

A G E N D A
Wichita Public Library Board of Directors Meeting
Tuesday, April 16, 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: Wichita Public Library Strategic Agenda - Misty Bruckner, WSU Public Policy & Management Center
5. Minutes of the March 19, 2024 meeting
6. Unfinished Business
7. New Business

a) Review of March Bills and Finance Reports

- 1)Revenue Report
- 2)Grant Fund Summary Report
- 3)Report of Expenditures

General Fund Bills	\$1,279,383.74
Grant Fund Bills	\$0.00
Gift & Memorial Fund Bills	\$19,818.21
Total	\$1,299,201.95

b) 2024 South Central Library System Grant

c) Approval of Invoices Over \$10,000 – McNaughton Leasing Plan

d) Approval of Invoices Over \$10,000 – Chilton (Gale)

8. Support Organization Reports
9. Director of Libraries Report
10. Announcements
11. Adjournment



Monthly Activity Report

March 2024

Service Highlights

A community volunteer has started teaching basic computer programs in Spanish. Claudia Yaujar-Amaro taught “Computers for Beginners en Espanol” to a room full of eager Spanish-speaking learners at the Advanced Learning Library, and plans to teach some programs at the Walters Branch.

The Library launched a new material for the Library of Things in March. Tonieboxes are small, portable “radios” for kids that come with interchangeable characters. The characters are programmed with stories and songs, offering screen-free entertainment for kids. More information is available at www.wichitalibrary.org/things.

The Library kicked off The Big Read on March 16 with a well-attended kickoff party. This year’s book “There There” by Tommy Orange explores Native American history and culture through different characters all coming together to participate in the Oakland powwow. The kickoff party featured drum circle performances, music from ‘The Voice’s’ AJ Harvey, and storytelling from students in USD 259. Attendees received a free copy of the book. More information is available at www.bigreadwichita.org.

Take a tour of Wichita’s urban Native history! The Library’s new history tour commemorates significant contributions of many indigenous people who called Wichita home. From art to aviation, Native Americans played many roles in the cultural landscape of Wichita. This tour coincides with the Library’s Big Read program. Access the tour at www.wichitalibrary.org.

The Library hosted the 38th Academy Award Short Film Festival, drawing in more than 600 attendees. Along with screenings at the Advanced Learning Library, there were smaller screenings at the Alford and Rockwell branches, and Derby Public Library. Wichita correctly predicted two of the three categories (Documentary and Animation).

A new partnership with Rainbows United brought 150 book bundles for families to use that receive early childhood intervention services from Rainbows. Their staff reports that the book bundles are already helping with more than literacy – one family was given tips on how to engage with their child and practice behavior techniques using the book bundle.

The library’s first Parent and Child Workshop series ended in early March. More than 119 people attended the five-week series and were able to connect with several Community Resource Professionals, including: Ann Gascon from Childstart, Melissa Vagts from Pediatric Speech and Language Pathologist, Teresa Young from Pediatric Therapy Center of Wichita, and Merry Kirkpatrick from WSU Child Development Center.

Other News

The technology training staff taught 19 programs with 220 students in attendance, including two 3D printer pop-up programs. Staff completed 300 Book-A-Librarian appointments. Customers received help with unemployment filing, resume posting and printing, passport applications, printing court documents, phones, tax forms, and online security issues.

The Book Bus stayed busy over spring break. It visited the Urban League, Buffalo Park, Busy Bird Daycare, Northwest YMCA, Wichita Aviation Museum, and the Blarney Breakfast fundraiser for Rainbows United. It was also featured in the St. Paddy's Day Parade in Delano and the St. Patrick's Day Parade in north Wichita.

Several new partnerships are in the works. Staff met with the Wichita Fire Department to discuss ways the library can assist with K-2 fire safety education. Staff also met with the Sedgwick County Health Department education workgroup to discuss how to share information about local education opportunities with community members.

Adult Programming Librarian Kelly Fabrizius used the Reference Solutions database to prepare a summary and detailed listing of all local preschools, daycares and childcare centers within a two- to three-mile radius of each Book Bus stop location. This information is given to the Family Literacy Coordinator so she has all of their contact information in order to reach out to them when the Book Bus will be in their area.

The Library received a large donation of Kansas history books and, more importantly, older Wichita City Directories, mainly from the 1940s. Once catalogued, some of the volumes will be placed on shelves for customers to use instead of using microfilm.

The Wichita Genealogical Society had 69 attendees at their program "Interpreting the Results of Your DNA Test." Next month, Special Collections Manager Michelle Enke is presenting "Discover Your Family's Story at the Wichita Public Library."

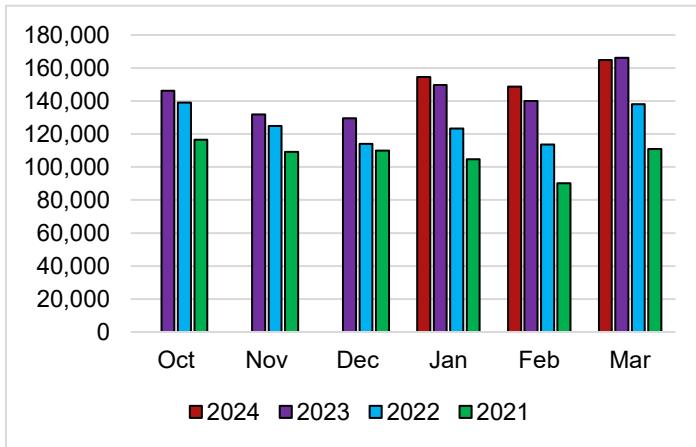
The Research Pavilion had out-of-state researchers from California, Idaho, Missouri, Ohio, Oklahoma, Texas, and Washington.

The Walters Branch recently activated Book-A-Librarian services. The branch was able to complete three sessions in March and plans to get the word out to more customers. Staff was able to refer customers to community resources, create email addresses, teach computer and laptop skills, help customers with submitting paperwork for tax purposes, and more.

The Tonie figurine sets are getting a positive response from customers at the Advanced Learning Library. One customer borrows them for her grandchildren and said there is a lot of excitement about the different sets and themes.

Service Dashboard

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

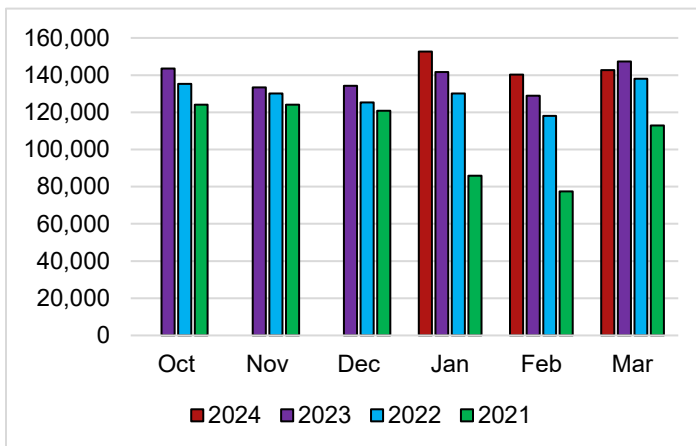


MARCH

	2024	2023	% change
Door Counts	57,784	65,381	-11.62%
Catalog Log-ins	37,096	37,941	-2.23%
Website Visits	69,559	62,274	11.70%
CONTENTdm Users	399	665	-40.00%
Total	164,838	166,261	-0.86%

Due to equipment failures at Evergreen and Westlink, the number of in-person visits in March 2024 is undercounted.

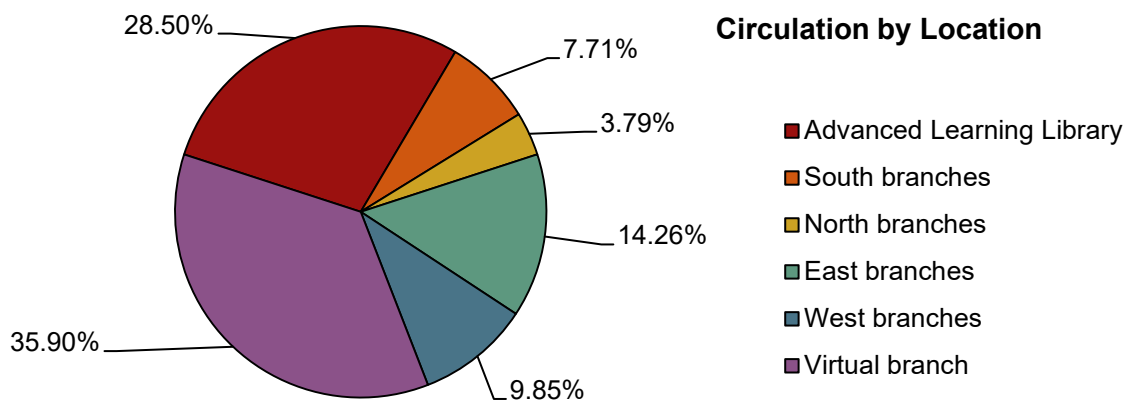
CHECKOUTS



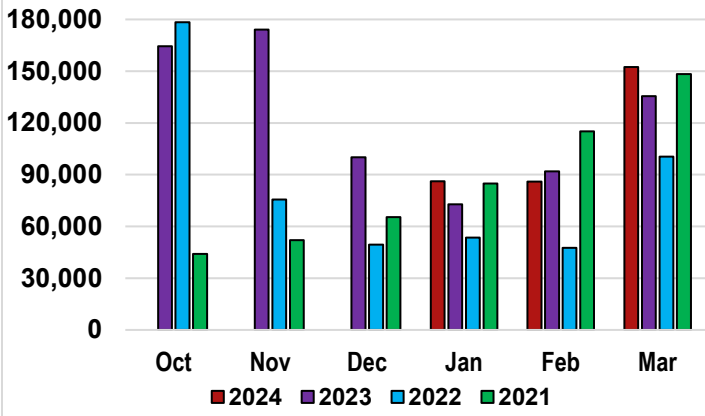
MARCH

	2024	2023	% change
Physical Circ	91,480	100,737	-9.19%
Virtual Circ	51,227	46,556	10.03%
WPL	51,227	38,760	32.16%
State	N/A	7,796	N/A
Total	142,707	147,293	-3.11%

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

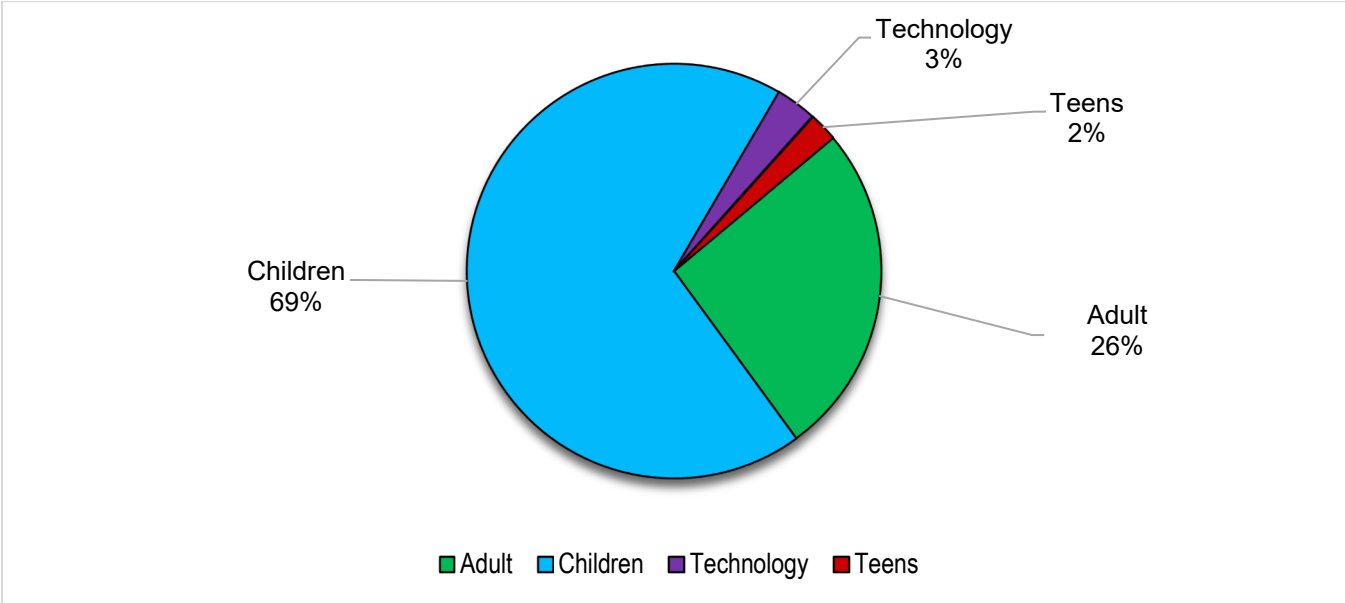


QUESTIONS ANSWERED (by staff in person/phone and through online services)



MARCH			
	2024	2023	% change
Reference Questions	6,005	5,788	3.75%
Database Searches	143,043	126,738	12.87%
Technology Assistance	3,055	2,755	10.89%
Book-A-Librarian Appointments	310	283	9.54%
Total	152,413	135,564	12.43%

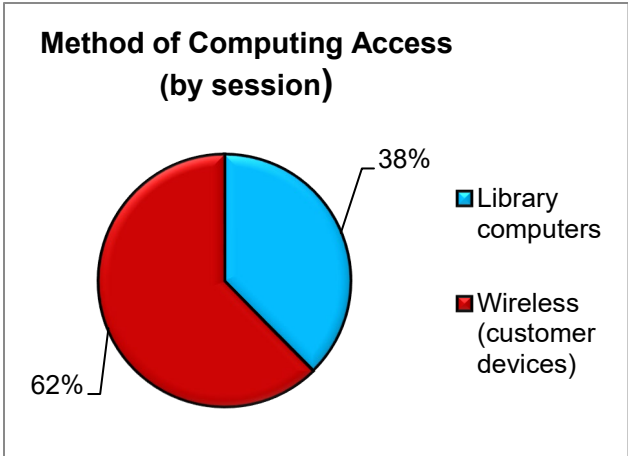
PROGRAM ATTENDANCE



MARCH ATTENDANCE			
	2024	2023	% change
Adult events	1,714	2,196	-21.95%
Children's events	4,500	2,285	96.94%
Technology training	209	52	301.92%
Teen events	147	116	26.72%
TOTAL	6,570	4,649	41.32%

March 2023 attendance includes some data that missed the publishing deadline for the March 2023 report.

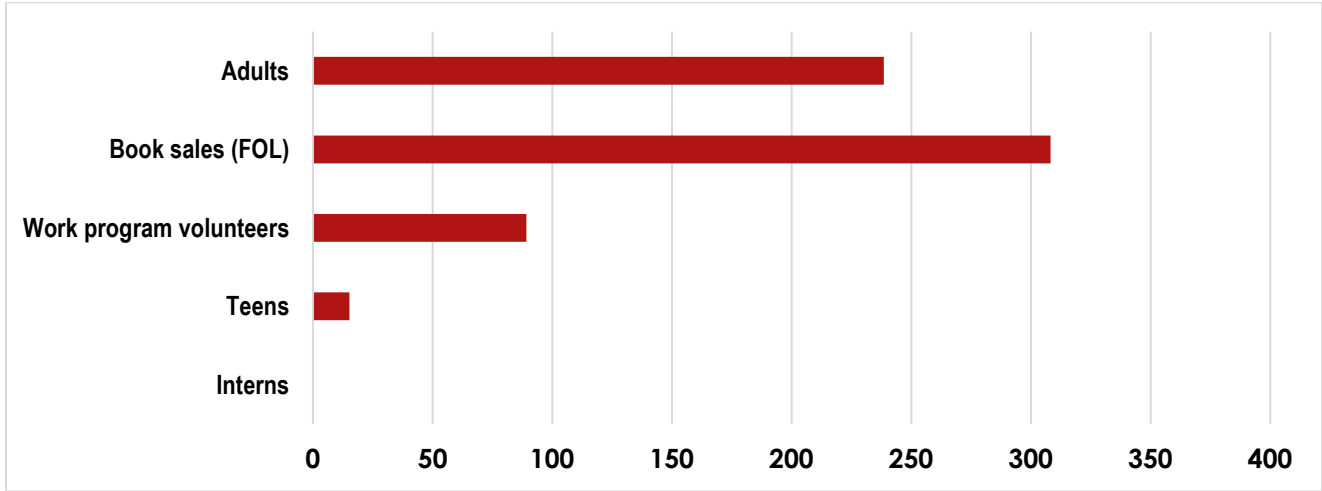
PUBLIC COMPUTING



MARCH

	2024	2023	% change
Workstation Sessions	6,114	6,917	-11.61%
Wi-Fi Sessions	10,133	10,485	-3.36%
Number of Users	1,597	1,474	8.34%
Hours of Access	11,186	10,715	4.40%

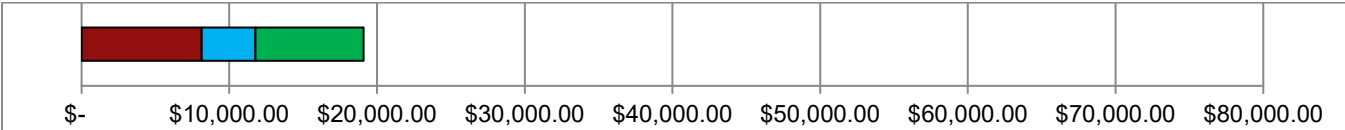
VOLUNTEERS (hours of service)



Number of volunteers YTD = 69 Hours of service YTD = 1,890

Previously unreported volunteer hours from January and February 2024 are reflected in the hours of service YTD.

MATERIALS DONATIONS (value if purchased)



Year to date total = \$19,095.12 Items added to Library collections YTD = 1,263

Service Snapshot: Recent Raving Fans Stories

During a recent Book Bus stop, a three-year-old visited the bus and was very excited. He went and told kids on the playground that they needed to come visit the Book bus with him. After his third visit, his dad told him they needed to go. He got upset and said, "But I really like it and I want to stay!"

Students and clients from Heartspring came to the Book Bus to experience a new social setting and to look at books. They sent the following message afterwards: "Hi Racine, Thank you again for all you did for us yesterday. We are still talking about what a great experience this was for our students! Again, thank you so much for all you do and we are so excited about this new relationship with the Wichita Public Library!"

A customer called the Westlink Branch because she was unable to check out her hold on Libby. Through questioning, Branch Manager Tracie Partridge saw that she had an account, but she was using one she created with her phone number and it had expired. She talked the customer through adding her official account. Staff was then able to merge her accounts within minutes for uninterrupted access. The customer said, "Thank you all for helping me with this problem. It is working now and I was able to borrow the book I've been waiting for. Such a pleasure to actually get a problem resolved so quickly."

At the Rockwell branch Library, Library Assistant Wynter was helping a customer copying some documents that she'd found in one of her late brother's boxes. The brother had been in the ARMY during WWII while her other brother had been in the NAVY. The customer came across a dinner menu for the Navy ship her navy brother was on for VJ Day. Wynter asked the customer if she'd like to have the menu in color and she was thrilled to pieces, as it was such an unusual item. She really appreciated Wynter helping with such fragile documents, offering color copying, and the customer went away very happy to have finally accomplished this mission of saving their cherished family history.

Library Assistant Elizabeth happened to be on desk when Youth Services hosted a group of families with Parents as Teachers - many babies, toddlers, and preschool aged children. This gave Elizabeth the opportunity to sign up several children for our 1000 Books before Kindergarten program, as well as share with the parents about our Library of Things selections for children. She showed them how to find the list on our website, and how to place holds on items that are not currently available. The parents were especially thrilled to learn about our new Tonies collection!

Library Assistant Ali helped a Great-Grandmother cash in on her great-grandson's 1000 Books Before Kindergarten prizes, taking the time to listen to the patron speak about her grandson and his love of reading, and listening to her talk about how reading was one of the only things she could do for him, as she had little money, no transportation, and had had a stroke that prevented her from doing much else. Ali also helped the patron locate Playaway books, as she loved to read herself but didn't have a CD player and also had poor eyesight, so the small text in adult books strained her eyes too much. The patron left delighted to find a new way to enjoy reading books.

WICHITA PUBLIC LIBRARY

Minutes of a Meeting of the Library Board of Directors
March 19, 2024.

The hybrid meeting of the Library Board of Directors was held on Tuesday March 19, 2024 at the Advanced Learning Library with the following present in person: Ms. Abi Boatman, Ms. Donna Douglas, Mr. Randall Johnston, Ms. TaDonne Neal, Ms. Shelby Petersen, Ms. Ericka Sauer, Mr. Chuck Schmidt, Ms. Robin Templin, and Mr. Jonathan Winkler. The following attended virtually: Ms. Karyn Shorter.

Call to Order

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

Approval of the Agenda

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

Public Comment

No

Staff Presentation

Education and Engagement Division Manager Savannah Ball provided an update on how the Library is expanding its reach in 2024.

The book bus launched in November 2023 with stops at 16 locations scheduled for the first 90 days. After this initial period, these stops were assessed for popularity and half were kept as they showed high patronage. New ones have now been added in more visible and visited areas of the community.

The Library has partnered with Rainbows United to provide book bundles to 100 families enrolled in the organization's program. Library staff have put together and provided 150 bundles to be delivered by Rainbows staff. Each contains 15-20 board books and can be checked out for a month.

New Storywalks™ have been installed at Fairmount and Harrison Park with more to be placed at Linwood Park, Buffalo Park, and Alford.

Due to branch renovations over the coming summer, many summer programs will be held at locations outside the Library.

The NEA Big Read yearly program has started and the Library is sponsoring a Wichita Urban Native History tour utilizing the PocketSights app, as well as a Big Read keynote presentation

with Tommy Orange, who wrote this year's book *There, There*.

Approval of Minutes

Minutes of the regular meeting held on February 20, 2024 were presented. Robin Templin moved (Neal) to approve the minutes as included in board packets. **Motion carried unanimously.**

Unfinished Business

Director Nix reported that a decision has been made not to proceed with the enhanced library card project. Instead, the City of Wichita will develop a municipal ID, with further work being undertaken to identify protocols for implementation.

New Business

On behalf of the Finance Committee, Chuck Schmidt moved (Templin) to approve 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. **Motion carried unanimously.**

On behalf of the Finance Committee, Chuck Schmidt moved (Templin) to approve the February 2024 finance report and supplemental bills in the following amounts: General Fund bills of \$872,344.83; Grant Fund Bills of \$4,303.60; and Gift and Memorial Fund bills of \$11,770.74, for a total of \$888,419.17. **Motion carried unanimously.**

On behalf of the Finance Committee, Chuck Schmidt moved (Boatman) to approve up to \$43,000.00 to fully fund the 2024-2025 Kanopy capped agreement as included in board packets. **Motion carried unanimously.**

On behalf of the Finance Committee, Chuck Schmidt moved (Douglas) to approve paying the Newspapers.com invoice of \$22,113.00 as included in board packets. **Motion carried unanimously.**

On behalf of the Finance Committee, Chuck Schmidt provided information about the Gale Analytics renewal. Abi Boatman moved (Neal) to approve the invoice of \$14,924.12 as included in board packets. **Motion carried unanimously.**

On behalf of the Finance Committee, Chuck Schmidt moved (Templin) to approve the proposed 2024 State Grants-in-Aid budget as presented by staff. **Motion carried unanimously.**

Director Nix asked for volunteers from the Board to sit on the Nominating Committee for officers for the next term. TaDonne Neal, Donna Douglas, and Robin Templin undertook to serve, and now comprise the Nominating Committee.

Finance Committee Report

Did not meet.

Operations Committee Report

Did not meet.

Planning & Facilities Committee Report

Did not meet.

Public Affairs Committee Report

Did not meet.

Special Committee Reports

Friends of the Library – Trent Wetta reported that the Friends of the Library continue to work to rebuild the board and membership. Over recent years, board participation and membership numbers have steadily declined. The organization seeks to develop solutions that will encourage people in the community to become members and to volunteer with the board.

Library Foundation – Kourtney Carson reported the Foundation is focusing on fundraising for the Master Plan campaign to fund branch renovations and is actively interviewing candidates for an open development associate position.

Wichita Genealogical Society (WGS) – Fred Knoblauch reported that membership remains stable and attendance at events is healthy, with over 100 registered for the April program. The one area WGS struggles with is volunteers; the organization is now actively recruiting.

Director of Libraries Report

Director Nix reported that the Big Read kickoff was a success, with high attendance at the event. The book bus has been out in the community, including an appearance at the recent St. Patrick’s Day parade. New Storywalks™ have been put up at Fairmount and Harrison Parks recently, with two more sets due to be installed during April at Linwood and Buffalo Parks.

Work continues on the Westlink remodel; weekly updates from Key Construction have flagged no major problems. The footing for the expansion has been poured and the project remains on schedule. The final architectural contract with Hutton Architects for the renovations at Alford, Angelou, and Rockwell branches is underway. Alford and Angelou will not close for the summer, but Rockwell will.

The Digital Services team is working with the City’s IT Department to procure a more robust firewall. They are currently going through bids to leverage E-Rate funding to pay for the new hardware.

The Library’s budget hearing for the City will be on April 1 and the Board was reminded of the program option that has been submitted that will expand staffing to complete the Branch Master Plan and to certify each branch as a Family Place Library.

Committee meetings have been cancelled until a new slate of board officers and committee members can be nominated and assigned.

Announcements

None

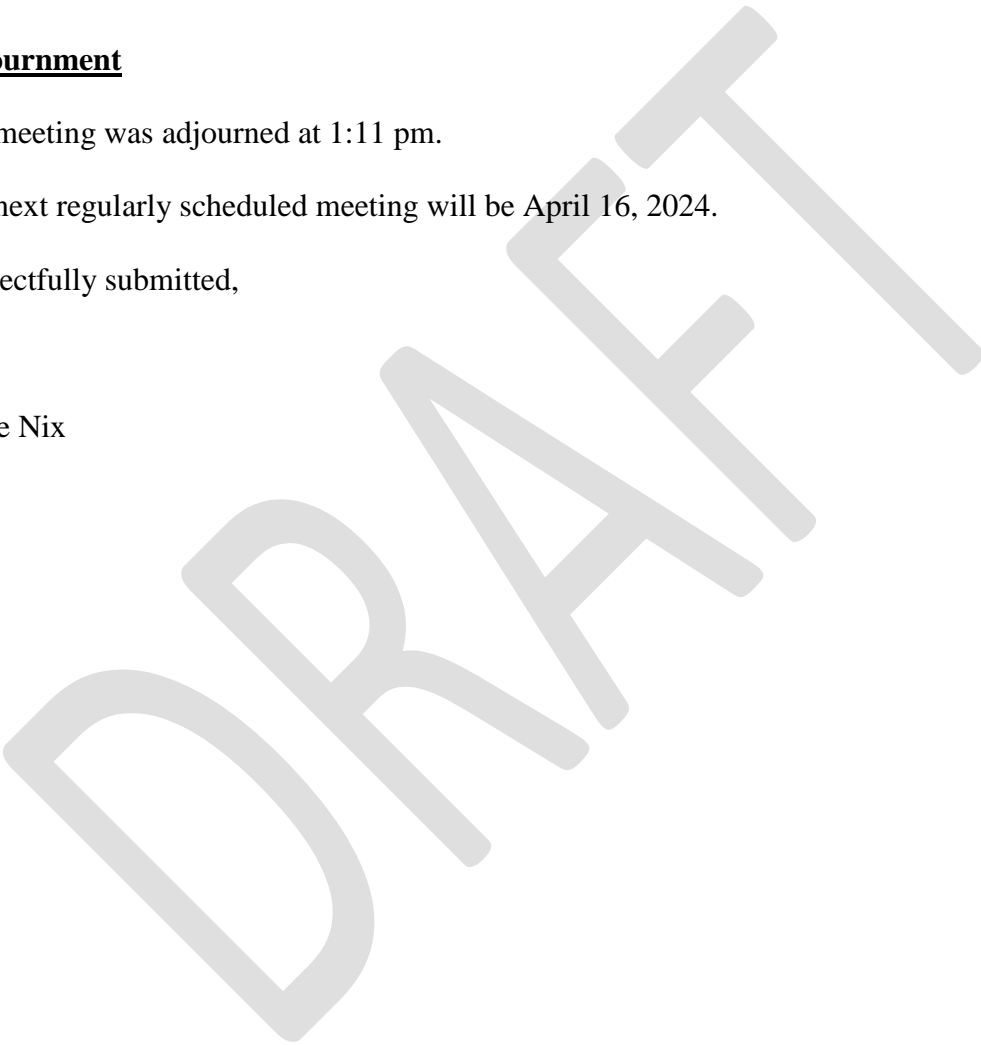
Adjournment

The meeting was adjourned at 1:11 pm.

The next regularly scheduled meeting will be April 16, 2024.

Respectfully submitted,

Jaime Nix





PUBLIC POLICY & MANAGEMENT CENTER

Misty Bruckner, Director
Corinthian Kelly, Program Manager
Kian Williams, Student Assistant



Strategic Agenda

Wichita Public Library | April 2024—Final Draft

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Acknowledgments

The Public Policy and Management Center (PPMC) would like to thank the Wichita Public Library leadership team and the strategic agenda committee who assisted with input into this report.

Disclaimer

The PPMC at Wichita State University conducted this study. The PPMC is an independent research body unaffiliated with the Wichita Public Library. This report was prepared by the research team, and data was collected from external sources. The findings represent the views, opinions, and conclusions of the research team alone. The report does not express the official or unofficial policy of Wichita State University.

The Next Edition

For almost 200 years, public libraries have been an integral part of local communities in the United States. These institutions have championed literacy, created access to knowledge, and been a welcoming space for residents. The world looks vastly different than when the Peterborough (N.H.) Town Library was founded in 1833 as the first institution funded by a municipality with the explicit purpose of establishing a free library open to all in the community.

However, the fundamental need for literacy, access to resources, and safe public spaces remains constant. Fulfilling these needs empowers residents to connect, discover, learn, and thrive. The reality of limited resources, competing values, and relevance to residents are challenges for all public institutions. Defining the next edition of the Wichita Public Library to meet these modern challenges and empower residents is the motivation of this strategic agenda. Whether it is a young family needing resources for early literacy, an older adult needing help with online forms, or any resident needing a place to belong and connect, the Wichita Public Library strives to meet those needs for the community.

Background

In the summer of 2023, the Wichita Public Library (Library) embarked on a transformative journey to craft a strategic agenda that not only aligns with the diverse needs of the community but also harnesses the organization's distinct resources to generate meaningfully empowered residents. Building upon the foundations laid by the 2019-2023 Master Plan, "Focused on Community," the Library has successfully modernized its facilities and is poised to deepen service connections to address pivotal challenges facing Wichita. The strategic agenda for the Library sets forth the path to achieve that vision.

Through extensive focus groups, interviews, and an immersive design-thinking workshop, valuable insights were gathered. These insights serve as the bedrock for both strategic drivers and the creation of a dynamic agenda that translates vision into reality, fulfilling the organization's mission. The intent is to enhance Library service delivery to effectively equip individuals and the broader community. Adopting a customer-centric approach that encompasses both Library users and non-users is key to the work.

The strategic agenda bridges the work previously completed by the Library and provides a blueprint to prioritize the use of resources (time, financial, and human) in the future. In addition, the strategic agenda identifies key initiatives and performance indicators to implement the agenda.

Foundation of the Wichita Public Library

The Library’s mission, vision statement, and values were created before the strategic agenda planning. These along with identified strategic assets serve as the foundation for the strategic agenda.

Mission Statement:

Connect. Discover. Learn. Thrive.

Vision Statement:

***Inclusive. Responsive. Collaborative.
Your Library makes your community limitless.***

Values:

Trust and Service are City of Wichita values that influence our interactions and decisions. We recognize that Wichita Public Library, as a social institution, has a duty to advance equity through library services to ensure all residents experience a sense of belonging. To support this work, we are guided by the following values:

- ***Community:*** *We embrace our role as a community anchor. Our services evolve to meet the needs of our residents.*
- ***Diversity:*** *We respect, reflect and value differences. Our services are inclusive and actively affirm the varied needs and interests of everyone.*
- ***Opportunity:*** *We support curiosity, exploration, and learning for all individuals. We actively seek opportunities for our staff and community to learn, grow and thrive.*

Strategic Assets:

During the strategic agenda process of the focus groups, interviews, design-thinking retreat, and leadership sessions, there were several unique Wichita Public Library assets identified to empower residents in the Wichita community:

1. **Geographic reach** (seven fixed facilities, virtual access, and agile mobile services)
2. **Materials and resources** (knowledge and wonder through physical, electronic, and human resources)
3. **Service approach to empower residents** (connecting people to resources is in the DNA of all libraries)
4. **Existing partnerships** (programming, service extension, community connections through mutually beneficial partnerships)
5. **Staff excellence** (facility and virtual operations, resource navigators, hosts, programmers, outreach and engagement, collaboration, support, researchers, problem-solvers, and public servants)
6. **Trusted public service** (the Library is consistently ranked by residents as a trusted source)
7. **Financial resources** (the Library has both government support and philanthropical support)

These clear assets are the foundation for the Library to further empower residents and address key issues within the community.

Challenges and Opportunities

Several focus groups and interviews were conducted to understand the perception of the Library, provide feedback on the preferred role and services of the Library, and identify how the Library can best serve to address critical community issues. Many suggestions from the focus groups and interviews aligned with the current priorities and services of the Library. From the feedback, key challenges were identified.

Key Challenges from Focus Groups/Interviews

Through listening to the stakeholders and discussions with the leadership team, the following three key challenges were defined:

1. **Literacies:** How can the Library be engaged and impactful with literacies to improve the collective success and embolden Wichitans to connect, discover, learn, and thrive?
2. **Awareness:** How can the Library raise awareness of services and resources so the Library can play a greater role in the future as a welcoming and low-barrier place to access resources for residents and connect partners in the community?
3. **Partnerships:** How can the Library amplify and create strategic partnerships to have an impact on key community issues, challenges, and opportunities?

(See Attachment A, Stakeholder Themes Report)

According to the American Library Association, the following are key terms for the “Literacy for All” effort (See Attachment A for more information):

Definitions

- A. *Literacy is the ability to use printed and written information to function in society, to achieve one’s goals, and to develop one’s knowledge and potential.*
- B. *Basic literacy skills include reading, writing, listening, and speaking.*
- C. *Digital literacy is the ability to use information and communication technologies to find, evaluate, create, and communicate.*
- D. *Information literacy is the ability to recognize the extent and nature of an information need, and then to locate, evaluate, and effectively use the needed information.*
- E. *Financial literacy is the ability to use knowledge and skills to effectively manage one’s financial resources.*
- F. *Health literacy is the ability to obtain, process, and understand basic health information and services needed to make appropriate health decisions.*

Design Thinking Opportunities

The information from the interviews and focus groups was used to inform a Design Thinking Workshop. The Workshop focused on the customer perspective. Each team focused on a different potential Library user or non-user to identify key pain points that the Library could potentially address. The Workshop resulted in three key themes for the Library. (See *Attachment B: Design Thinking Workshop Report*)

Customer-Centered Service Approach

Three key themes were apparent:

1. Expand targeted services

The Library has an opportunity to expand its reach through targeted services. By understanding the needs of specific personas in the Design Thinking Workshop, participants identified the need for service expansions to provide opportunities for both users and non-users. For many of the segments identified, the depth of the services can be developed over time.

2. Elevate community outreach

Increased engagement starts outside of the Library. There was significant ideation around targeted community outreach to better serve underserved and under-represented communities and groups. The concept is — the more the Library engages with existing groups and organizations, the more people will potentially engage with the Library.

3. Build key partnerships

Building partner relationships creates opportunities for future programs and engagement. Collaborating with partner organizations reduces the duplication of programs, helps cross-promote services, and provides depth of services to both the Library and the partner. Furthermore, partnerships expand the Library's impact and community network.

Strategic Drivers

Using the engagement effort, strategic drivers were defined for the Library. Strategic drivers are the ultimate lens the Library looks through to determine priorities, goals, and strategies. The strategic drivers are clearly and specifically the work of the Wichita Public Library, not another organization. The strategic drivers provide additional guardrails on the role of the Library. Underserved or under-resourced populations, especially non-users, are the primary audiences.

Strategic Driver #1: Advance literacies for life to empower residents.

Key Performance Indicator: Percent of programming aligned with strategic driver.

	Priorities	Actions
A.	Improve early childhood literacy.	Focus on enhancing pre-reading skills and supporting proficiency in reading from pre-school through third grade.
B.	Address low literacy for adults.	Concentrate efforts on addressing and improving adult low-reading abilities.
C.	Increase digital literacy.	Prioritize the advancement of digital literacy skills to equip individuals with essential competencies for the digital age.
D.	Increase literacies in other areas of empowerment.	Connect residents to a spectrum of literacy skills beyond reading, including civic, cultural, financial, health, information, media, and emotional literacies.
E.	Support literary creators.	Champion and support those contributing to the written word, including authors, to enrich the literary landscape.

Note: Ensure branch libraries address literacy needs unique to their target markets.

Implementation Steps

1. Define parameters for literacy programming and services for the strategic driver.
2. Evaluate how current resources align with this strategic driver.
3. Redirect library programming, services, and staffing to address literacy needs with the following breakdown:

a) Traditional literacy skills (early learning support, pre-k/3rd grade reading, low literacy adults)

- Free, plentiful, and accessible
- Direct library staff service and free partner service
- 50% of services and programming connect to this literacy skill
- The target audience is non-users and low access emphasis

b) Digital literacy skills

- Free, plentiful, and accessible
- Direct library staff service and free partner service
- 25% of services and programming connect to this literacy skill
- The target audience is non-users and low access emphasis

c) Public literacy skills (civic, cultural, health, information, media)

- Combination of library and partner-provided service
- Combination of free and paid services/programming (space rental, programming fee, etc.)
- Layer in library strategic drivers — traditional/digital literacy and supporting literacy creators
- 15% of services and programming connect to this literacy skill

d) Personal literacy skills (financial, health, emotional)

- Partner services (library provides space and limited support but relies on partners to provide services)
- Layer in library strategic drivers — traditional/digital literacy
- 10% of services connect to this literacy skill

Strategic Driver #2: Elevate awareness of library resources to empower residents.

Key Performance Indicator: Increased website traffic, social media metrics, and new users

	Priorities	Actions
A.	Invest in diverse marketing and engagement strategies.	Allocate resources to enhance communication channels and engagement strategies with target populations to reach beyond the facilities.
B.	Expand technology applications to reach diverse populations.	Expand technology applications and delivery methods to keep pace with evolving needs and social media platforms.
C.	Leverage expertise of library staff.	Harness the expertise of Library staff as a primary asset for elevating awareness of library resources.
D.	Reduce barriers for library services access.	Ensure libraries serve as accessible, safe, and welcoming place for the community.
E.	Develop multiple options for customers to access information.	Create a system to allow for a variety of service options for customers to access information ranging from self-service to individual support.

Implementation Steps

1. Elevate the communication and community information plan.
2. Identify opportunities to redirect administrative operations or services to support more resources in communication and marketing.
3. Implement a cultural shift so each Library staff member is a marketing and engagement representative.
4. Provide training and professional development for employees to be empowered as marketing and engagement representatives.
5. Align expectations and performance reviews.

Strategic Driver #3: Build partnerships to expand impact.

Key Performance Indicator: Increase the number of strategic partnerships.

	Priorities	Actions
A.	Develop strategic partnerships.	Establish partnership priorities that align with literacies priorities, community issues, and specific needs at the branch level.
B.	Amplify impact of advocates.	Galvanize the impact of advocates, including the board of directors, support groups, and volunteer programs, to strengthen community partnerships and outreach efforts.
C.	Dedicate staff to building community partnerships.	Utilize Library staff as a primary asset in building and nurturing community partnerships, fostering collaboration through active external engagement outside of the Library facilities.
D.	Define partnership expectations.	Define the dynamics of partnerships, specifying whether partners provide direct services or if staff shares resources to connect, and establish clear priorities for the collaborative work.

Implementation Steps

1. Develop a staffing structure that allows professional librarians to have fewer administrative roles and more community engagement and partnership-building roles. Determine other opportunities with existing staff.
2. Create an empowerment framework for staff to address operation issues with confidence to ensure quality customer experiences.
3. Provide training and professional development on the empowerment framework and partnership and engagement expectations.
4. Develop information tools for library advocates and strategic partners to easily promote library services.

Conclusion

The Wichita Public Library is a trusted and valued public institution in our community. The Library has a unique opportunity to leverage its role in the community to empower residents through resources and community connections to Connect, Discover, Learn, and Thrive. By redirecting resources to strategic drivers, the impact of the Wichita Public Library will continue to amplify throughout the community.

STRATEGIC AGENDA

VISION

*Inclusive. Responsive. Collaborative.
Your library makes your community limitless.*

MISSION

Connect. Discover. Learn. Thrive

THE CHALLENGES

Literacies: How can the Library be engaged and impactful with literacies to improve the collective success and embolden Wichitans to connect, discover, learn, and thrive?

Awareness: How can the Library raise awareness of services and resources so the Library can play a greater role in the future as a welcoming and low-barrier place to access resources for residents and connect partners in the community?

Partnerships: How can the Library amplify and create strategic partnerships to have an impact on key community issues, challenges, and opportunities?

CUSTOMER-CENTERED SERVICE APPROACH

Expand Targeted Services

Elevate Community Outreach

Build Key Partnerships

STRATEGIC DRIVERS

DRIVER #1

Advance literacies for life to empower residents.

Key Performance Indicator: Percent of programming aligned with strategic driver.

DRIVER #2

Elevate awareness of library resources to empower residents.

Key Performance Indicator: Increased website traffic, social media metrics, and new users.

DRIVER #3

Build partnerships to expand impact.

Key Performance Indicator: Increase the number of strategic partnerships.

Improve early childhood literacy.

Invest in diverse marketing and engagement strategies.

Develop strategic partnerships.

Address low literacy for adults.

Expand technology applications to reach diverse populations.

Amplify impact of advocates.

Increase digital literacy.

Leverage expertise of library staff.

Dedicate staff to building community partnerships.

Increase literacies in other areas of empowerment.

Reduce barriers for library services access.

Define partnership expectations.

Support literacy creators.

Develop multiple options for customers to access information.

STRATEGIC ASSETS

GEOGRAPHIC REACH

MATERIALS & RESOURCES

EMPOWER RESIDENTS

EXISTING PARTNERSHIP

STAFF EXCELLENCE

TRUSTED PUBLIC SERVICE

FINANCIAL RESOURCES

YTD

FOR 2024 03

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	-22,297.10	-8,328.91	.00	-52,702.90	29.7%
422111 Library Desk - Faxes	-10,000	-10,000	-3,033.00	-1,224.00	.00	-6,967.00	30.3%
422112 Library Desk - Passports	-25,000	-25,000	-11,400.00	-3,710.00	.00	-13,600.00	45.6%
423030 Meeting Room Rentals	-30,000	-30,000	-5,155.00	-1,480.00	.00	-24,845.00	17.2%
424011 Copy Charges	-11,000	-11,000	-4,405.70	-1,941.85	.00	-6,594.30	40.1%
424101 Public Computing Charges	-20,000	-20,000	-6,363.81	-2,383.56	.00	-13,636.19	31.8%
646981 State Setoff Collections	-68,000	-68,000	-21,687.62	-17,572.64	.00	-46,312.38	31.9%
646990 Other Non-Operating Revenue	0	0	-87.85	.00	.00	87.85	100.0%
TOTAL wichita Public Library	-239,000	-239,000	-74,430.08	-36,640.96	.00	-164,569.92	31.1%
TOTAL General Fund	-239,000	-239,000	-74,430.08	-36,640.96	.00	-164,569.92	31.1%

YTD

FOR 2024 03

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	-74,430.08	-36,640.96	.00	-164,569.92	31.1%

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

YTD

REPORT OPTIONS

Sequence 1	Field #	Total	Page Break	Year/Period: 2024/ 3
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 MARCH 2024

OBJECT	ACCOUNT DESCRIPTION	BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
511000	Base Compensation	\$ 5,826,152.00	\$ 1,669,727.48	\$ 722,784.88	\$ -	\$ 4,156,424.52	28.7%
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	\$ 13,358.73	\$ 11,786.12	\$ -	\$ (9,158.73)	318.1%
512051	Mileage Reimbursement	\$ -	\$ 464.08	\$ 243.28	\$ -	\$ (464.08)	#DIV/0!
513000	Overtime Compensation	\$ -	\$ 1,646.78	\$ 1,153.37	\$ -	\$ (1,646.78)	#DIV/0!
518200	Employer Wage Taxes & WC	\$ 503,962.00	\$ 140,039.34	\$ 61,225.32	\$ -	\$ 363,922.66	27.8%
518300	Employer Share EE Insurance	\$ 1,078,324.00	\$ 300,086.09	\$ 127,707.46	\$ -	\$ 778,237.91	27.8%
518400	Employer Share Pension/Retire	\$ 727,056.00	\$ 199,212.16	\$ 85,782.48	\$ -	\$ 527,843.84	27.4%
	Personnel Services	\$ 6,946,296.00	\$ 2,142,898.60	\$ 1,010,682.91	\$ -	\$ 4,803,397.40	30.8%
521011	Electricity - EDI	\$ 305,438.00	\$ 49,341.88	\$ 14,473.90	\$ -	\$ 256,096.12	16.2%
521021	Natural Gas - EDI	\$ 41,824.00	\$ 28,336.53	\$ 9,185.73	\$ -	\$ 13,487.47	67.8%
521030	Water Service	\$ 13,375.00	\$ 4,341.09	\$ 1,541.73	\$ -	\$ 9,033.91	32.5%
521050	Trash Service	\$ 5,404.00	\$ -	\$ -	\$ -	\$ 5,404.00	0.0%
521051	Recycling Service	\$ -	\$ 300.00	\$ -	\$ -	\$ (300.00)	#DIV/0!
521055	Trash Service - EDI	\$ -	\$ 1,513.08	\$ 504.36	\$ -	\$ (1,513.08)	#DIV/0!
521060	Local Telephone Service	\$ 8,000.00	\$ 232.30	\$ 61.00	\$ -	\$ 7,767.70	2.9%
521070	Internet Service	\$ 10,971.00	\$ 1,828.40	\$ 914.20	\$ -	\$ 9,142.60	16.7%
522010	PBX Line Charges	\$ 11,806.00	\$ 3,078.00	\$ 1,026.00	\$ -	\$ 8,728.00	26.1%
522020	PBX Instrument Charges	\$ 19,414.00	\$ 4,987.50	\$ 1,662.50	\$ -	\$ 14,426.50	25.7%
522040	Long Distance & Teleconference	\$ 1,000.00	\$ 118.05	\$ 39.25	\$ -	\$ 881.95	11.8%
522060	Air Cards (Mobile Connect)	\$ -	\$ 315.00	\$ 105.00	\$ -	\$ (315.00)	#DIV/0!
522070	Voicemail	\$ 3,968.00	\$ 1,020.00	\$ 340.00	\$ -	\$ 2,948.00	25.7%
522080	Automatic Call Distribution	\$ 786.00	\$ 196.50	\$ 65.50	\$ -	\$ 589.50	25.0%
522990	Other Communications Charges	\$ 296.00	\$ -	\$ -	\$ -	\$ 296.00	0.0%
523010	Building & Contents Insurance	\$ 172,088.00	\$ 43,022.00	\$ 43,022.00	\$ -	\$ 129,066.00	25.0%
523020	Vehicle Liability Premiums	\$ 870.00	\$ 217.50	\$ 217.50	\$ -	\$ 652.50	25.0%
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)	#DIV/0!

525013	Drug Screening	\$	-	\$	2,267.00	\$	1,509.00	\$	-	\$	(2,267.00)	#DIV/0!
525070	Background Checks	\$	-	\$	222.00	\$	77.00	\$	-	\$	(222.00)	#DIV/0!
525083	Textile Rental & Laundry Svcs	\$	1,925.00	\$	136.30	\$	19.71	\$	-	\$	1,788.70	7.1%
525086	Interpreter Services	\$	-	\$	282.00	\$	94.00	\$	-	\$	(282.00)	#DIV/0!
525094	Collection Agency Fees	\$	-	\$	3,790.35	\$	1,476.80	\$	-	\$	(3,790.35)	#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	\$	930.00	\$	310.00	\$	-	\$	2,790.00	25.0%
526020	Building Repair & Maint	\$	7,240.00	\$	-	\$	-	\$	-	\$	7,240.00	0.0%
526042	Pest Control Services	\$	13,000.00	\$	2,350.56	\$	928.28	\$	-	\$	10,649.44	18.1%
526044	Bldg Security & Fire Services	\$	420.00	\$	1,553.37	\$	340.29	\$	-	\$	(1,133.37)	369.9%
526051	Sign Production & Installation	\$	-	\$	150.00	\$	-	\$	-	\$	(150.00)	#DIV/0!
526070	Equipment Repair & Maint	\$	5,421.00	\$	4,163.00	\$	-	\$	-	\$	1,258.00	76.8%
526092	Rent-Real Property	\$	52,060.00	\$	12,264.72	\$	4,088.24	\$	-	\$	39,795.28	23.6%
529010	Bank Charges	\$	5,000.00	\$	1,006.60	\$	335.33	\$	-	\$	3,993.40	20.1%
529020	Postage	\$	4,000.00	\$	671.00	\$	425.00	\$	-	\$	3,329.00	16.8%
529030	Shipping & Freight	\$	-	\$	153.59	\$	52.84	\$	-	\$	(153.59)	#DIV/0!
529031	Delivery/Pick up	\$	-	\$	1,910.00	\$	55.00	\$	-	\$	(1,910.00)	#DIV/0!
529051	Library Software/Licenses	\$	-	\$	14,488.54	\$	-	\$	-	\$	(14,488.54)	#DIV/0!
529052	Library Subs-Electronic Matls	\$	-	\$	29,292.92	\$	10,690.97	\$	-	\$	(29,292.92)	#DIV/0!
529061	Org Member	\$	10,960.00	\$	325.00	\$	325.00	\$	-	\$	10,635.00	3.0%
529070	Printing & Copying	\$	23,472.00	\$	9,885.76	\$	5,155.15	\$	-	\$	13,586.24	42.1%
529090	Shredding & Recycling Service	\$	-	\$	531.00	\$	293.00	\$	-	\$	(531.00)	#DIV/0!
529110	Advertising	\$	-	\$	33.69	\$	33.69	\$	-	\$	(33.69)	#DIV/0!
529141	Software License & Maint Fees	\$	550.00	\$	9,685.93	\$	-	\$	-	\$	(9,135.93)	1761.1%
529150	Data Center Charges	\$	1,187,806.00	\$	296,954.04	\$	98,984.68	\$	-	\$	890,851.96	25.0%
529160	Licenses & Permits	\$	-	\$	85.00	\$	85.00	\$	-	\$	(85.00)	#DIV/0!
529990	Other Contractuals	\$	92,583.00	\$	263.60	\$	76.80	\$	-	\$	92,319.40	0.3%
	Contractuals	\$	2,039,498.00	\$	534,033.08	\$	198,514.45	\$	-	\$	1,505,464.92	26.2%
531010	Computing Supplies	\$	900.00	\$	654.60	\$	654.60	\$	-	\$	245.40	72.7%
531020	Office Supplies	\$	50,575.00	\$	9,056.82	\$	4,191.38	\$	-	\$	41,518.18	17.9%
531030	Custodial Supplies	\$	4,000.00	\$	625.19	\$	180.55	\$	-	\$	3,374.81	15.6%
532020	Automotive Parts & Supplies	\$	450.00	\$	32.70	\$	10.90	\$	-	\$	417.30	7.3%
532202	Office Equipment Parts	\$	-	\$	1,920.98	\$	1,521.98	\$	-	\$	(1,920.98)	#DIV/0!

539012	Gasoline	\$	7,234.00	\$	1,086.65	\$	496.48	\$	-	\$	6,147.35	15.0%
549010	Furniture & Fixtures <\$5k	\$	9,990.00	\$	-	\$	-	\$	-	\$	9,990.00	0.0%
549020	Data Processing Equip <\$5k	\$	9,665.00	\$	347.76	\$	305.84	\$	-	\$	9,317.24	3.6%
549030	Communication Equip <\$5k	\$	-	\$	229.60	\$	5,227.60	\$	-	\$	(5,227.60)	#DIV/0!
549110	Library Materials	\$	999,735.00	\$	83,737.92	\$	57,597.05	\$	-	\$	913,350.21	8.4%
	Commodities	\$	1,082,549.00	\$	97,692.22	\$	70,186.38	\$	-	\$	977,211.91	9.0%
	Grand Total	\$	10,068,343.00	\$	2,774,623.90	\$	1,279,383.74	\$	-	\$	7,286,074.23	27.6%

Wichita Public Library General Fund Bills

March 2024

Org: 10000080

10001 - Library - Personnel

1B - Base Compensation

511000 Base Compensation

Payroll, PP03.01.24	\$239,603.90
Payroll, PP03.15.24	\$243,388.06
Payroll, PPE3.29.24	\$239,792.92

Total 511000 Base Compensation	\$722,784.88
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Total 1B - Base Compensation	\$722,784.88
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1F - Special Compensation

512000 Special Compensation

Payroll, PP03.01.24	\$3,261.32
Payroll, PP03.15.24	\$8,069.99
Payroll, PPE3.29.24	\$454.81

Total 512000 Special Compensation	\$11,786.12
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512051 Mileage Reimbursement

Payroll, 5913	\$27.27
Payroll, 5960	\$5.83
Payroll, 6504	\$94.08
Payroll, 7022	\$116.10

Total 512051 Mileage Reimbursement	\$243.28
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Total 1F - Special Compensation	\$12,029.40
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1J - OT Compensation

513000 Overtime Compensation

Payroll, PP03.01.24	\$284.58
Payroll, PP03.15.24	\$151.51
Payroll, PPE3.29.24	\$717.28

Total 513000 Overtime Compensation	\$1,153.37
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Total 1J - OT Compensation	\$1,153.37
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1N - Employee Benefits

518200 Employer Wage Taxes & WC

Payroll, PP03.01.24	\$20,223.76
Payroll, PP03.15.24	\$20,958.76
Payroll, PPE3.29.24	\$20,042.80

Total 518200 Employer Wage Taxes & WC	\$61,225.32
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518300 Employer Share EE Insurance

Payroll, PP03.01.24	\$42,770.01
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Wichita Public Library General Fund Bills

March 2024

Payroll, PP03.15.24	\$42,598.10
Payroll, PPE3.29.24	\$42,339.35

Total 518300 Employer Share EE Insurance	\$127,707.46
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518400 Employer Share Pension/Retire

Payroll, PP03.01.24	\$28,399.39
Payroll, PP03.15.24	\$28,975.07
Payroll, PPE3.29.24	\$28,408.02

Total 518400 Employer Share Pension/Retire	\$85,782.48
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Total 1N - Employee Benefits	\$274,715.26
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Total 10001 - Library - Personnel	\$1,010,682.91
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10002 - Library - Contractuals

2B - Utilities

521011 Electricity - EDI

EVERGY KANSAS CENTRAL INC	\$14,060.09
EVERGY KANSAS SOUTH INC	\$413.81

Total 521011 Electricity - EDI	\$14,473.90
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521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC	\$716.91
ENCORE ENERGY SERVICES	\$5,419.24
ONE GAS INC	\$3,049.58

Total 521021 Natural Gas - EDI	\$9,185.73
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521030 Water Service

City of Wichita	\$1,541.73
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Total 521030 Water Service	\$1,541.73
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521055 Trash Service - EDI

WASTE CONNECTIONS OF KANSAS INC	\$504.36
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Total 521055 Trash Service - EDI	\$504.36
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Total 2B - Utilities	\$25,705.72
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2F - Technology Charges

521060 Local Telephone Service

City of Wichita	\$61.00
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Total 521060 Local Telephone Service	\$61.00
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521070 Internet Service

P-CARD ONE-TIME PAY	\$914.20
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Total 521070 Internet Service	\$914.20
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Wichita Public Library General Fund Bills

March 2024

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 \$39.25

Total 522040 Long Distance & Teleconference	\$39.25
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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
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522080 Automatic Call Distribution

City of Wichita \$65.50

Total 522080 Automatic Call Distribution	\$65.50
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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	\$103,198.13
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2J - Insurance Premiums

523010 Building & Contents Insurance

City of Wichita \$43,022.00

Total 523010 Building & Contents Insurance	\$43,022.00
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523020 Vehicle Liability Premiums

City of Wichita \$217.50

Total 523020 Vehicle Liability Premiums	\$217.50
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Total 2J - Insurance Premiums	\$43,239.50
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2R - Professional Svcs

525013 Drug Screening

KELLY COMPLIANCE INC \$1,509.00

Total 525013 Drug Screening	\$1,509.00
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525070 Background Checks

TRUVIEW BSI LLC \$77.00

Total 525070 Background Checks	\$77.00
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Wichita Public Library General Fund Bills

March 2024

525083 Textile Rental & Laundry Svcs

CINTAS CORPORATION \$19.71

Total 525083 Textile Rental & Laundry Svcs	\$19.71
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525086 Interpreter Services

SIGN LANGUAGE INTERPRETING SERVICES \$94.00

Total 525086 Interpreter Services	\$94.00
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525094 Collection Agency Fees

UNIQUE MANAGEMENT SERVICES INC \$1,476.80

Total 525094 Collection Agency Fees	\$1,476.80
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Total 2R - Professional Svcs	\$3,176.51
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2V - Bldg & Equip Charges

526010 Motor Pool Scheduled Charges

City of Wichita \$310.00

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

P-CARD ONE-TIME PAY \$928.28

Total 526042 Pest Control Services	\$928.28
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526044 Bldg Security & Fire Services

P-CARD ONE-TIME PAY \$340.29

Total 526044 Bldg Security & Fire Services	\$340.29
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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	\$5,666.81
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2Z - Other Contractuals

529010 Bank Charges

City of Wichita \$335.33

Total 529010 Bank Charges	\$335.33
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529020 Postage

P-CARD ONE-TIME PAY \$425.00

Total 529020 Postage	\$425.00
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529030 Shipping & Freight

P-CARD ONE-TIME PAY \$52.84

Total 529030 Shipping & Freight	\$52.84
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Wichita Public Library General Fund Bills

March 2024

529031 Delivery/Pick up

UNIQUE MANAGEMENT SERVICES INC \$55.00

Total 529031 Delivery/Pick up	\$55.00
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529052 Library Subs-Electronic Matls

P-CARD ONE-TIME PAY \$10,690.97

Total 529052 Library Subs-Electronic Matls	\$10,690.97
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529061 Organizational Memberships

P-CARD ONE-TIME PAY \$325.00

Total 529061 Organizational Memberships	\$325.00
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529070 Printing & Copying

City of Wichita \$3,377.70

HOUCHEM BINDERY LTD \$1,777.45

Total 529070 Printing & Copying	\$5,155.15
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529090 Shredding & Recycling Service

INTERNATIONAL PAPER COMPANY \$275.00

P-CARD ONE-TIME PAY \$18.00

Total 529090 Shredding & Recycling Service	\$293.00
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529110 Advertising

SIJ HOLDINGS LLC \$33.69

Total 529110 Advertising	\$33.69
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529160 Licenses & Permits

P-CARD ONE-TIME PAY \$85.00

Total 529160 Licenses & Permits	\$85.00
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529990 Other Contractuals

P-CARD ONE-TIME PAY \$76.80

Total 529990 Other Contractuals	\$76.80
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Total 2Z - Other Contractuals	\$17,527.78
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Total 10002 - Library - Contractuals	\$198,514.45
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10003 - Library - Commodities

3B - Supplies

531010 Computing Supplies

SHI INTERNATIONAL CORP \$654.60

Total 531010 Computing Supplies	\$654.60
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531020 Office Supplies

City of Wichita \$2,915.51

Wichita Public Library General Fund Bills

March 2024

P-CARD ONE-TIME PAY	\$1,275.87
Total 531020 Office Supplies	\$4,191.38
531030 Custodial Supplies	
P-CARD ONE-TIME PAY	\$180.55
Total 531030 Custodial Supplies	\$180.55
Total 3B - Supplies	\$5,026.53
3F - Components & Parts	
532020 Automotive Parts & Supplies	
City of Wichita	\$10.90
Total 532020 Automotive Parts & Supplies	\$10.90
532202 Office Equipment Parts	
TECH LOGIC CORPORATION	\$1,521.98
Total 532202 Office Equipment Parts	\$1,521.98
Total 3F - Components & Parts	\$1,532.88
3N - Fuel	
539012 Gasoline	
City of Wichita	\$496.48
Total 539012 Gasoline	\$496.48
Total 3N - Fuel	\$496.48
4Z - Non-Capital Outlay	
549020 Data Processing Equip <\$5k	
City of Wichita	\$83.84
HIGH TOUCH HOLDINGS INC	\$222.00
Total 549020 Data Processing Equip <\$5k	\$305.84
549030 Communication Equip <\$5k	
P-CARD ONE-TIME PAY	\$229.60
TRANSLATELIVE LLC	\$4,998.00
Total 549030 Communication Equip <\$5k	\$5,227.60
549110 Library Materials	
BRODART CO	\$0.00
INGRAM LIBRARY SERVICES INC	(\$3.00)
P-CARD ONE-TIME PAY	\$57,600.05
Total 549110 Library Materials	\$57,597.05
Total 4Z - Non-Capital Outlay	\$63,130.49
Total 10003 - Library - Commodities	\$70,186.38

Grand Total

\$1,279,383.74

GIFT AND MEMORIAL FUND

RECEIPTS/REIMBURSEMENTS

Baird (interest)	\$1,549.06
Friends of the Library (January/February Pledge)	\$2,442.61
Memorials	\$173.02
Wichita Public Library Foundation (KRoger Reimbursement)	\$24.96
TOTAL RECEIPTS	\$4,189.65


EXPENDITURES

Amazon.Com (Technology)	\$1,324.26
Amazon.com (3D Supplies)	\$19.95
Amazon.Com (Cricut)	\$11.38
Amazon.com (Memorials)*	\$20.55
Cengage Learning (Gale Analytics)	\$14,924.12
Galls (Security Officer Supplies)	\$728.22
GoPro (Subscription Renewal)	\$49.99
Ingram Library Services (Memorials)*	\$317.87
Sarah Kittrell (Materials)	\$62.20
Kroger (Foundation)	\$24.96
Lakeshore (Family Place)	\$508.95
MailChimp (Advertising)	\$132.00
Sara McNeil (Branch Programming)	\$17.36
Alexis Ternes (Training)	\$199.00
Jeff Tate (Travel Advance)	\$1,387.40
Watermark Books (Program Prizes)	\$90.00
TOTAL EXPENDITURES	\$19,818.21

*Reimbursed expenses



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Jaime Nix, Director of Libraries 
SUBJECT: South Central Kansas Library System Grant FY24
DATE: April 8, 2024

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

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

Financial Considerations: The 2024 service contract provides a grants-in-aid award of \$237,682.00. This is an decrease of \$1584.00 from 2023. A first payment of \$131,400 will be made upon submission of the signed service contract and prior to July 1, 2024, and a second payment of \$106,282 will be provided prior to September 30, 2024.

The proposed budget includes \$18,416 for staff development, \$140,266 for library materials, \$25,000 for contractual costs related to cataloging and promoting materials collections, \$20,000 for supplies, \$9000 for maintenance repairs, and \$25,000 for furniture and fixtures.

Legal Considerations: The 2024 State Grants-in-Aid does not have an associated contract. All funds must be expended during the calendar year and may not be used for costs associated with services or programs for which the member library charges. There are no other restrictions for the use of these grant funds.

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

Attachments: Contract and Proposed Budget

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

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)

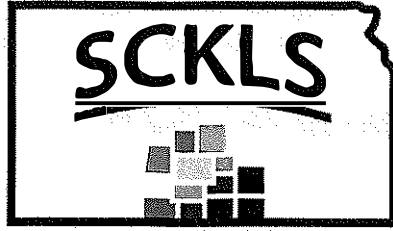
Send voting email to Department Director and Budget Analyst. Set results to go to assigned Controller accountant.

OCA Title:	_____	Formal Grant Title:	<u>South Central Kansas Library System 2024</u>
Grant period: From :	<u>5/1/2024</u>	To :	<u>12/31/2025</u>
Grantor Agency:	_____	Grantor Agency:	_____
Department #:	_____	CFDA Number:	<u>98.000</u>
OCA #:	_____	HUD activity number#:	_____
Grant #:	_____	Federal/State Project #:	_____
Grant Detail#:	_____	CC Approval date:	_____

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

Source of funding:	Object	Original Budget	Revisions Increase	Revisions Decrease	Revised Budget	Revision # _____
State contributions	415045	237,682.00			237,682.00	
REVENUE TOTAL		237,682.00	0.00	0.00	237,682.00	
Expenditures:						
Employee Travel & Training	524020	18,416.00			18,416.00	
Equipment Repair & Maint	526070	9,000.00			9,000.00	
Other Contractuals	529990	25,000.00			25,000.00	
Supplies	531020	20,000.00			20,000.00	
Furniture & Fixtures <\$5000	549010	25,000.00			25,000.00	
Library Materials	549110	140,266.00			140,266.00	
EXPENDITURE TOTAL		237,682.00	0.00	0.00	237,682.00	

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



April 1, 2024

2024 Grants-in-aid Service Contract for Your Library

SCKLS recognizes the importance of grants-in-aid funding for your library. The grants-in-aid service contract formalizes the agreement between SCKLS and your library for services provided to individuals who reside outside of your public library's taxing district. In the case of an academic library, the contract is for services your academic library provides to registered borrowers who are not students or employees of your academic institution. Terms and conditions for the grants-in-aid contract are based on Kansas statutes and regulation as well as SCKLS policy.

To receive a first grants-in-aid payment and to be eligible to receive a second grants-in-aid payment in the estimated amounts identified in items (1) and (2) of the enclosed grants-in-aid contract, your library must have its designated representative sign and return the enclosed grants-in-aid contract no later than July 1, 2024. Once SCKLS has received your library's signed grants-in-aid contract, SCKLS will mail your library a grants-in-aid check within 14 – 21 business days. A second grants-in-aid check should be mailed to your library prior to September 30, 2024.

You may return your library's signed grants-in-aid contract as follows:

- By USPS mail to: SCKLS Grants-in-aid, 321 North Main Street, South Hutchinson, KS 67505
- As a scanned file attached to an e-mail to: paul@sckls.info or julie@sckls.info or
- By faxing to: 620-663-9797

Receipt of your signed grants-in-aid contract will be acknowledged by SCKLS. Please remember to **make a copy of the signed grants-in-aid contract for your library files.**

The grants-in-aid contract process is an annual requirement for your library to qualify for grants-in-aid funding.

Projected Grants-in-aid Funding Reduction for 2025

The passage of House Bill 2176 Creating the Arkansas City area public library district and the Udall area public library district acts and subsequent approval by local voters in Arkansas City and Udall (https://www.kslegislature.org/li/b2023_24/measures/hb2176/) will mean a projected minimum loss of tax support of \$68,311 for SCKLS in 2025 and thereafter. The

**South Central Kansas Library System
2024 Grants-in-aid Service Contract**

This contract is between the **South Central Kansas Library System**, SCKLS, and the **Wichita Public Library** a participating member in the SCKLS regional system of cooperating libraries and in accordance with Kansas Statutes Annotated 75-2547 through 75-2552.

The purpose of this contract is for SCKLS in cooperation with participating member libraries to provide adequate library services to all citizens of the south central region which includes the following counties-- Barber, Butler, Cowley, Harper, Harvey, Kingman, McPherson, Reno, Rice, Sedgwick, Stafford and Sumner--and to extend library service to persons not having library service through a local and legally-established library.

In accordance with Kansas Administration Regulation 54-1-18, the participating member library agrees to the provision for free service and to permit any citizen of the territory comprising SCKLS to borrow materials or receive services without charge and subject to reasonable library rules during the period from January 1, 2024 to December 31, 2024.

In exchange for the participating member library providing free service and permitting any citizen of the territory comprising SCKLS to borrow materials or receive services without charge and subject to reasonable library rules, SCKLS agrees to provide the participating member library:

- (1) One grant-in-aid payment in the estimated amount of \$131,400 upon receipt of this signed service contract and prior to July 1, 2024; and
- (2) A second grant-in-aid payment in the estimated amount of \$106,282 prior to September 30, 2024.

Additional conditions of this grants-in-aid contract shall include the following:

- (a) The annual grants-in-aid eligibility form shall be completed by the participating member library and received by SCKLS no later than March 15, 2024.
- (b) Grants-in-aid funds must be used by the participating member library for library purposes only, with no administrative fees allowed, and funds shall be expended, encumbered or transferred within one-year of December 31, 2024.
- (c) Grants-in-aid funds shall not be used to pay for costs associated with services or programs for which the member library charges.
- (d) If sufficient annual tax funds are not received by SCKLS, this contract shall be void and any estimated grants-in-aid payment obligation terminated.

By signing this contract, the representative of the **Wichita Public Library** represents that such person is duly authorized to execute this contract on behalf of the participating member library and the participating member library agrees to the above provisions.

Participating Member Library

Signature: _____

Printed Name: _____

Date: _____

JAIME NIX

Jaime Nix

4/3/24

South Central Kansas Library System

Paul Hawkins, Director

April 1, 2024

Paul Hawkins



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Sarah Kittrell, Collection Development Division Manager
SUBJECT: Request for approval of invoices over \$10,000: McNaughton
DATE: April 1, 2024

Background: Brodart Co., one of the Library's main book vendors, is the parent company of McNaughton, a company that offers a book leasing plan. In this plan, the library pre-purchases credits at \$18.65 a credit, then uses these credits to lease books. When the books are no longer needed, the Library can return these books to McNaughton.

The subscription price builds in that the library will retain 20% of the materials (due to loss or damage, or WPL would like to keep it, etc.) and will be expected to either return or purchase (at a reduced rate, currently ~\$2 a book) 80% of the books.

The Library was interested in this plan for two main purposes:

- 1) Covering the gap between the end of our ordering year (i.e., when all invoices need to be paid prior to the City closing the books) and the beginning of our next ordering year.
- 2) Purchasing additional copies of popular titles throughout the year to meet customer demand in the moment, knowing that these copies can be returned once demand has waned. This allows the library to better manage shelf capacity.

After the success of the first year of service (939 items in the system, 6,666 total checkouts) we would like to continue subscribing to the McNaughton leasing plan.

Financial considerations: Wichita Public Library would like to purchase an additional 1,200 credits for library use between July 2024 and June 2025. This works out to an allowance of 100 credits per month, at \$18.65 a credit.

Request for board approval: Wichita Public Library would like to request approval of the McNaughton invoice in the amount of \$22,380 for an additional 1,200 credits worth of leased materials in 2024-2025.

Attachments: 2024 McNaughton Invoice

15026349



McNaughton
A Division of Brodart Co.
500 Arch Street
Williamsport, PA 17701-7809

INVOICE NO: M211465

DATE	PAGE
03/31/2024	1

Phone: (800) 233-8467
(570) 326-2461
Fax: (800) 999-6799

Bill To Account No. 151515

Ship To Acct No. 1515157

WICHITA PUBLIC LIBRARY
CITY GOVERNMENT ACCOUNT
ADVANCED LEARNING LIBRARY
711 W 2ND ST N
WICHITA, KS 67203

WICHITA PUBLIC LIBRARY
ADVANCE LEARNING LIBRARY
711 W 2ND ST N
WICHITA, KS 67203

Plan: ADULT

Terms: 2% Net 61

PO:

Charge Description	Extended Price
Service for July 2024 through June 2025	\$22,380.00

Invoice Subtotal: \$22,380.00
Tax Amount: \$.00
Invoice Total: \$22,380.00

Earn 2% cash discount if paid using EFT or check within 60 days of the invoice date.
Credit Card payments do not qualify for a discount.

15026349



McNaughton
A Division of Brodart Co.
500 Arch Street
Williamsport, PA 17701-7809

Bill To Account No. 151515
WICHITA PUBLIC LIBRARY

INVOICE NO: M211465
INVOICE DATE: 03/31/2024

Include this remittance with your payment to:

Brodart Co.
L-3544
Columbus, OH 43260-0001
Fed. ID #23-2248758

Terms: 2% Net 61

Invoice Total: \$22,380.00

Amount Enclosed: _____



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Sarah Kittrell, Collection Development Division Manager
SUBJECT: Approval of invoices exceeding \$10,000: ChiltonLibrary
DATE: April 9, 2024

Background: In the 2023 budget, Wichita Public Library received a budget increase, specifically to subscribe to several databases in order to expand access beyond library operating hours. The final database to be added to the library's digital resources was ChiltonLibrary that provides automotive help wherever customers are, whenever they need it. ChiltonLibrary is offered by Gale, a company that specializes in educational databases and other resources. The second year of the subscription will run 6/01/2024 – 5/31/2025.

For the last seven years, the Library has been unable to purchase physical motor manuals from any of our vendors. This has led to a stagnant collection filled with materials that cannot be replaced should they be lost or damaged. While ChiltonLibrary has not received anticipated usage in the first year, with 599 uses in the first 10 months, we do believe that it fills an important gap in service we are unable to fill in print and is of significant interest to a small niche of customers who have long-time been served by WPL's automotive resources. Based off of the renewal cost and the anticipated usage for the whole 12 months, we estimate the cost per use for the first year at \$19.44.

In 2024 and 2025, we look to complete a more thorough evaluation of our ability to provide motor manual reference services and will be making a decision as to whether this is a service offering it makes sense to continue to support.

Financial Considerations: ChiltonLibrary will cost \$14,000 for the first year, a negotiated decrease of \$5,000 from 2023.

Request: Library staff request approval to pay the invoice totaling \$14,000 for a one year renewal.

Nix, Jaime

From: Loving, Mir <mir.loving@cengage.com>
Sent: Wednesday, April 10, 2024 12:21 PM
To: Kittrell, Sarah
Cc: Nix, Jaime
Subject: RE: Wichita Public Library Chilton Subscription

Importance: High

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.

Hi Sarah,

Hope this email finds you well.

As a follow-up to your discussion with your rep Diana Doetzel, I wanted to provide your revised Gale renewal. Please review the information below and reply "I CONFIRM" today to renew your online solutions for 2024-2025. Payment will not be due until 30 days after the start of your subscription.

LOCATION: Wichita Public Library

PRODUCTS: Chilton

SUBSCRIPTION DATES: 6/1/24 – 5/31/25

TOTAL PRICE: \$ 14,000.00

I am here to partner with you to continue making your Gale online resources the best research solutions available; contact me at (800) 877-4253, ext 18464 with any questions or concerns.

Thank you,



Mir Loving
Senior Subscription Renewal Specialist

PHONE: (o) 248.699.8464
EMAIL: mir.loving@cengage.com
WEB: gale.com

27500 Drake Road | Farmington Hills, MI | 48331

Gale, here for everyone.

Media Log: March 2024

- March 1: KWCH, Academy Award Short Film Festival
- March 6: Wichita By EB, Tonies
- March 7: Wichita By EB, The Big Read
- March 11: KAKE, The Big Read
- March 11: KWCH, The Big Read
- March 11: KSN, The Big Read
- March 21: KWCH, Story Walk
- March 22: KMUW, Book Bus
- March 30: KAKE, Outreach Programs

**WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
2024-2025 OFFICER AND COMMITTEE PREFERENCES**

BOARD MEMBER _____

Please tell us in which office(s) and committee(s) you would be willing to serve during the upcoming year. (Prioritize your choices if you are willing to serve in more than one way.)

If there is additional information that you want the Nominating Committee or President to know, please attach it to your form.

Return your form to: Jaime Nix, Wichita Public Library, 711 W 2nd Street, Wichita KS 67203. Responses may also be sent by email to jnix@wichita.gov.

OFFICERS

_____ President

The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees and chairman and vice-chairman, appoint Board Representatives to other bodies as deemed necessary, execute all documents authorized by the Board, serve as an ex-officio member of all committees except the Nominating Committee, serve on the Wichita Public Library Foundation Board, generally perform all duties associated with that office, including service as spokesperson for official board action.

_____ First Vice-President

The First Vice-President, in the event of the absence or disability of the President, or vacancy in that office, shall assume and perform the duties and functions of the President. If the office of the First Vice-President is vacated, these duties shall be performed by the Second Vice-President.

_____ Second Vice-President

The Second Vice President, in the event of the absence or disqualification or disability of the President and First Vice President, shall assume and perform the duties and functions of the President.

_____ Secretary

The Secretary shall keep a true and accurate record of all meetings of the Board which shall be transmitted to Board members following such meetings. The Secretary shall issue a notice of all regular and special meetings and shall perform such other duties as are generally associated with that office. (Work of the Secretary is conducted by Library staff.)

_____ Treasurer

The Treasurer shall have charge of the funds of the Board and shall, when authorized by the Board, pay out the funds upon orders of the Board signed by the President and the Treasurer. The Treasurer shall keep or cause to be kept a record of all moneys received and disbursed, shall make a report monthly of all receipts and disbursements and shall perform such other duties as are generally associated with that office. (Work of the Treasurer is conducted by Library staff.)

COMMITTEES

Finance Committee Chair _____

Finance Committee Member _____

The Finance Committee shall be concerned with all financial matters pertaining to the Library including the monthly financial status, consideration of bills for payment, preparation of the yearly budgets and long term financial strategies.

- Meetings: Monthly, immediately prior to the Board meeting (generally 11:30 a.m. but may be adjusted based on agenda)
- Current projects: look for additional/alternative financing opportunities for Library development; advise staff on budget issues

Planning and Facilities Committee Chair _____

Planning and Facilities Committee Member _____

The Planning and Facilities Committee shall be concerned with the maintenance of library properties, with the delivery of equitable library service to the entire community and the development of long term capital improvement projects.

- Meetings: Monthly, immediately prior to the Board meeting (generally 11:30 a.m. but may be adjusted based on agenda)
- Current projects: provide guidance on issues related to library facilities, building and grounds maintenance, construction and remodel projects, and facilities issues

Operations Committee Chair _____

Operations Committee Member _____

The Operations Committee shall be concerned with policies, personnel and development of library services.

- Meetings: Meetings as needed, immediately prior to the Board meeting (generally 11:30 a.m. but may be adjusted base on agenda)
- Current projects: provide guidance on library policies, contractual agreements and other matters related to ensuring quality library service for the community as well as any policy related issues

Public Affairs Committee Chair _____

Public Affairs Committee Member _____

The Public Affairs Committee shall be concerned with promoting positive relations with elected officials on the local, state and federal level and with promoting and marketing the Wichita Public Library.

- Meetings: Monthly from late fall through spring, immediately prior to the Board meeting (generally 11:15 a.m. but may be adjusted based on agenda); meetings other times of the year as needed
- Current projects: assist with community awareness as it relates to the Library, and library programs and services; monitor and develop advocacy plans for state and federal legislation relating to libraries

Friends of the Library Liaison _____

The Friends of the Library operates as a support organization providing volunteers and special funding to enhance library service.

- Meetings: 2nd Thursday of each month at 12:00 p.m.
- Current projects: share news from Board meetings with Friends and news of Friends' activities with Board

Wichita Genealogical Society Liaison _____

The Wichita Genealogical Society operates as a support organization providing volunteers and special funding to enhance genealogy research services.

- Meetings: 2nd Monday of each month at 6:00 p.m.
- Current projects: share news from Board meetings with WGS and news of WGS activities with Board

Wichita Public Library Foundation Appointed Director _____

The Wichita Public Library Foundation operates as a support organization encouraging endowment growth and grant-writing in support of library programs, services and activities.

- Meetings: 4 times per year, generally on the 4th Thursday at Noon
- Current projects: represent the Library Board in discussions and decisions of the Library Foundation