

A G E N D A  
**Wichita Public Library Board of Directors Meeting**  
**Tuesday, March 19, 2024– 12:00 p.m.**  
**Board Room**  
**Advanced Learning Library, Second Floor**  
**711 W 2<sup>nd</sup>, Wichita KS 67203**

1. Call to Order/Introductions
2. Approval of the Agenda
3. Public Comment
4. Staff Presentation: Education and Engagement Division Update, Savannah Ball
5. Minutes of the February 20, 2024 meeting
6. Unfinished Business
  - a) Enhanced Library Cards
7. New Business
  - a) 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
<b>Total</b>	<b>\$1,107,189.96</b>

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

General Fund Bills	\$872,344.83
Grant Fund Bills	\$4,303.60
Gift & Memorial Fund Bills	\$11,770.74
<b>Total</b>	<b>\$888,419.17</b>

- c) Approval of bills over \$10,000: Kanopy streaming video service capped agreement renewal
- d) Approval of bills over \$10,000: Newspapers.com renewal
- e) Approval of bills over \$10,000: Gale Analytics renewal
- f) 2024 State Aid
- g) Officer and Committee Nominating Committee
8. Support Organization Reports
9. Director of Libraries Report
10. Announcements
11. Adjournment



# Monthly Activity Report

## February 2024

### Service Highlights

February was a full month of programming and trying new things in Youth Services: the third annual Lunar New Year celebration in partnership with the Wichita Asian Association, an impromptu 'Read to a Dog' event, a Big Brothers Big Sisters event to introduce pairs to the library, and the first Parent-Child Workshop series.

The Adult Programming team facilitated a weekly program series called 'Celebrating Wichita's Black History.' Each week, the program would highlight a different aspect of Wichita's Black history and recognized the many contributions of Black Wichitans. The series was sponsored by KWCH to promote awareness around the community about these lectures. The programs were recorded and can be viewed on the Library's YouTube channel.

On February 3, 2024, the hours of operation changed at the Angelou (3051 E. 21st St.) and Walters Branch (4195 E. Harry St.). This is part of last year's program option that included adding a full-time professional librarian position at both locations to support building community partnerships, programming, increased technology assistance, and support for lifelong learning. Part of that program option included slightly increasing operating hours at both locations to be open when residents need to use the library.

New operating hours:

Angelou Branch	Walters Branch
Tuesday-Thursday: 1-8 p.m. Friday-Saturday: 1-6 p.m. Sunday-Monday: Closed	Monday-Thursday: 11 a.m.-7 p.m. Friday-Saturday: 11 a.m.-3 p.m. Sunday: Closed



The Library introduced three new library card designs for residents to pick from when they register for a card. Customers who already have a library card can replace it with a new design for \$2. The new designs came from a community card design contest last fall in which 80 submissions were received.

During the first month after launching new library card designs, people are getting more excited about coming to the library. Customers who already have a card and want to exchange it for a new one are equally excited about getting a new card as the new customers. There is almost a sense of youthful excitement from the customers. Customers are willing to pay the \$2 replacement fee for a new card. From February 9-28, the Advanced Learning Library alone issued 989 new card designs.

## Other News

Bishop Carroll High School hosted a resource drive to help stock the Book Bus with donated children's books, basic hygiene products, and non-perishable snacks. The school collected 245 children's books, 114 young adult books, 6 toothbrushes, 3 hand warmers, 2 tubes of toothpaste, and 15 boxes of snack items.

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.

The Library's conversion to RFID was completed in February with the updated of the automated material handler (AMH) at the Advanced Learning Library. The AMH will now send any materials without RFID tags to the end bin where staff will add a tag. Staff will begin streamlining workflows and using the advantages created by RFID.

The latest 'Read. Return. Repeat.' podcast episode features writer Ross Gay talking about his essay collection *Inciting Joy*, which was released in 2022.

The technology trainers taught 15 technology classes with 149 students. They also completed 281 Book-A-Librarian appointments with assistance given in unemployment filing, resume posting and printing, passport applications, printing court documents, phone assistance, tax forms, and online security issues.

Rockwell Branch Manager John worked with the City's Human Resources and Community Services departments to host a city career fair at the March and May District 2 Advisory Board meetings held at Rockwell. There are currently more than 100 positions open with the City of Wichita and there will also be seasonal summer positions that will need to be filled.

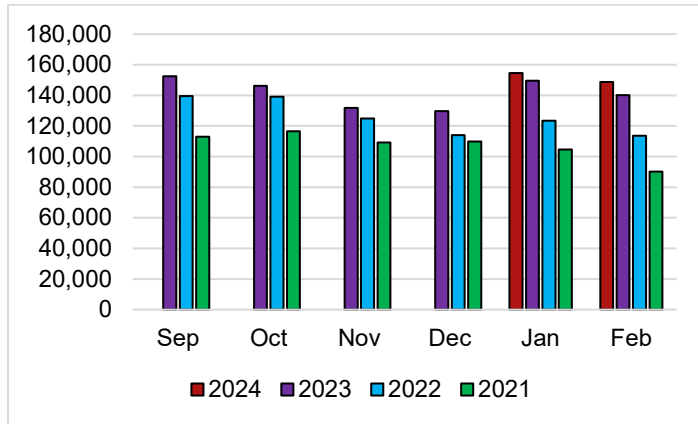
A four-year-old brought Valentines for her friends at the Alford Branch family storytime. She was very proud that she wrote the first letter of her name on each one by herself. It's great to see the sweet interactions between babies, toddlers and preschoolers who attend weekly storytimes as they get to know each other and build social skills.

Updated photos of the Westlink Branch construction project:



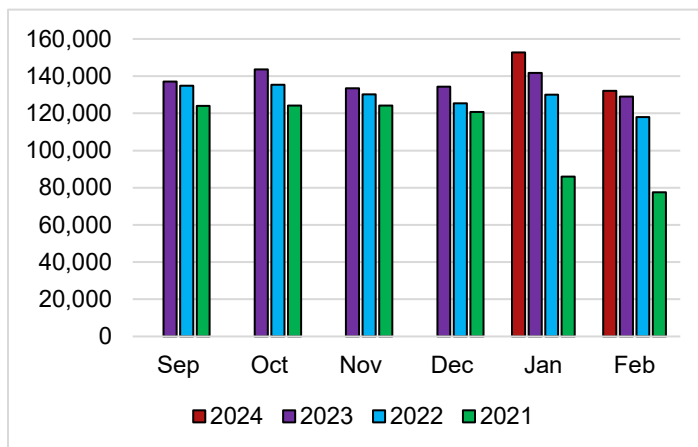
## Service Dashboard

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



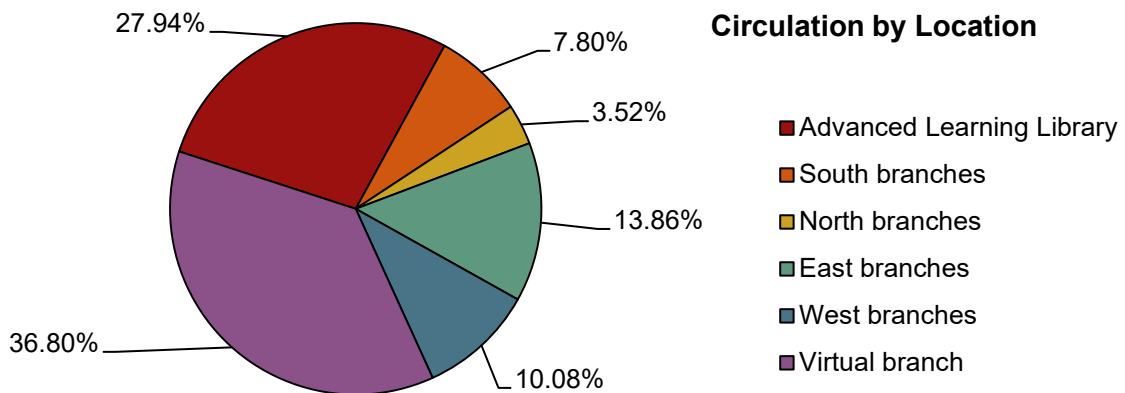
FEBRUARY			
	2024	2023	% change
Door Counts	53,743	50,965	5.45%
Catalog Log-ins	35,111	34,557	1.60%
Website Visits	59,616	53,898	10.61%
CONTENTdm Users	286	632	-54.75%
<b>Total</b>	<b>148,756</b>	<b>140,052</b>	<b>6.21%</b>

### CHECKOUTS

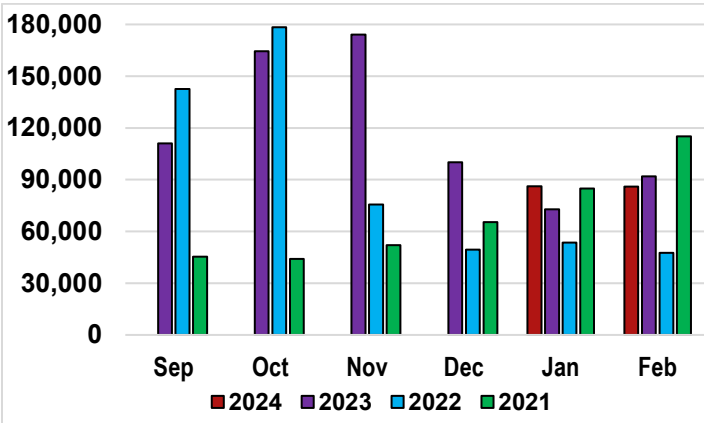


FEBRUARY			
	2024	2023	% change
Physical Circ	83,488	86,657	-3.66%
Virtual Circ	48,616	42,288	14.96%
WPL	48,616	35,603	36.55%
State	N/A	6,685	N/A
<b>Total</b>	<b>132,104</b>	<b>128,945</b>	<b>2.45%</b>

State Library circulation data for February 2024 had not been received by this report's publishing date.

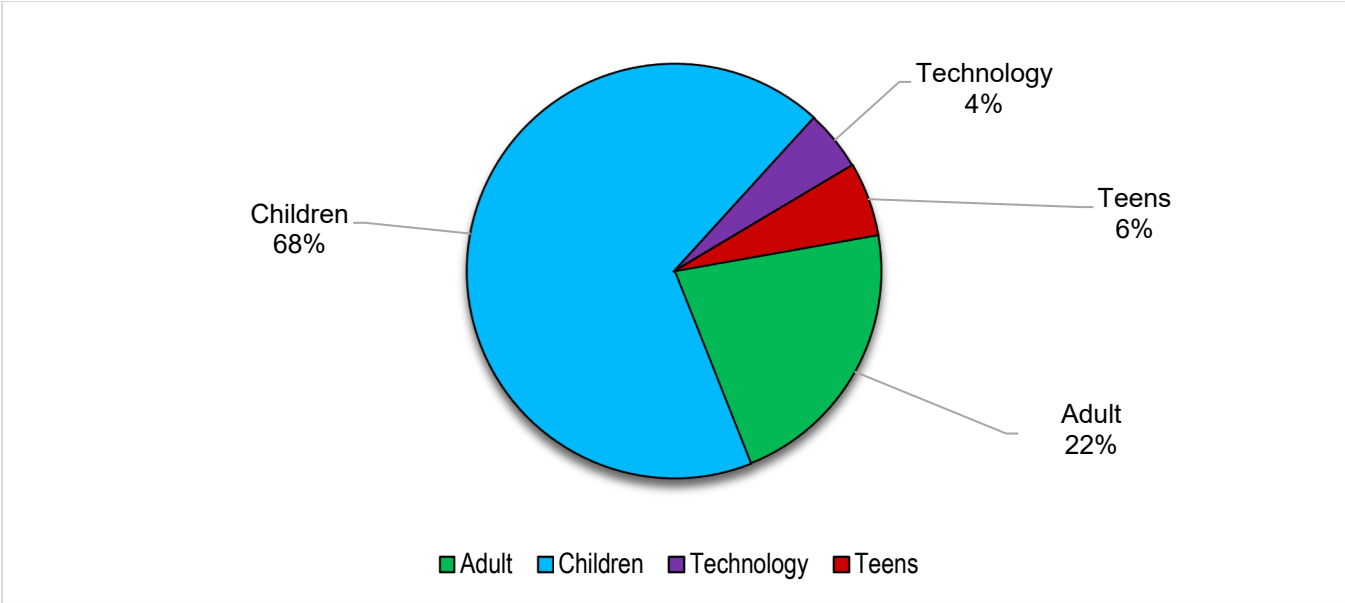


**QUESTIONS ANSWERED (by staff in person/phone and through online services)**



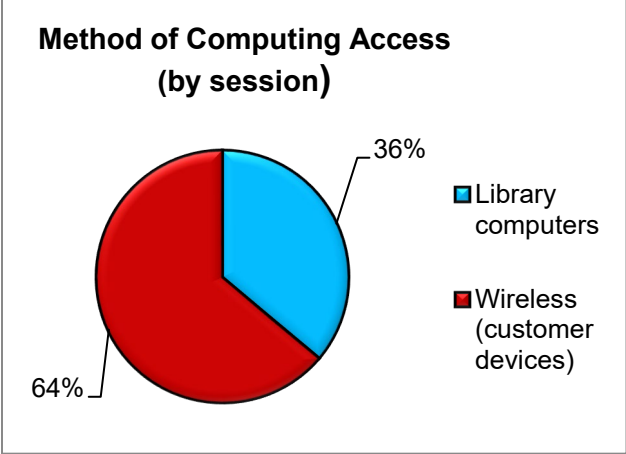
FEBRUARY			
	2024	2023	% change
Reference Questions	5,506	4,972	10.74%
Database Searches	77,315	84,113	-8.08%
Technology Assistance	2,958	2,628	12.56%
Book-A-Librarian Appointments	286	247	15.79%
<b>Total</b>	<b>86,065</b>	<b>91,960</b>	<b>-6.41%</b>

**PROGRAM ATTENDANCE**



FEBRUARY ATTENDANCE			
	2024	2023	% change
Adult events	669	472	41.74%
Children's events	2,084	1,610	29.44%
Technology training	145	105	38.10%
Teen events	176	634	-72.24%
<b>TOTAL</b>	<b>3,074</b>	<b>2,821</b>	<b>8.97%</b>

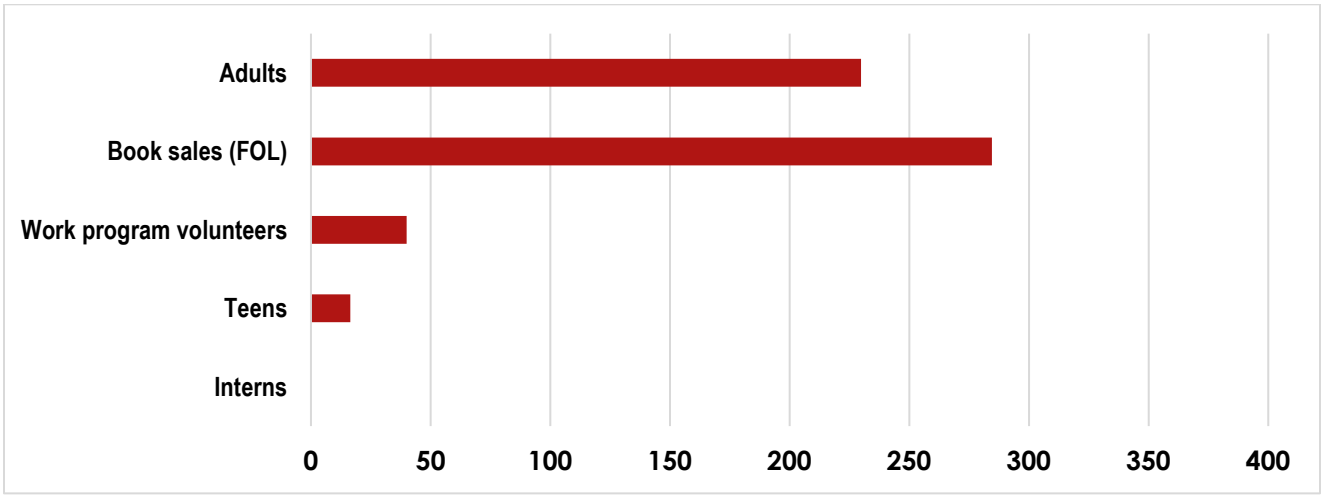
**PUBLIC COMPUTING**



**FEBRUARY**

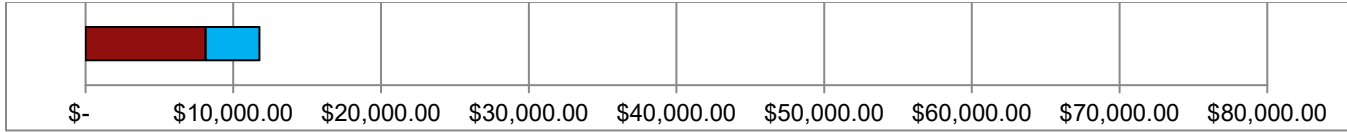
	2024	2023	% change
Workstation Sessions	6,204	5,880	5.51%
Wi-Fi Sessions	10,970	8,171	34.26%
Number of Users	1,552	1,343	15.56%
Hours of Access	11,355	9,038	25.64%

**VOLUNTEERS (hours of service)**



**Number of volunteers YTD = 61    Hours of service YTD = 1,205**

**MATERIALS DONATIONS (value if purchased)**



**Year to date total = \$11,767.72    Items added to Library collections YTD = 790**

## **Service Snapshot: Recent Raving Fans Stories**

“I wanted to drop a note of thanks to you guys for getting me back up to speed on working with Excel. I have found a job working from home, so I don’t have to drive much. Your time with me was invaluable, and I appreciate it more than I can express. I wouldn’t be surprised to see around the library after the weather clears, I like to read. Thanks again.”

A new customer approached Walters Clerk Michelle to ask if the library had any mysteries. Instead of simply pointing him in the right direction, she dropped what she was doing and walked with him over to the mystery section, conversing with him about what sorts of mysteries he was looking for and the selections we had. Later, as he was leaving with his materials, he paused and earnestly looked back at her to say, “Thanks for being nice to me.” It’s a good reminder that for a lot of customers, the Library may be one of the few really positive interactions they have in their day. It’s so worth it to spend that extra time helping people.

At Rockwell, Library Clerk Ashton was signing up a customer for a library card. The customer was quietly, but giddily, answering questions as Ashton got her account set up. The customer’s guardian commented that she is super shy and never talks anywhere except the library because she feels safe here!

A customer came into the Westlink Library and was having trouble getting her document to print. Library Assistant Emma Marlow attempted to troubleshoot the situation. After several tries sending the document from the main desk with no success, she restarted the printer. That still did not release the print job. Librarian Assistant Eileen Ball was asked for help identifying the problem. She discovered the document was a secure W-2 being sent from the Turbo Tax site. Emma then stepped back in to help the customer save the secure document as a PDF onto a flash drive. Emma was then able to walk the customer’s document over to the copier and print it from there. The customer was so excited to have her documents printed out.

A customer at the Advanced Learning Library was relieved to find out that she could clear her and her son’s combined accounts of almost \$500 by returning overdue items. She was especially relieved that Library Assistant Alicia was understanding and listened as she explained why she was delayed in returning Library material. She lost her job, got her car taken away, and had to go and fight for her kids in court, which was why she did not return the items in a timely manner. Alicia informed the customer that she only had to pay the collections charges on both accounts, and the customer was amenable to doing so.

Cindy recently ordered an item through Interlibrary Loan (ILL) in large print; however, the title was recently published, and the large print version was not available for purchase. Interlibrary Loan staff contacted Cindy and verified if the regular print version was an acceptable substitute. She agreed to it with the response, “Thank you for making sure that, when this resource comes in, I will be able to check it out. To me, the library is a treasure house, with so many different resources and gifts to us.”

## WICHITA PUBLIC LIBRARY

Minutes of a Meeting of the Library Board of Directors  
February 20, 2024.

The hybrid meeting of the Library Board of Directors was held on Tuesday, February 20, 2024, at the Advanced Learning Library with the following present in person: Ms. Abi Boatman, Ms. Donna Douglas, Ms. Lauren Hirsh, Mr. Randall Johnston, Ms. Shelby Petersen, Ms. Ericka Sauer, Mr. Chuck Schmidt, Ms. Karyn Shorter, Ms. Robin Templin, and Mr. Jonathan Winkler. The following attended virtually: Ms. TaDonne Neal.

### Call to Order

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

### Introductions

Lauren Hirsh introduced new board members Karyn Shorter and Robin Templin.

*TaDonne Neal joined remotely.*

### Approval of the Agenda

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

### Public Comment

Staff presented outgoing Board President Kevin McWhorter with a book that will be added to the Library collection to honor his contributions to literacy in Wichita. Kevin served ten years on the board and will continue to support WPL as President of the Wichita Public Library Foundation.

### Staff Presentation

Digital Services Manager Jeff Tate presented the 2024-2027 Interim Technology Plan. Every three years a technology plan is created that mirrors technology needs of the Library as well as the City budget. This working document is designed to be flexible in allowing tasks to be added or altered as staff become aware of gaps in the Library's provision of technology. The 2021-2023 plan was 95% completed and included ten major software upgrades, three new maker services, expansion of the AV studio, a laptops dispenser and hotspot lending, and increased technology programs, partnerships, and outreach. The current plan was developed with the four Library service pillars in mind and bridges the gap between the present and the forthcoming strategic agenda by being less aspirational and narrowing its focus to enhancements that can be delivered with shorter timelines. This affords a dynamic workflow for staff while maintaining flexibility to accommodate technology changes that the strategic agenda will demand.



## Approval of Minutes

Minutes of the regular meeting held on January 16, 2024 were presented. Donna Douglas moved (Sauer) to approve them as included in board packets. **Motion carried unanimously.**

## Unfinished Business

None

## New Business

Director Nix presented the 2024 Work Plan to the board for review and endorsement. This document lays out projected work ahead for the upcoming year, but remains dynamic to adjust to new or different community needs. It is arranged according to the pillars of service with set targets together with steps to be followed to reach those targets.

Shelby Petersen moved (Boatman) to receive and file the 2024 Work Plan as presented by staff. **Motion carried unanimously**

On behalf of the Finance Committee, Chuck Schmidt presented the December 2023 finance report and supplemental bills in the following amounts: General Fund bills of \$996,645.81; Grant Fund Bills of \$91,021.41; and Gift and Memorial Fund bills of \$19,522.74, for a total of \$1,107,189.96. An error in calculations was discovered in the summary report, so approvals of the December 2023 financials will be held until the March board meeting.

On behalf of the Finance Committee, Chuck Schmidt moved (Winkler) to approve the January 2024 finance report and supplemental bills in the following amounts: General Fund bills of \$613,335.20; Grant Fund Bills of \$7,020.71; and Gift and Memorial Fund bills of \$2,134.57, for a total of \$622,490.48. **Motion carried unanimously**

On behalf of the Finance Committee, Jonathan Winkler moved (Douglas) to receive and file the July through December 2023 report of the Gift and Memorials Account as included in Board packets. **Motion carried unanimously.**

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

## Finance Committee Report

Did not meet.

## Operations Committee Report

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

- ORG-002.5 Support Services
- CIR-001 Customer Registration

On behalf of the Operations Committee, TaDonne Neal moved to adopt the policy changes as recommended by staff. **Motion carried unanimously.**

### **Planning & Facilities Committee Report**

Did not meet.

### **Public Affairs Committee Report**

Abi Boatman asked board members to be aware of Senate Bill 358, which proposes a procedure for individuals to follow to have a book banned from a school or public library. While the bill is a good step forward in requiring hurdles to be cleared before a book is banned, it sets a low bar for such a proscription. This could create difficulties for smaller town libraries and communities.

Support Services Manager Tammy Penland was recently recognized as an honoree for the Wichita Business Journal's 2024 HR Professionals Award.

### **Special Committee Reports**

*Friends of the Library* – Erin Shields reported that new board officers have been elected for the year. The board has made 2024 gifting decisions for programs to support throughout the year. The Friends of the Library Facebook account recently got hacked. Advocate numbers have declined significantly with a loss of 31% in the past year. Strategies are being developed to reverse this trend.

*Abi Boatman left.*

*Library Foundation* - Kourtney Carson introduced herself as the new CEO of the Foundation. She comes from the Wichita Art Museum, where she served as director of development, and is currently onboarding and learning how the Foundation operates.

*Wichita Genealogical Society (WGS) –*

No report.

### **Director of Libraries Report**

Director Nix advised board members that the Big Read program is upcoming and the author will be doing a program. As ongoing branch remodels will cause some disruption to the Library's summer programming, the planning team is being creative and attentive to community needs as it adjusts the venues where programs will be offered and events will be held. Fortunately, the Book Bus furnishes another avenue for summer reading engagement. The last five of the Storywalks™ will be installed in March (Fairmount and Harrison Parks) and April (Linwood and Buffalo Parks).

The Library has applied for a Kansas Commerce Grant in conjunction with the Foundation to support WiFi expansion outside of library buildings and to purchase more solar-powered WiFi-enabled charging benches.

The annual report from 2023 was shared. It highlights not only the performance of services and programs but also some incredible community stories.

**Announcements**

None

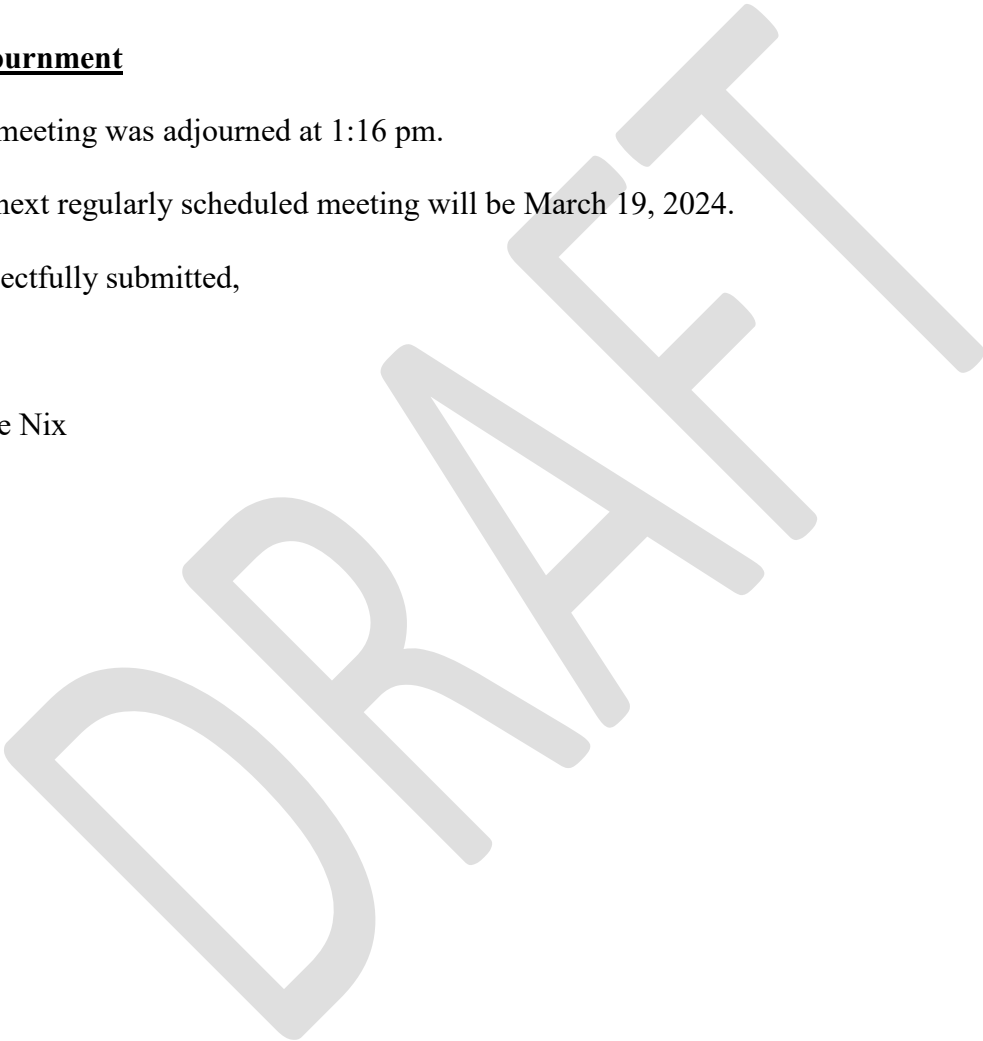
**Adjournment**

The meeting was adjourned at 1:16 pm.

The next regularly scheduled meeting will be March 19, 2024.

Respectfully submitted,

Jaime Nix



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
<b>10000080 wichita Public Library</b>							
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 - CORRECTED**

<b>OBJECT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>REVISED BUDGET</b>	<b>YTD EXPENDED</b>	<b>MTD EXPENDED</b>	<b>ENCUMBRANCES</b>	<b>AVAILABLE BUDGET</b>	<b>% USED</b>
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%
	<b>TOTAL</b>	<b>\$ 7,738,071.00</b>	<b>\$ 7,703,711.42</b>	<b>\$ 717,388.55</b>	<b>\$ -</b>	<b>\$ 34,359.58</b>	<b>99.6%</b>
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	\$ 720.50	\$ 65.50	\$ -	\$ 65.50	91.7%
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	Organizational Memberships	\$	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	\$	111,079.21	\$	(1,751.36)	\$	-	\$	(8,496.21)	108.3%
	<b>TOTALS</b>	\$	<b>2,007,329.00</b>	\$	<b>2,007,183.86</b>	\$	<b>43,116.01</b>	\$	<b>-</b>	\$	<b>145.14</b>	<b>100.0%</b>
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	\$	309.84	\$	10.80	\$	-	\$	140.16	68.9%
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	\$	1,012,165.00	\$	997,852.77	\$	232,668.12	\$	17,205.00	\$	14,312.23	98.6%
658999	Purchasing Card Clearing	\$	-	\$	(19.98)	\$	-	\$	-	\$	19.98	#DIV/0!
	<b>TOTALS</b>	\$	<b>1,084,179.00</b>	\$	<b>1,063,615.43</b>	\$	<b>236,141.25</b>	\$	<b>17,205.00</b>	\$	<b>20,563.57</b>	<b>98.1%</b>
	<b>Grand Total</b>	\$	<b>10,829,579.00</b>	\$	<b>10,774,510.71</b>	\$	<b>996,645.81</b>	\$	<b>17,205.00</b>	\$	<b>55,068.29</b>	<b>99.5%</b>



**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
<b>SCKLS 2023</b>	\$ 121,526.94	\$ -	\$ -	\$ 385.04	\$ 71,637.90	\$ -	\$ -	\$ 72,022.94	\$ -	\$ 49,504.00
<b>SA 2023</b>	\$ 19,386.06	\$ -	\$ 333.81	\$ 2,609.29	\$ 8,134.58	\$ 2,987.99	\$ 4,932.80	\$ 18,998.47	\$ 387.59	\$ -
<b>Totals</b>	<b>\$ 140,913.00</b>	<b>\$ -</b>	<b>\$ 333.81</b>	<b>\$ 2,994.33</b>	<b>\$ 79,772.48</b>	<b>\$ 2,987.99</b>	<b>\$ 4,932.80</b>	<b>\$ 91,021.41</b>	<b>\$ 387.59</b>	<b>\$ 49,504.00</b>

# 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

<b>Total 511000 Base Compensation</b>	<b>\$448,978.46</b>
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#### 511950 Year-End Payroll Accrual

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

#### 512000 Special Compensation

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

<b>Total 512000 Special Compensation</b>	<b>\$597.12</b>
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#### 512051 Mileage Reimbursement

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

<b>Total 512051 Mileage Reimbursement</b>	<b>\$113.45</b>
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<b>Total 1F - Special Compensation</b>	<b>\$710.57</b>
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### 1J - OT Compensation

#### 513000 Overtime Compensation

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

<b>Total 513000 Overtime Compensation</b>	<b>\$453.50</b>
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<b>Total 1J - OT Compensation</b>	<b>\$453.50</b>
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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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<b>Total 2F - Technology Charges</b>	<b>\$3,618.15</b>
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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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<b>Total 2R - Professional Svcs</b>	<b>\$4,334.79</b>
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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 \$168.00  
SERVICES

UNDERGROUND VAULTS & STORAGE \$18.00  
INC

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
<b>Total 3B - Supplies</b>	<b>\$2,923.70</b>
3F - Components & Parts	
532020 Automotive Parts & Supplies	
City of Wichita	\$10.80
Total 532020 Automotive Parts & Supplies	\$10.80
<b>Total 3F - Components &amp; Parts</b>	<b>\$10.80</b>
3N - Fuel	
539012 Gasoline	
City of Wichita	\$439.31
Total 539012 Gasoline	\$439.31
<b>Total 3N - Fuel</b>	<b>\$439.31</b>
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
<b>Total 4Z - Non-Capital Outlay</b>	<b>\$232,767.44</b>
<b>Total 10003 - Library - Commodities</b>	<b>\$236,141.25</b>

**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
---------------------------------	----------

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
<b>TOTAL RECEIPTS</b>	<b>\$4,520.16</b>

**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
<b>TOTAL EXPENDITURES</b>	<b>\$19,522.74</b>

\*Reimbursed expenses

YTD

FOR 2024 02

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							
<b>10000080 wichita Public Library</b>							
422110 Library Desk Receipts (Fines)	-75,000	-75,000	-13,968.19	-6,626.80	.00	-61,031.81	18.6%
422111 Library Desk - Faxes	-10,000	-10,000	-1,809.00	-697.00	.00	-8,191.00	18.1%
422112 Library Desk - Passports	-25,000	-25,000	-7,690.00	-3,630.00	.00	-17,310.00	30.8%
423030 Meeting Room Rentals	-30,000	-30,000	-3,675.00	-1,010.00	.00	-26,325.00	12.3%
424011 Copy Charges	-11,000	-11,000	-2,463.85	-1,105.60	.00	-8,536.15	22.4%
424101 Public Computing Charges	-20,000	-20,000	-3,980.25	-1,805.30	.00	-16,019.75	19.9%
646981 State Setoff Collections	-68,000	-68,000	-4,114.98	-3,854.75	.00	-63,885.02	6.1%
646990 Other Non-Operating Revenue	0	0	-87.85	-64.71	.00	87.85	100.0%
TOTAL wichita Public Library	-239,000	-239,000	-37,789.12	-18,794.16	.00	-201,210.88	15.8%
TOTAL General Fund	-239,000	-239,000	-37,789.12	-18,794.16	.00	-201,210.88	15.8%

YTD

FOR 2024 02

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	-37,789.12	-18,794.16	.00	-201,210.88	15.8%

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

YTD

REPORT OPTIONS

Sequence 1	Field #	Total	Page Break	Year/Period: 2024/ 2
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 Report February 2024**

<b>OBJECT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>BUDGET</b>	<b>YTD EXPENDED</b>	<b>MTD EXPENDED</b>	<b>ENCUMBRANCES</b>	<b>AVAILABLE BUDGET</b>	<b>% USED</b>
511000	Base Compensation	\$ 5,826,152.00	\$ 946,942.60	\$ 475,799.79	\$ -	\$ 4,879,209.40	16.3%
511950	Year-End Payroll Accrual	\$ -	\$ (181,636.06)	\$ -	\$ -	\$ 181,636.06	#DIV/0!
511999	Planned Savings	\$ (1,193,398.00)	\$ -	\$ -	\$ -	\$ (1,193,398.00)	0.0%
512000	Special Compensation	\$ 4,200.00	\$ 1,572.61	\$ 765.87	\$ -	\$ 2,627.39	37.4%
512051	Mileage Reimbursement	\$ -	\$ 220.80	\$ 89.17	\$ -	\$ (220.80)	#DIV/0!
513000	Overtime Compensation	\$ -	\$ 493.41	\$ 131.29	\$ -	\$ (493.41)	#DIV/0!
518200	Employer Wage Taxes & WC	\$ 503,962.00	\$ 78,814.02	\$ 39,604.14	\$ -	\$ 425,147.98	15.6%
518300	Employer Share EE Insurance	\$ 1,078,324.00	\$ 172,378.63	\$ 85,824.27	\$ -	\$ 905,945.37	16.0%
518400	Employer Share Pension/Retire	\$ 727,056.00	\$ 113,429.68	\$ 56,828.80	\$ -	\$ 613,626.32	15.6%
<b>Total Personnel Services</b>		<b>\$ 6,946,296.00</b>	<b>\$ 1,132,215.69</b>	<b>\$ 659,043.33</b>	<b>\$ -</b>	<b>\$ 5,814,080.31</b>	<b>16.3%</b>
521011	Electricity - EDI	\$ 305,438.00	\$ 34,867.98	\$ 17,773.90	\$ -	\$ 270,570.02	11.4%
521021	Natural Gas - EDI	\$ 41,824.00	\$ 19,150.80	\$ 10,586.99	\$ -	\$ 22,673.20	45.8%
521030	Water Service	\$ 13,375.00	\$ 2,799.36	\$ 1,513.59	\$ -	\$ 10,575.64	20.9%
521051	Recycling Service	\$ -	\$ 300.00	\$ -	\$ -	\$ (300.00)	#DIV/0!
521055	Trash Service - EDI	\$ 5,404.00	\$ 1,008.72	\$ 504.36	\$ -	\$ 4,395.28	18.7%
521060	Local Telephone Service	\$ 8,000.00	\$ 171.30	\$ 110.30	\$ -	\$ 7,828.70	2.1%
521070	Internet Service	\$ 10,971.00	\$ 914.20	\$ 914.20	\$ -	\$ 10,056.80	8.3%
522010	PBX Line Charges	\$ 11,806.00	\$ 2,052.00	\$ 1,026.00	\$ -	\$ 9,754.00	17.4%
522020	PBX Instrument Charges	\$ 19,414.00	\$ 3,325.00	\$ 1,662.50	\$ -	\$ 16,089.00	17.1%
522040	Long Distance & Teleconference	\$ 1,000.00	\$ 78.80	\$ 42.40	\$ -	\$ 921.20	7.9%
522060	Air Cards (Mobile Connect)	\$ -	\$ 210.00	\$ 105.00	\$ -	\$ (210.00)	#DIV/0!
522070	Voicemail	\$ 3,968.00	\$ 680.00	\$ 340.00	\$ -	\$ 3,288.00	17.1%
522080	Automatic Call Distribution	\$ 786.00	\$ 131.00	\$ 65.50	\$ -	\$ 655.00	16.7%
522990	Other Communications Charges	\$ 296.00	\$ -	\$ -	\$ -	\$ 296.00	0.0%
523010	Building & Contents Insurance	\$ 172,088.00	\$ -	\$ -	\$ -	\$ 172,088.00	0.0%
523020	Vehicle Liability Premiums	\$ 870.00	\$ -	\$ -	\$ -	\$ 870.00	0.0%
524010	Recruitment & Hiring	\$ 3,140.00	\$ -	\$ -	\$ -	\$ 3,140.00	0.0%
524020	Employee Travel & Training	\$ 1,600.00	\$ -	\$ -	\$ -	\$ 1,600.00	0.0%
525012	Medical Treatment	\$ -	\$ 69.48	\$ 69.48	\$ -	\$ (69.48)	#DIV/0!
525013	Drug Screening	\$ -	\$ 758.00	\$ 758.00	\$ -	\$ (758.00)	#DIV/0!
525070	Background Checks	\$ -	\$ 145.00	\$ 145.00	\$ -	\$ (145.00)	#DIV/0!
525083	Textile Rental & Laundry Svcs	\$ 1,925.00	\$ 116.59	\$ 32.85	\$ -	\$ 1,808.41	6.1%
525086	Interpreter Services	\$ -	\$ 188.00	\$ 188.00	\$ -	\$ (188.00)	#DIV/0!
525094	Collection Agency Fees	\$ -	\$ 2,313.55	\$ 2,313.55	\$ -	\$ (2,313.55)	#DIV/0!

525990	Other Professional Services	\$ 31,361.00	\$ 1,719.80	\$ -	\$ -	\$ 29,641.20	5.5%
526010	Motor Pool Scheduled Charges	\$ 3,720.00	\$ 620.00	\$ 310.00	\$ -	\$ 3,100.00	16.7%
526020	Building Repair & Maint	\$ 7,240.00	\$ -	\$ -	\$ -	\$ 7,240.00	0.0%
526042	Pest Control Services	\$ 13,000.00	\$ 1,422.28	\$ 1,422.28	\$ -	\$ 11,577.72	10.9%
526044	Bldg Security & Fire Services	\$ 420.00	\$ 1,213.08	\$ 793.08	\$ -	\$ (793.08)	288.8%
526051	Sign Production & Installation	\$ -	\$ 150.00	\$ 150.00	\$ -	\$ (150.00)	#DIV/0!
526070	Equipment Repair & Maint	\$ 5,421.00	\$ 4,163.00	\$ 4,163.00	\$ -	\$ 1,258.00	76.8%
526092	Rent-Real Property	\$ 52,060.00	\$ 8,176.48	\$ 4,088.24	\$ -	\$ 43,883.52	15.7%
529010	Bank Charges	\$ 5,000.00	\$ 671.27	\$ 374.08	\$ -	\$ 4,328.73	13.4%
529020	Postage	\$ 4,000.00	\$ 246.00	\$ 246.00	\$ -	\$ 3,754.00	6.2%
529030	Shipping & Freight	\$ -	\$ 100.75	\$ 100.75	\$ -	\$ (100.75)	#DIV/0!
529031	Delivery/Pick up	\$ -	\$ 1,855.00	\$ 1,855.00	\$ -	\$ (1,855.00)	#DIV/0!
529051	Library Software/Licenses	\$ -	\$ 14,488.54	\$ 14,488.54	\$ -	\$ (14,488.54)	#DIV/0!
529052	Library Subs-Electronic Matls	\$ -	\$ 18,601.95	\$ 18,601.95	\$ -	\$ (18,601.95)	#DIV/0!
529061	Org Member	\$ 10,960.00	\$ -	\$ -	\$ -	\$ 10,960.00	0.0%
529070	Printing & Copying	\$ 23,472.00	\$ 4,730.61	\$ 1,959.15	\$ -	\$ 18,741.39	20.2%
529090	Shredding & Recycling Service	\$ -	\$ 238.00	\$ 238.00	\$ -	\$ (238.00)	#DIV/0!
529141	Software License & Maint Fees	\$ 550.00	\$ 9,685.93	\$ 9,685.93	\$ -	\$ (9,135.93)	1761.1%
529150	Data Center Charges	\$ 1,187,806.00	\$ 197,969.36	\$ 98,984.68	\$ -	\$ 989,836.64	16.7%
529990	Other Contractuals	\$ 92,583.00	\$ 186.80	\$ 131.80	\$ -	\$ 92,396.20	0.2%
<b>Total contractuals</b>		<b>\$ 2,039,498.00</b>	<b>\$ 335,518.63</b>	<b>\$ 195,744.10</b>	<b>\$ -</b>	<b>\$ 1,703,979.37</b>	<b>16.5%</b>
531010	Computing Supplies	\$ 900.00	\$ -	\$ -	\$ -	\$ 900.00	0.0%
531020	Office Supplies	\$ 50,575.00	\$ 4,865.44	\$ 4,865.44	\$ -	\$ 45,709.56	9.6%
531030	Custodial Supplies	\$ 4,000.00	\$ 444.64	\$ 444.64	\$ -	\$ 3,555.36	11.1%
532020	Automotive Parts & Supplies	\$ 450.00	\$ 21.80	\$ 5.99	\$ -	\$ 428.20	4.8%
532202	Office Equipment Parts	\$ -	\$ 399.00	\$ 399.00	\$ -	\$ (399.00)	#DIV/0!
539012	Gasoline	\$ 7,234.00	\$ 590.17	\$ 259.59	\$ -	\$ 6,643.83	8.2%
549010	Furniture & Fixtures <\$5k	\$ 9,990.00	\$ -	\$ -	\$ -	\$ 9,990.00	0.0%
549020	Data Processing Equip <\$5k	\$ 9,665.00	\$ 41.92	\$ -	\$ -	\$ 9,623.08	0.4%
549110	Library Materials	\$ 999,735.00	\$ 11,582.74	\$ 11,582.74	\$ 4,608.62	\$ 970,947.26	1.2%
<b>Total Commodities</b>		<b>\$ 1,082,549.00</b>	<b>\$ 17,945.71</b>	<b>\$ 17,557.40</b>	<b>\$ 4,608.62</b>	<b>\$ 1,047,398.29</b>	<b>1.7%</b>
<b>Grand Total</b>		<b>\$ 10,068,343.00</b>	<b>\$ 1,485,680.03</b>	<b>\$ 872,344.83</b>	<b>\$ 4,608.62</b>	<b>\$ 8,565,457.97</b>	<b>14.8%</b>

**Grant Fund Summary Report**  
**February 2024**

Grant	Balance 2/1/2024	Revenue Received	Admin Charges	Contractuals	Materials	Supplies & Petty Cash	Equipment	Total Expenditures	Encumbrances	Remaining Balance 2/29/24
<b>SCKLS 2023</b>	\$ 42,483.29	\$ -	\$ -	\$ 3,303.60	\$ -	\$ -	\$ 1,000.00	\$ 4,303.60	\$ -	\$ 38,179.69
<b>Totals</b>	<b>\$ 42,483.29</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,303.60</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000.00</b>	<b>\$ 4,303.60</b>	<b>\$ -</b>	<b>\$ 38,179.69</b>



# Wichita Public Library General Fund Bills

February 2024

Org: 10000080

## 10001 - Library - Personnel

### 1B - Base Compensation

#### 511000 Base Compensation

Payroll, PP02.02.24 \$236,132.17

Payroll, PP02.16.24 \$239,667.62

Total 511000 Base Compensation	\$475,799.79
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Total 1B - Base Compensation	\$475,799.79
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### 1F - Special Compensation

#### 512000 Special Compensation

Payroll, PP02.02.24 \$461.06

Payroll, PP02.16.24 \$304.81

Total 512000 Special Compensation	\$765.87
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#### 512051 Mileage Reimbursement

Payroll, 5099 \$13.67

Payroll, 5475 \$75.50

Total 512051 Mileage Reimbursement	\$89.17
------------------------------------	---------

Total 1F - Special Compensation	\$855.04
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### 1J - OT Compensation

#### 513000 Overtime Compensation

Payroll, PP02.16.24 \$131.29

Total 513000 Overtime Compensation	\$131.29
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Total 1J - OT Compensation	\$131.29
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### 1N - Employee Benefits

#### 518200 Employer Wage Taxes & WC

Payroll, PP02.02.24 \$19,636.85

Payroll, PP02.16.24 \$19,967.29

Total 518200 Employer Wage Taxes & WC	\$39,604.14
---------------------------------------	-------------

#### 518300 Employer Share EE Insurance

Payroll, PP02.02.24 \$43,362.31

Payroll, PP02.16.24 \$42,461.96

Total 518300 Employer Share EE Insurance	\$85,824.27
--	-------------

#### 518400 Employer Share Pension/Retire

Payroll, PP02.02.24 \$28,280.02

# Wichita Public Library General Fund Bills

February 2024

Payroll, PP02.16.24	\$28,548.78
Total 518400 Employer Share Pension/Retire	\$56,828.80
<b>Total 1N - Employee Benefits</b>	<b>\$182,257.21</b>
<b>Total 10001 - Library - Personnel</b>	<b>\$659,043.33</b>

## 10002 - Library - Contractuals

### 2B - Utilities

#### 521011 Electricity - EDI

EVERGY KANSAS CENTRAL INC \$17,773.90

**Total 521011 Electricity - EDI \$17,773.90**

#### 521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC \$2,220.08

ENCORE ENERGY SERVICES \$4,470.77

ONE GAS INC \$3,896.14

**Total 521021 Natural Gas - EDI \$10,586.99**

#### 521030 Water Service

City of Wichita \$1,513.59

**Total 521030 Water Service \$1,513.59**

#### 521055 Trash Service - EDI

WASTE CONNECTIONS OF KANSAS INC \$504.36

**Total 521055 Trash Service - EDI \$504.36**

**Total 2B - Utilities \$30,378.84**

### 2F - Technology Charges

#### 521060 Local Telephone Service

City of Wichita \$61.00

T-MOBILE USA INC \$49.30

**Total 521060 Local Telephone Service \$110.30**

#### 521070 Internet Service

P-CARD ONE-TIME PAY \$914.20

**Total 521070 Internet Service \$914.20**

#### 522010 PBX Line Charges

City of Wichita \$1,026.00

**Total 522010 PBX Line Charges \$1,026.00**

# Wichita Public Library General Fund Bills

February 2024

## 522020 PBX Instrument Charges

City of Wichita	\$1,662.50
<b>Total 522020 PBX Instrument Charges</b>	<b>\$1,662.50</b>

## 522040 Long Distance & Teleconference

City of Wichita	\$42.40
<b>Total 522040 Long Distance &amp; Teleconference</b>	<b>\$42.40</b>

## 522060 Air Cards (Mobile Connect)

City of Wichita	\$105.00
<b>Total 522060 Air Cards (Mobile Connect)</b>	<b>\$105.00</b>

## 522070 Voicemail

City of Wichita	\$340.00
<b>Total 522070 Voicemail</b>	<b>\$340.00</b>

## 522080 Automatic Call Distribution

City of Wichita	\$65.50
<b>Total 522080 Automatic Call Distribution</b>	<b>\$65.50</b>

## 529150 Data Center Charges

City of Wichita	\$98,984.68
<b>Total 529150 Data Center Charges</b>	<b>\$98,984.68</b>

<b>Total 2F - Technology Charges</b>	<b>\$103,250.58</b>
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## 2R - Professional Svcs

### 525012 Medical Treatment

COUNTY OF SEDGWICK	\$69.48
<b>Total 525012 Medical Treatment</b>	<b>\$69.48</b>

### 525013 Drug Screening

KELLY COMPLIANCE INC	\$758.00
<b>Total 525013 Drug Screening</b>	<b>\$758.00</b>

### 525070 Background Checks

TRUVIEW BSI LLC	\$145.00
<b>Total 525070 Background Checks</b>	<b>\$145.00</b>

### 525083 Textile Rental & Laundry Svcs

CINTAS CORPORATION	\$32.85
<b>Total 525083 Textile Rental &amp; Laundry Svcs</b>	<b>\$32.85</b>

### 525086 Interpreter Services

SIGN LANGUAGE INTERPRETING SERVICES	\$188.00
<b>Total 525086 Interpreter Services</b>	<b>\$188.00</b>

# Wichita Public Library General Fund Bills

February 2024

## 525094 Collection Agency Fees

UNIQUE MANAGEMENT SERVICES INC \$2,313.55

Total 525094 Collection Agency Fees	\$2,313.55
-------------------------------------	------------

Total 2R - Professional Svcs	\$3,506.88
------------------------------	------------

## 2V - Bldg & Equip Charges

### 526010 Motor Pool Scheduled Charges

City of Wichita \$310.00

Total 526010 Motor Pool Scheduled Charges	\$310.00
---	----------

### 526042 Pest Control Services

P-CARD ONE-TIME PAY \$1,422.28

Total 526042 Pest Control Services	\$1,422.28
------------------------------------	------------

### 526044 Bldg Security & Fire Services

P-CARD ONE-TIME PAY \$793.08

Total 526044 Bldg Security & Fire Services	\$793.08
--	----------

### 526051 Sign Production & Installation

FASTSIGNS \$150.00

Total 526051 Sign Production & Installation	\$150.00
---	----------

### 526070 Equipment Repair & Maint

P-CARD ONE-TIME PAY \$4,098.00

TECH LOGIC CORPORATION \$65.00

Total 526070 Equipment Repair & Maint	\$4,163.00
---------------------------------------	------------

### 526092 Rent-Real Property

CO CO PROPERTIES LLC \$4,088.24

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

Total 2V - Bldg & Equip Charges	\$10,926.60
---------------------------------	-------------

## 2Z - Other Contractuals

### 529010 Bank Charges

City of Wichita \$374.08

Total 529010 Bank Charges	\$374.08
---------------------------	----------

### 529020 Postage

P-CARD ONE-TIME PAY \$246.00

Total 529020 Postage	\$246.00
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### 529030 Shipping & Freight

P-CARD ONE-TIME PAY \$77.07

TECH LOGIC CORPORATION \$23.68

Total 529030 Shipping & Freight	\$100.75
---------------------------------	----------

# Wichita Public Library General Fund Bills

February 2024

## 529031 Delivery/Pick up

NORTHEAST KANSAS LIBRARY SYSTEM \$1,855.00

Total 529031 Delivery/Pick up	\$1,855.00
-------------------------------	------------

## 529051 Library Software/Licenses

P-CARD ONE-TIME PAY \$14,488.54

Total 529051 Library Software/Licenses	\$14,488.54
--	-------------

## 529052 Library Subs-Electronic Matls

P-CARD ONE-TIME PAY \$18,601.95

Total 529052 Library Subs-Electronic Matls	\$18,601.95
--	-------------

## 529070 Printing & Copying

City of Wichita \$1,959.15

Total 529070 Printing & Copying	\$1,959.15
---------------------------------	------------

## 529090 Shredding & Recycling Service

INTERNATIONAL PAPER COMPANY \$220.00

P-CARD ONE-TIME PAY \$18.00

Total 529090 Shredding & Recycling Service	\$238.00
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## 529141 Software License & Maint Fees

City of Wichita \$9,685.93

Total 529141 Software License & Maint Fees	\$9,685.93
--	------------

## 529990 Other Contractuals

P-CARD ONE-TIME PAY \$76.80

UNIQUE MANAGEMENT SERVICES INC \$55.00

Total 529990 Other Contractuals	\$131.80
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Total 2Z - Other Contractuals	\$47,681.20
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Total 10002 - Library - Contractuals	\$195,744.10
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## 10003 - Library - Commodities

### 3B - Supplies

#### 531020 Office Supplies

City of Wichita \$2,113.70

P-CARD ONE-TIME PAY \$2,751.74

Total 531020 Office Supplies	\$4,865.44
------------------------------	------------

#### 531030 Custodial Supplies

P-CARD ONE-TIME PAY \$444.64

Total 531030 Custodial Supplies	\$444.64
---------------------------------	----------

Total 3B - Supplies	\$5,310.08
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# Wichita Public Library General Fund Bills

February 2024

## 3F - Components & Parts

### 532020 Automotive Parts & Supplies

City of Wichita \$5.99

Total 532020 Automotive Parts & Supplies	\$5.99
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### 532202 Office Equipment Parts

TECH LOGIC CORPORATION \$399.00

Total 532202 Office Equipment Parts	\$399.00
-------------------------------------	----------

Total 3F - Components & Parts	\$404.99
-------------------------------	----------

## 3N - Fuel

### 539012 Gasoline

City of Wichita \$259.59

Total 539012 Gasoline	\$259.59
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Total 3N - Fuel	\$259.59
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## 4Z - Non-Capital Outlay

### 549110 Library Materials

P-CARD ONE-TIME PAY \$11,582.74

Total 549110 Library Materials	\$11,582.74
--------------------------------	-------------

Total 4Z - Non-Capital Outlay	\$11,582.74
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Total 10003 - Library - Commodities	\$17,557.40
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**Grand Total**

**\$872,344.83**

# Wichita Public Library Grant Bills

February 2024

## Y3801 - SCKLS 23-South Central KS Library S

### 2 - Contractuals

#### 2N - Employee Development

##### 524020 Travel & Training

P-CARD ONE-TIME PAY \$4,303.60

Total 524020 Travel & Training	\$4,303.60
--------------------------------	------------

Total 2N - Employee Development	\$4,303.60
---------------------------------	------------

#### 2Z - Other Contractuals

##### 529990 Other Contractuals

CONFERENCE TECHNOLOGIES INC (\$1,000.00)

Total 529990 Other Contractuals	(\$1,000.00)
---------------------------------	--------------

Total 2Z - Other Contractuals	(\$1,000.00)
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Total 2 - Contractuals	\$3,303.60
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### 3 - Commodities

#### 3F - Components & Parts

##### 532202 Office Equipment Parts

CONFERENCE TECHNOLOGIES INC \$1,000.00

Total 532202 Office Equipment Parts	\$1,000.00
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Total 3F - Components & Parts	\$1,000.00
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Total 3 - Commodities	\$1,000.00
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Total Y3801 - SCKLS 23-South Central KS Library S	\$4,303.60
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<b>Grand Total</b>	<b>\$4,303.60</b>
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## GIFT AND MEMORIAL FUND

**RECEIPTS/REIMBURSEMENTS**

Baird (interest)	\$3,724.39
CD Redeemed	\$167,000.00
Local History Photos	\$175.00
Memorials	\$1,096.52
Premier Food (4th Qtr 2023)	\$424.97
Wichita Public Library Foundation (Supply Reimbursement)	\$225.68
<b>TOTAL RECEIPTS</b>	<b>\$172,646.56</b>

**EXPENDITURES**

Amazon.Com (Technology/3D Printing Supplies)	\$82.49
Amazon.com (Supplies)	\$58.05
Amazon.Com (Family Place)	\$130.62
Amazon.com (Memorials)*	\$24.43
BookPage (March Issue)	\$451.50
Constructive Playthings (Family Place)	\$130.98
Copp Media Services (ReadICT Campaign)	\$2,400.00
Ingram Library Services (Memorials)*	\$150.92
Kroger (Foundation)	\$15.98
Lakeshore (Family Place)	\$1,819.87
Learning Resources (Family Place)	\$90.27
MailChimp (Advertising)	\$132.00
Mokas (LRO Interviews/Westlink Groundbreaking)	\$100.73
Schammerhorn (Solar Shades)	\$1,779.80
Scott Rice Office Interiors (Chairs)	\$655.20
Alexis Ternes (Training Book)	\$16.11
The Library Store (Programming)	\$18.11
Travelocity (Tate IUG Travel)	\$458.68
Volgistics (Volunteer Software)	\$480.00
Wichita Mom (Advertising)	\$500.00
Wichita Business Journal (Award Ceremony)	\$2,100.00
WSU Tech (Library Resource Office Training)	\$175.00
<b>TOTAL EXPENDITURES</b>	<b>\$11,770.74</b>

\*Reimbursed expenses





## INTEROFFICE MEMORANDUM

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**TO:** Library Board of Directors  
**FROM:** Sarah Kittrell, Collection Development Division Manager  
**SUBJECT:** Approval of bills over \$10,000: Kanopy streaming video service capped agreement renewal  
**DATE:** January 17, 2024

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**Background:** Wichita Public Library launched the Kanopy streaming video service on December 1, 2021. Kanopy offers library card holders access to thousands of films, including award winning independent and classic films and documentaries with pay-per-use “coupons.” Their catalog also includes access to *Great Courses* and *Kanopy Kids*, a collection of quality movies and TV shows for children. The Library launched the service providing customers monthly access of up to 7 coupons, 2 Great Courses, and Kanopy Kids. Customers streamed nearly 33,000 movies and TV shows in 2023, up from 27,500 in 2022.

**Analysis:** Kanopy offers two service models: a pay-per-credit model (PPC) and a capped payment model, where Kanopy estimates what the Library would spend in a year and the Library pays that up front. Under the capped model, any unused funds would roll over to the next year; any overages would be absorbed by Kanopy. The quote for the capped model is intended to be overly generous, as Kanopy does not want to have to cover any overages above the initial quote. The capped model quote for 2024-2025 is \$48,000, which works out to about \$0.69 per play.

**Financial Considerations:** Wichita Public Library will have approximately \$5,000 credit on account with Kanopy at the time of renewal and, to renew the capped agreement, will need to pay the difference between \$48,000 and the amount that we have on account. We anticipate this difference being approximately \$43,000.

**Legal Consideration:** Wichita Public Library submitted the Kanopy Capped Master Agreement to the Law Department for Review in 2022. It was approved to form.

**Recommendations or Actions:** It is requested that the Library Board approve up to \$43,000 to fully fund the 2024-2025 Kanopy capped agreement.

**Attachments:**

Kanopy Capped Quote



Katie Strong <kstrong@overdrive.com>

Kittrell, Sarah

10:14 AM

RE: Kanopy Follow Up

Bing Maps

+ Get more apps

You don't often get email from [kstrong@overdrive.com](mailto:kstrong@overdrive.com). [Learn why this is important](#)

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You would be invoiced an additional 43k 😊

**Katie Strong** (she/her/hers)  
Account Manager  
North America Public Libraries  
Phone: +1 216-573-6886 ext. 1697  
[kstrong@overdrive.com](mailto:kstrong@overdrive.com)

From: Kittrell, Sarah <[SKITTRELL@wichita.gov](mailto:SKITTRELL@wichita.gov)>

Sent: Wednesday, January 17, 2024 9:57 AM

To: Katie Strong <[kstrong@overdrive.com](mailto:kstrong@overdrive.com)>

Subject: RE: Kanopy Follow Up

Thank you!

Is that \$48k including the \$5k (so actual \$53k?) or would it be \$43k on our end?

From: Katie Strong <[kstrong@overdrive.com](mailto:kstrong@overdrive.com)>

Sent: Wednesday, January 17, 2024 9:27 AM

To: Kittrell, Sarah <[SKITTRELL@wichita.gov](mailto:SKITTRELL@wichita.gov)>

Subject: RE: Kanopy Follow Up

You don't often get email from [kstrong@overdrive.com](mailto:kstrong@overdrive.com). [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hey Sarah,

Just heard back from our team and they are quoting you at \$48k based on growth over the last 6-7 months. This considers the \$5k or so expected to be leftover. How does that sound for renewal?

**Katie Strong** (she/her/hers)  
Account Manager  
North America Public Libraries  
Phone: +1 216-573-6886 ext. 1697  
[kstrong@overdrive.com](mailto:kstrong@overdrive.com)



## INTEROFFICE MEMORANDUM

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**TO:** Library Board of Directors  
**FROM:** Sarah Kittrell  
**SUBJECT:** Approval of Invoices Exceeding \$10,000 – Newspapers.com  
**DATE:** February 27, 2024

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

**Analysis:** While Wichita Public Library also provides access to digital newspapers through Newsbank (the Wichita Eagle) and The New York Times Online, adding Newspapers.com to our offerings vastly increased the number of titles available to our community and has proven to be exceedingly popular with those researching local history, family history, or any historic (pre-1925) topic.

In the nine months that Newspaper.com has been available for customers to use, the database has been used 21,850 times and is averaging 2,400 uses a month. Of the databases that Wichita Public Library subscribes to individually, it currently ranks second in use, behind Newsbank.

**Financial Considerations:** The cost for the second year of Newspapers.com is \$22,113.00, a \$1,053.00 increase. This is a 5% increase over the 2023 cost.

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

**Recommendations/Actions:** It is recommended that the Board approve paying the invoice of \$22,113.00 for Newspapers.com, with an estimated subscription start date of May 1, 2024.

**Attachments:**

PQ10100886 - Wichita Public Library\_\_-ProQuest Renewal Form\_2024-02-27

# ProQuest LLC Renewal Details



System ID: Q-00642298 PQ10100886

## It's Time to Renew Your ProQuest Subscription

We hope your users are enjoying the ProQuest subscription you've carefully selected for them. We'd like to remind you that your account is up for renewal. Renew today so your users enjoy uninterrupted access to the products and services they rely on.

Ready to renew? [Confirm Your Renewal](#) now.

Product Name	Code	Start Date	End Date	Price
Newspapers.com - World Collection	NEWSCOMWC	5/1/2024	4/30/2025	22,113.00 USD
				<b>Total Price: 22,113.00USD</b>

<b>Billing Information:</b> Please review your billing address to ensure its accuracy.	<b>Shipping Information:</b> Please confirm the shipping address is accurate.
<b>Wichita Public Library</b> 711 W 2nd St N Wichita KS United States 67203-6004	<b>Wichita Public Library</b> 711 W 2nd St N Wichita KS United States 67203-6004
<u>Electronic Invoice Recipient(s):</u> Sarah Kittrell skittrell@wichita.gov	<u>Electronic Renewal Recipient(s):</u> Sarah Kittrell skittrell@wichita.gov
<i>If your subscribing institution requires the use of Purchase Orders, please indicate below.</i> <b>Purchase Order #</b>  <b>Billing Information Notes</b>	<b>Tax Exempt #</b>

<b>Renewals Notes:</b>

**Sole Source Status:** ProQuest LLC ("ProQuest") is the proprietary owner of the online platform(s) that form a substantial part of its information, discovery, and research products/services. As a result, only ProQuest can provide the content combined with the proprietary platform and user experience for the products/services on your renewal. Notwithstanding, products/services such as Ancestry Library Edition, \*Dow Jones/Factiva, Fold3, Heritage Quest Online, \*\*O'Reilly, and Newspapers.com are only available to the library market through ProQuest. While a preferred agent in the library market, ProQuest is non-exclusive for PressReader.

\*academic library only.

\*\*academic & public library worldwide (excludes South Asia).

**New! Simplify your future renewals and invoices**

2/27/2024 10:07 PM

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- **Access your invoices online:** View or download a two-year history of your ProQuest invoices, or submit an inquiry or dispute quickly and easily. [Access](#) the ProQuest Invoice Portal today.

For payment questions, please contact us at 1-734-997-4170.

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## INTEROFFICE MEMORANDUM

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**TO:** Library Board of Directors  
**FROM:** Jaime Nix, Director of Libraries  
**SUBJECT:** Approval of Invoices Exceeding \$10,000  
**DATE:** March 12, 2024

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

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

**Financial Considerations:** Renewal of this product for year is \$14,924.12, and is \$40.89 less than the 2023 invoice.

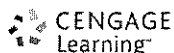
**Legal Considerations:** The City of Wichita Law Department has approved the Terms of Service in 2022.

**Recommendations/Actions:** It is recommended that the Board approve paying the invoice of 14,924.12 for Gale Analytics.

**Attachments:**

2024 Gale Analytics Invoice

DIRECT ALL CORRESPONDENCE TO:  
 CENGAGE Learning  
**27555 Executive Drive, Suite 350**  
**Farmington Hills, MI 48331**  
 PHONE: 248-699-4253, 800-877-4253  
 FAX: 248-699-8061



**BRINGING YOU RESOURCES FROM:**

Gale  
 Macmillan Library Ref USA  
 Primary Source Microform

**ORIGINAL INVOICE**

**NO. 83990914**

Date 03/03/24

Page 1 of 1

Order No. 47712285SO

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

ACCOUNT NO. **161817**

ACCOUNT NO. **161817**

**BILL TO** WICHITA PUBLIC LIBRARY  
 ADVANCED LEARNING LIBRARY  
 711 W 2ND ST N  
 WICHITA KS 67203

**SHIP TO** WICHITA PUBLIC LIBRARY  
 ADVANCED LEARNING LIBRARY  
 711 W 2ND ST N  
 WICHITA KS 67203



102 - #10 - 4642 - 6073 - F2 P1076

QUANTITY		PURCHASE ORDER NUMBER	PAYMENT DUE	TERMS	FOB SHIPPING POINT		
SHIPPED	PENDING	ISBN	TITLE / AUTHOR / EDITION	PRICE	DISCOUNT	NET AMOUNT	
1		16374809	GALE ANALYTICS: COMMUNITY INSIGHTS Subscription Start & End Date: 03/02/24 & 03/01/25	0.00	0.00	10,134.60	
1		16204319	GALE ANALYTICS: DIGITAL COLLECTIONS Subscription Start & End Date: 03/02/24 & 03/01/25	0.00	0.00	2,394.76	
1		16196920	GALE ANALYTICS: PHYSICAL COLLECTIONS Subscription Start & End Date: 03/02/24 & 03/01/25	0.00	0.00	2,394.76	
<b>3</b>		<b>Total Qty</b>				<b>SUBTOTAL</b>	<b>14,924.12</b>

**Tax Information**

Currency : USD

If you are exempt and feel you have been charged sales tax in error, email a copy of this invoice and your sales tax exemption certificate to MS.Certificates@Cengage.com. For other sales tax inquiries, contact MS.Tax@Cengage.com.

**PAY THIS AMOUNT**

**14,924.12**

DETACH: THIS PORTION MUST BE RETURNED WITH YOUR PAYMENT

PURCHASE ORDER NUMBER	INVOICE DATE	INVOICE NUMBER	CUSTOMER ACCOUNT NUMBER	PAYMENT DUE	AMOUNT DUE
.	03/03/24	83990914	161817	04/02/24	14,924.12

RETURN THIS STUB WITH PAYMENT TO:

**MAIL CHECKS TO:** Cengage Learning Inc / Gale  
 PO BOX 936754  
 ATLANTA, GA 31193-6754

**WIRE TRANSFERS:** Wells Fargo  
 ABA 121000248  
 ACCT 4437861156  
 SWIFT WFBIUS6S

**RETURN BOOKS TO:**  
 CENGAGE LEARNING  
 Distribution Center  
 10650 Toebben Drive  
 Location 04  
 Independence, KY 41051

*As of 04/01/16, Cengage accepts credit & debit cards for proforma and point of sale orders only. To set up ACH or update your existing ACH information for after invoice payments, email ACH vendor forms to clarky@cengage.com*

ALL CLAIMS AND SHIPPING ERRORS MUST BE REPORTED WITHIN 10 DAYS AFTER THE INVOICE DATE



## INTEROFFICE MEMORANDUM

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**TO:** Library Board of Directors  
**FROM:** Jaime Nix, Director of Libraries  
**SUBJECT:** 2024 State Aid Grant  
**DATE:** March 11, 2024

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**Background:** The 2024 State Grants-in-Aid payment has been received in the amount of \$111,171.58

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

**Financial Considerations:** The 2024 grant award reflects a decrease of \$391.07 from the previous year. This grant is administered by the City of Wichita on behalf of the Library. In 2024, there is a 1.65% administrative charge for this service (was .52% in 2023).

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

A copy of the proposed grant budget is attached.

**Legal Considerations:** The 2024 State Grants-in-Aid does not have an associated contract. All funds must be expended during the calendar year. There are no other restrictions for the use of these grant funds.

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

**Attachments:** Proposed Budget.



**CITY OF WICHITA  
FEDERAL, STATE AND FOUNDATION GRANT BUDGET FORM**

Form No. 21-012 (2010)

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

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

Budget revision: Revised budget form.

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

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

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

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

Source of funding:	Object	Original Budget	Revisions Increase	Decrease	Revised Budget	Revision #
State contributions	415045	111,171.58			111,171.58	
<b>REVENUE TOTAL</b>		<b>111,171.58</b>	<b>0.00</b>	<b>0.00</b>	<b>111,171.58</b>	
<b>Expenditures:</b>						
Other Professional Services	525990	10,000.00			10,000.00	
Membership Dues	529061	8,500.00			8,500.00	
Supplies	531020	4,500.00			4,500.00	
Furniture & Fixtures <5k	549010	12,000.00			12,000.00	
Data Processing Equip< \$5k	549020	36,000.00			36,000.00	
Library Materials < \$5000 each	549110	38,337.58			38,337.58	
City Administrative Charge (.52%)	551010	1,834.00			1,834.00	
<b>EXPENDITURE TOTAL</b>		<b>111,171.58</b>	<b>0.00</b>	<b>0.00</b>	<b>111,171.58</b>	

**Department Director or Designee approval is required. Electronic approval acceptable.  
Electronic approval from Budget Officer or Designee is required.**

## **Media Log: February 2024**

- February 1: KSN, Updated Angelou & Walters hours
- February 1: KAKE, Updated Angelou & Walters hours
- February 1: KFDI, Updated Angelou & Walters hours
- February 2: The Wichita Eagle, Celebrating Wichita's Black History
- February 6: KWCH, Celebrating Wichita's Black History
- February 9: KWCH, Banned Books Senate Bill
- February 13: KWCH, Celebrating Wichita's Black History
- February 22: KWCH, Academy Award Short Film Festival
- February 22: KSN, Academy Award Short Film Festival
- February 29: The Wichita Eagle, Academy Award Short Film Festival
- February 29: KMUW, Academy Award Short Film Festival