegas NV Matures 5/8/24	\$167,000.00	5.45%	\$167,000.00
Meridian Bank Wayne PA Matures 8/15/24	\$168,000.00	5.50%	\$168,000.00
JPMorganChase Bank Columbus OH Matures 10/7/24	\$236,000.00	5.75%	\$236,000.00
<u>SECURITIES MARKET VALUE</u>	<u>738,000.00</u>		<u>\$738,000.00</u>
 <u>TOTAL ACCOUNT BALANCE</u>			 <u>\$803,076.28</u>

SEMI-ANNUAL REPORT OF STAFF TRAVEL
July - December 2023

Name	Job Title	Date(s)	Place	Purpose	Cost	Funding Source
Ian Bailey	Library Assistant	11/1-3/23	Wichita KS	Kansas Library Association Conference	375.00	SCKLS
Carmen Carson	SR Library Assistant	11/1-3/23	Wichita KS	Kansas Library Association Conference	345.00	SCKLS
Mark Cato	Library Assistant	11/1-3/23	Wichita KS	Kansas Library Association Conference	345.00	SCKLS
Misti Hoheisel	SR Library Assistant	11/1-3/23	Wichita KS	Kansas Library Association Conference	345.00	SCKLS
Erin Howerton	Manager	11/2/23	Wichita KS	Kansas Library Association Conference	150.00	SCKLS
Sean Jones	Communications Specialist	10/25-27/23	Seattle WA	Urban Libraries Council	2064.99	SCKLS
		11/6-9/23	Indianapolis IN	Library Marketing & Communications Conference	1951.43	Foundation
Janelle Mercer	Librarian	11/1-3/23	Wichita KS	Kansas Library Association Conference	345.00	SCKLS
Jaime Nix	Director of Libraries	10/25-27/23	Seattle WA	Urban Libraries Council	2239.83	SCKLS
Alexis Ternes	Librarian	11/10-12/23	St Louis MO	Young Adult Library Services Association	854.22	SCKLS

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Operations Committee Agenda
Tuesday, February 20, 2024 11:30am
Collaboration Room 203
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order
2. Review Meeting Minutes for January 16, 2024
3. Policy Updates:
 - ORG-002.5
 - CIR-001
4. Interim Technology Plan 2024/25
5. Other Topics from the committee
6. Adjournment

To attend virtually:

Join on your computer, mobile app or room device

[Click here to join the meeting](#)



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Jaime Nix, Director of Libraries
SUBJECT: Wichita Public Library Policy Updates, February 2024
DATE: February 13, 2024

Background: Wichita Public Library routinely reviews policies to ensure operational needs are able to be fulfilled within a framework for staff and customer use.

Analysis: In February, Library Leadership Team reviewed Organization, Reference Services, and CIR-001 (Customer Registration) policies and recommend changes to the following:

- ORG-002.5: Support Services Division: includes security responsibilities
- CIR-006: Customer Registration: permits new cards to be issued on expired accounts at no cost

Financial Considerations: A very small reduction in replacement card fees (approximately \$20 annually) will occur for re-issuing library cards on expired accounts.

Legal Consideration: Wichita Public Library submitted the proposed policy revisions to the Law Department for review.

Recommendations or Actions: It is requested that the Library Board approve the proposed policy changes to ORG-002.5 and CIR-006.

Attachments:

February 2024 Policy Updates

ORG-002.5 Support Services Division

The Support Services Division is responsible for overseeing Library operations and administration.

Division staff members are responsible for numerous **administrative activities** on behalf of the department including preparing and monitoring budgets, overseeing physical facilities and equipment, including cleaning, building improvements, and building security.

At the Advanced Learning Library, division staff are responsible for managing meeting room reservations and scheduling. **Custodial and event setup** services are provided to help keep operations running smoothly.

Deliveries are a vital component to the smooth flow of operations as materials and mail flow among branch locations and between the Library and City Hall.

Volunteer coordination and management is another important responsibility of the Division.

Security will provide operational oversight related to the safety and security of library customers, staff, and building assets for the Wichita Public Library System.

Communications and marketing activities are managed through this division and in coordination with the City of Wichita's Communications Team.

Support Services team members provide **accounting** services by preparing the systems daily deposits, processing accounts payables and receivables, inputting time entry for payroll processing, and order and dispersing supplies.

Last Review: ~~September 2022~~ February 2024

CIR-001 Customer Registration

A Library card will be issued to any registering customer who provides proof of identity with name and proof of current address, and who agrees to abide by the circulation policies of the Library.

A customer's first Library card is free. Replacement cards will be issued for lost, stolen or damaged cards at the cost of \$2.00 per card. Worn **cards or expired cards** will be replaced with current cards free of charge. Customers must present some form of identification with documentation of a current address. Adults are required to show proof of current address for a library card for themselves and for any minor.

Library accounts that have been expired for three years with balances under \$10.00 and are free from messages that may prevent library use will be deleted.

There are different types of Library cards that may be issued to customers. Below is a list of these types and a brief explanation of each.

1. ADULT

An adult Library card is issued to any person living in Kansas who is 18 years of age or older or an emancipated minor.

An adult who is under legal guardianship or conservatorship or who is a resident of a residential facility for the developmentally disabled (such as KETCH) may obtain a library card with the consent of the person who has legal control of that adult's finances.

2. E-CARD

Adults over 18 years of age may receive an E-card in order to have access to computers, digital collections and electronic resources. An E-card may be issued by staff to groups or individuals for the purpose of paying meeting room fees online. E-cards do not permit a customer to check out physical material, place holds, or submit interlibrary loan requests. Address verification is not required for this card. Instead, photo identification and verification of birth date are required.

3. FIRM

A firm card is issued to any business or organization that provides a written request on letterhead stationery. Firms must agree to be responsible for all items borrowed on the agency account. Only those persons authorized to use the card will be allowed to charge materials on the firm card. Firm cards are only issued at the Advanced Learning Library and will be kept at the Advanced Learning Library, although accounts may be created to allow borrowing privileges from any Library location.

4. HOMEBOUND

Acceptance of new customers into the homebound delivery program was suspended in 2016 but services continue to customers previously registered for this program.

5. INTERLIBRARY LOAN (ILL)

Libraries to which the Wichita Public Library sends materials through Interlibrary Loan protocols receive accounts with the ILL card type. Libraries within Sedgwick County receive a special subset of ILL account to indicate that they make loan requests directly through the Library catalog rather than through traditional ILL protocols and systems.

6. MINOR

A minor card is issued to any person living in Kansas who is under the age of 18 and who has not been emancipated. An adult with a Library account in good standing may apply for the card. The card will be associated on issuance as a means to hold the adult financially responsible for the minor's debt. Minors who are 16 years of age or over who are or have been married may show a marriage certificate in order to receive a library card without an adult's signature. Minors who have been conferred the rights of majority by a District Court must present a copy of the court's order before receiving a library card.

7. MINOR E-CARD

Youth under the age of 18 may receive a Minor E-card in order to have access to computers, digital collections and electronic resources. E-cards may not be used to borrow physical material, place holds, or submit interlibrary loan requests. Any Internet access provided to Minor E-card account holders must be filtered per terms of the Children's Internet Protection Act. Address verification is not required for this card. Instead, photo identification of the minor or authorizing adult is required. Minor E-cards expire when the customer turns 18. Minor E-cards may be issued to students upon the request of their teacher (See CIR-004 Issuing Cards to Tour Groups and Classrooms).

8. NON-RESIDENT CARD

A non-resident card is issued to any customer who lives outside the state of Kansas. The customer will be limited to two physical items checked out at any time on their card and have access to all digital material.

9. OUTREACH

Outreach cards will be issued to groups, schools, or agencies that are receiving bulk loans. Outreach cards are issued through the Education and Engagement Division.

10. SELF-REGISTERED

Customers who complete an online registration for a library card will be given a card type of Self-Registered until the registration process is completed with library staff. Self-registered accounts expire in six months if they are not updated.

11. STAFF

A staff Library card is issued to any current Wichita Public Library staff member. New employees will not need to re-register, but will be changed to a staff account during employee orientation. Staff status is removed from accounts at the conclusion of an employee's last day in pay status.

12. STUDENT E-CARD

Through a formal partnership with an area school district, a Student E-card can be issued electronically to provide access to online and digital resources, research, and reading material. Limited personal data is provided from the school, and the account is not associated with an adult account. Student E-Cards will expire after the student graduates from school. Card numbers assigned to this code will typically be the student ID.

13. WICHITA WORK RELEASE

Inmates of the Wichita Work Release Facility (WWRF) have access to the Wichita Public Library collection as required by state statute. Accounts are limited to use at the Advanced Learning Library and are for the loan of books. WWRF documentation is used to create these accounts.

14. BANNED

The banned account type is used to document customers who have been permanently banned from Wichita Public Library facilities.

Related City Codes and Ordinances

City Code Section 5.92.020; City Ordinance No. 34-827 (part)

Related Forms

Registration Form; Internet Access Restriction Form

Updated: ~~May 2023~~ February 2024

Wichita Public Library

Interim Technology Plan

2024-2025



WICHITA PUBLIC
LIBRARY

FINAL 1/11/2024

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Introduction

The Library is in the process of completing a strategic agenda that “meets community needs and leverages the organization’s unique resources to make the greatest impact...The intention has been a customer-focused (library user and non-user) approach to service delivery to best serve the individual and the greater community.”¹ This agenda will shape the Library’s future technology needs for the next five to 10 years. However, while that agenda is being constructed, the Library must continue serving its customers and staff with updated and robust technology. Further, given the pace of technology improvements, equipment lifespans, and software expansion, the Library must not fall behind while creating this important strategic agenda.

Therefore, this technology plan is designed as a bridge plan to guide the Library’s technology efforts while the strategic agenda is designed, developed, and then implemented. The focus will be on service stability, maintaining critical infrastructure, planned projects and enhancements, and administrative necessities.

However, innovation is a core tenant of the Library’s technology philosophy and while this plan will identify and develop existing needs, the Library will continue to be open to new opportunities for technology enhancements.

Mission Statements

WPL Mission Statement

Connect. Discover. Learn. Thrive. (WPL, PHI-002)

WPL Vision Statement

Inclusive. Responsive. Collaborative. Your library makes your community limitless. (WPL, PHI-003)

Technology Vision Statement

The Library will be Wichita’s primary access point to unfettered information, lifelong learning and early literacy development, and the exploration of ideas through the innovative use of technology and digital resources.

Current Technology Assessment

The Library is in a state of change. In addition to the strategic agenda, the Library is in the process of converting to RFID tags for collection processing, implementing new key software, remodeling and expanding branches, experimenting with mobile services, and expanding partnerships. Staff will be challenged in the next couple of years to adjust to new workflows and expand their technology competencies.

¹ Wichita Public Library Strategic Agenda. PPMC. 1.

Since 2021, the Library has completed almost 90% of the existing Technology Plan including major new services such as Chromebook and hotspot lending, developing a good maker resource, revitalizing Wichita Photo Archives with a new digital repository, and expanding internet infrastructure to gigabit service at most locations. Further, the Library has expanded partnerships with two large technology events, Tech Day and the Makerfaire, increased its maker activities, and improved staff knowledge of Polaris Leap. While there is still work to do, it has been a very successful three years.

As always, innovation has been the driver of the Library's technology agenda over the last three years. While perhaps not bleeding edge, the Library strives to be as cutting edge as its budget allows. Staff are consistently pushing for more, better, and experimental.

As always, there are challenges. The Library is behind on implementing the next generation ILS, Leap, and the next generation online catalog. Branch network infrastructure is antiquated and even equipment at the Advanced Library is past its prime. While the Library has made improvements to its maker offering inside buildings, most urban libraries are exploring maker outreach opportunities. Further, the Library has made some progress with general technology outreach, but it could do better.

However, the Library is well positioned for these challenges.

Technology Focus Areas

Although the pace of technology makes long term planning fluid -- with future partnerships and funding sources and new service demands creating sudden shifts in technology focus, there are a few key areas in which the Library should remain focused. These areas represent a mix of current service priorities, library industry trends, customer requests, and technology deficits. As a gap plan, time lines are approximate.

I. Service Stability

As this is a gap plan, a priority is to maintain the Library's existing levels of service until larger strategic themes are implemented. The goal is to continue to provide excellent technology services to customers and staff, improve existing services, and allow for exploration of new ideas as needed. Exact timelines are not provided, but should be developed as part of the goal. Most activities would be completed within a year to a year and a half.

Goal I: Customers utilize the Library's latest technology to improve their circulation experience

Action Plans

1. Complete RFID tagging process of Library's collections
2. Create awareness and training mechanisms for customers on how to optimize RFID to improve their Library experience

3. Explore self-service checkout of materials via personal devices

Goal II: Staff utilize the Library's RFID technology to improve circulation and other workflows

Action Plans

1. Complete staff training on how to use RFID
2. Evaluate RFID equipment, such as the wands, for improvement opportunities in existing workflows.
3. Identify additional RFID equipment needs

Goal III: Staff can perform all necessary ILS functionality and reference services using non-City devices

Action Plans

1. Identify and create solutions as possible for barrier's to Leap implementation
2. Identify and implement solution to receipt printing using Leap
3. Continue to expand Leap to branches with all staff using Leap by end of 2024

Goal IV: The Library's online catalog provides the best possible experience to customers

Action Plans

1. Identify key issues with existing online catalog
2. Evaluate next generation online catalogs or discovery layers

Goal V: Customers are able to quickly and easily print from any Library computer

Action Plans

1. Evaluate existing printing software for potential improvements to the customer experience
2. Identify possible alternatives to existing printing software and/or workflows

II. Maintain Critical Infrastructure

The Library must continue to update and improve current infrastructure that will be used regardless of future strategic initiatives. While not comprehensive, these are the software and equipment components that have been identified as in most need of maintenance or improvement. However, the Library should be prepared for future improvements.

Goal I: Staff have access to the most current hardware and software to perform their duties

Action Plan

1. Update all staff computers to Windows 11
2. Update all customer computers to Windows 11

3. Update Polaris to 7.5 or newer
4. Add mobile labs to branches as needed to facilitate technology classes
5. Modernize AV Studio equipment

Goal II: Customers and staff have a vibrant, efficient meeting room reservation or online program experience

Action Plan

1. Complete setup of Communico Attend and Reserve
2. Create awareness and training mechanisms for customers on how to optimize Communico to improve their Library experience
3. Evaluate Communico for possible staff workflow efficiencies or improvements

Goal III: Customers and staff have reliable branch internet

Action Plan

1. Create and implement plan to replace existing branch network equipment without impacting remodels
2. Increase branch internet to 1 Gbps once network equipment is viable

Goal IV: Customers and staff have reliable and effective wireless internet inside and outside the Advanced Learning Library

Action Plan

1. Create a plan to update and improve wireless connectivity inside the Advanced Learning Library

Goal V: Customers have reliable hold and transfer slips

Action Plan

1. Identify and implement replacement method for sticky label hold slips

Goal VI: Customers and staff have access to reliable and modern meeting room technology

Action Plan

1. Create asset inventory for all library meeting spaces with asset age and expected life cycle as applicable
2. Identify critical meeting room assets that need improved, replaced, or enhanced
3. Development long term replacement budget for critical meeting room assets

III. Planned Projects & Enhancements

During the strategic planning process, various commitments have been made to either maintain or improve Library facilities, partnerships, or other technology. These projects need to be completed regardless of the ongoing strategic planning. While these larger projects have been identified, smaller projects will take place as identified.

Goal I: All library locations are modern, with the latest technology

Action Plan

1. Work with staff to develop technology needs assessment for the Alford, Angelou, and Rockwell remodels.
2. Work with staff and vendor to determine cost and possible location of laptop dispenser at Angelou and Rockwell

Goal II: Westlink opens as a state-of-the art facility

Action Plan

1. Work with Tech Logic to complete design and installation of AMH
2. Work with vendor to purchase and install a laptop dispenser

Goal III: Community organizations seek out the Library as a partner for technology programming

Action Plan

1. Plan and implement an all-day event focused on technology

Goal IV: The Library fosters customer's creativity and technology exploration through its various maker technologies.

Action Plan

1. Create a plan to improve usage of the Advanced Learning Library pop up-maker space and evaluate the facility for makerspace upgrades to meet customer demands and expectations
2. Work with staff to develop equipment needs for the new Maker section at Westlink
3. Explore and develop assessment for maker activities as part of the Alford and Rockwell remodels.
4. Create a plan to introduce robotics to the maker technologies at the Advanced Learning Library

Goal V: Wichitans connect to the Library regardless of their location

Action Plan

1. Work with City partners to install prototype wireless benches at locations best needed for public internet access
2. Evaluate Book Bus technology for possible improvement or enhancement

Goal VI: Wichitan are able to use a library card with a photo as a limited ID

Action Plan

1. Work with City partners to create an enhanced library card that includes a photograph on the card
2. Work with City and Wichita partners to create programs that accept the library card with a photo as a temporary or alternate ID in various circumstances

Goal VII: The Library is a key partner in digital literacy and connectivity initiatives in Wichita

Action Plan

1. Host a Digital Equity Summit which explores how to improve Wichitan's access to internet and related technologies
2. Explore partnerships related to the Digital Equity Summit to continue fostering communication between relevant organizations to improve Wichitan's internet access and digital literacy

IV. Administrative Necessities

The Library has certain projects that need to be completed in order to maintain compliance with various grants and organizations. The Library must also take next steps to prepare for future technology needs.

Goal I: Library staff have access to real time, accurate wireless statistics for all branches

Action Plan

1. Work with IT to develop a method of capturing necessary wireless statistical data for all locations

Goal II: The Library understand the technology need of the community

Action Plan

1. Create an online survey focused on technology to evaluate how customers use the library's technology, what technology is missing, and what technology is expected

APPENDIX A: BUDGET

Vendor	Item/Service	Goal(s) Using Item	Projected 2024	Funding Source	Projected 2025	Funding Source
Communico	Connect module	Service I	\$ 12,322		\$ 12,322	
Tech Logic	RFID readers, wands	Service II	\$ 15,000		\$ 2,000	
TBD	Discovery Layer	Service IV	\$ 30,000		\$ 25,000	
Multiple	Mobile Lab	Maintain I	\$ 20,000		\$ 10,000	
Multiple	AV Studio upgrades	Maintain I	\$ 10,000		\$ 5,000	
Multiple	Networking Equipment	Maintain III*	\$ 150,000		\$ 30,000	
IdeaTek	Internet	Maintain III**	\$ (1,600)		\$ (800)	
TBD	Wireless AP	Maintain IV	\$ 50,000		\$ -	
ConvergeOne	Wireless Setup	Maintain IV	\$ 5,000			
Epson	Receipt Printers	Maintain V	\$ 8,000		\$ -	
CTI	Projectors, lectern, etc.	Maintain VI	\$ 130,000		\$ -	
Laptop Anytime	Laptop Dispenser (2)	Projects I	\$ 60,000		\$ 10,000	
Laptop Anytime	Laptop Dispenser	Projects II	\$ 30,000		\$ 5,000	
Multiple	Maker Day	Projects III	\$ 5,000		\$ -	
Multiple	Maker space	Projects IV	\$ 5,000		\$ -	
Multiple	Robotics supplies	Project IV	\$ 10,000		\$ 2,000	
EngoPlanet	Benches	Projects V	\$ 30,000		\$ -	
Zebra	Card Printer	Project VI	\$ 3,000			
Vendor	Card blanks	Project VI	\$ 500		\$ 500	
Cisco	Wireless reporting module	Administrative I	\$ 5,000		\$ -	
Multiple	Survey supplies	Administrative II	\$ 2,500		\$ -	

*Cost possibly offset by erate

**See Appendix C

APPENDIX B: COMPUTER BREAKDOWN

Public Computing Stations

Location	Number of Units				Projected Cost			
	Current	2024	2025	2026	Current	2024	2025	2026
ALL	77	77	77	77	\$ 102,410.00	\$ 102,410.00	\$ 107,800.00	\$ 115,500.00
Alford	9	9	9	9	\$ 11,970.00	\$ 11,970.00	\$ 12,600.00	\$ 13,500.00
Angelou	8	8	8	8	\$ 10,640.00	\$ 10,640.00	\$ 11,200.00	\$ 12,000.00
Evergreen	9	9	9	9	\$ 11,970.00	\$ 11,970.00	\$ 12,600.00	\$ 13,500.00
Walters	16	16	16	16	\$ 21,280.00	\$ 21,280.00	\$ 22,400.00	\$ 24,000.00
Rockwell	9	9	9	9	\$ 11,970.00	\$ 11,970.00	\$ 12,600.00	\$ 13,500.00
Westlink*	12	12	12	12	\$ 15,960.00	\$ 15,960.00	\$ 16,800.00	\$ 18,000.00
System	140	140	140	140	\$ 186,200.00	\$ 186,200.00	\$ 196,000.00	\$ 210,000.00

PAC/Thin Clients

Location	Number of Units				Projected Cost			
	Current	2024	2025	2026	Current	2024	2025	2026
ALL	25	25	25	25	\$ 33,250.00	\$ 33,250.00	\$ 35,000.00	\$ 37,500.00
Alford	4	4	4	4	\$ 5,320.00	\$ 5,320.00	\$ 5,600.00	\$ 6,000.00
Angelou	2	2	2	2	\$ 2,660.00	\$ 2,660.00	\$ 2,800.00	\$ 3,000.00
Evergreen	3	3	3	3	\$ 3,990.00	\$ 3,990.00	\$ 4,200.00	\$ 4,500.00
Walters	3	3	3	3	\$ 3,990.00	\$ 3,990.00	\$ 4,200.00	\$ 4,500.00
Rockwell	6	6	6	6	\$ 7,980.00	\$ 7,980.00	\$ 8,400.00	\$ 9,000.00
Westlink*	6	11	11	11	\$ 7,980.00	\$ 14,630.00	\$ 15,400.00	\$ 16,500.00
System	49	54	54	54	\$ 65,170.00	\$ 71,820.00	\$ 75,600.00	\$ 81,000.00

Staff Computers

Location	Number of Units				Projected Cost			
	Current	2024	2025	2026	Current	2024	2025	2026
ALL	69	69	69	69	\$ 91,770.00	\$ 91,770.00	\$ 96,600.00	\$ 103,500.00
Alford	8	8	8	8	\$ 10,640.00	\$ 10,640.00	\$ 11,200.00	\$ 12,000.00
Angelou	3	3	3	3	\$ 3,990.00	\$ 3,990.00	\$ 4,200.00	\$ 4,500.00
Evergreen	6	6	6	6	\$ 7,980.00	\$ 7,980.00	\$ 8,400.00	\$ 9,000.00
Rockwell	7	7	7	7	\$ 9,310.00	\$ 9,310.00	\$ 9,800.00	\$ 10,500.00
Walters	4	4	4	4	\$ 5,320.00	\$ 5,320.00	\$ 5,600.00	\$ 6,000.00
Weslink*	9	11	11	11	\$ 11,970.00	\$ 14,630.00	\$ 15,400.00	\$ 16,500.00
System	106	108	108	108	\$ 140,980.00	\$ 143,640.00	\$ 151,200.00	\$ 162,000.00

*Some computers temporarily stored

APPENDIX C: INTERNET COST PER LOCATION

INTERNET PRICING PER MONTH

	Current		2024		2025	
	Bandwidth	Cost	Bandwidth	Cost	Bandwidth	Cost
ADVANCED	1 Gbps	\$ 875.00	1 Gbps	\$ 875.00	1 Gbps	\$ 875.00
ALFORD	500 Mbps	\$ 1,629.25	1 Gbps	\$ 875.00	1 Gbps	\$ 875.00
ANGELOU	500 Mbps	\$ 1,629.25	1 Gbps	\$ 875.00	1 Gbps	\$ 875.00
EVERGREEN	1 Gbps	\$ 875.00	1 Gbps	\$ 875.00	1 Gbps	\$ 875.00
ROCKWELL	500 Mbps	\$ 1,629.25	500 Mbps	\$ 1,629.25	1 Gbps	\$ 875.00
WALTERS	1 Gbps	\$ 875.00	1 Gbps	\$ 875.00	1 Gbps	\$ 875.00
WESTLINK	500 Mbps	\$ 1,629.25	500 Mbps	\$ 1,629.25	1 Gbps	\$ 875.00
TOTAL		\$ 9,142.00		\$ 7,633.50		\$ 6,125.00

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Public Affairs Committee Agenda
Tuesday, February 20, 2024, 11:30am
Collaboration Room 205
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order
2. Review Meeting Minutes for January 16, 2024
3. Update on January Media Activities
4. Library Card Design Contest Updates
5. Letter to Legislators
6. Council Newsletter
7. Other items from Committee Members
8. Adjournment

To attend virtually:

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Media Log: January 2024

- January 4: KSN, Westlink Groundbreaking
- January 4: KWCH, Westlink Groundbreaking
- January 8: KWCH, ReadICT
- January 11: KAKE Kids Corner
- January 22: KSN, ReadICT
- January 23: KAKE, Tuesday Topics – Marion County
- January 24: KSN, Celebrating Wichita's Black History
- January 27: KAKE, ReadICT
- January 29: KWCH, Celebrating Wichita's Black History
- January 29: KAKE, Library of Things, AV Studio



WICHITA PUBLIC LIBRARY

Annual Report 2023



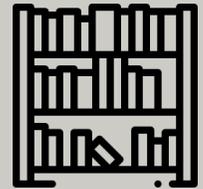
The library had **17,135** open hours in 2023!



247,335 people have a card at our library



636,800 people walked through our doors last year



The collection contained **1,128,797** items



Print materials totaled **453,594**



Physical videos totaled **33,581**



592,058 e-materials borrowed



Contributing to a total of **1,700,266** checkouts!



We lent our items to other libraries **7,017** times



75,204 uses of public computers



123,114 WiFi sessions



And brought in **4,700** items upon patron request



1,281 total programs offered



43,535 people attended in total!

READ



www.wichitalibrary.org
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WICHITA, KS 67203
3162618500