

A G E N D A  
**Wichita Public Library Board of Directors Meeting**  
**Tuesday, June 18, 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: Collections Use Data and Community Demographics, Sarah Kittrell, Collection Development Division Manager
5. Minutes of the May 21, 2024 meeting
6. Unfinished Business
7. New Business
8. Finance Committee Report
  - a. Review of April Bills and Finance Reports
    - i. Revenue Report
    - ii. Grant Fund Summary Report
    - iii. Report of Expenditures

General Fund Bills	\$940,067.46
Grant Fund Bills	\$4961.02
Gift & Memorial Fund Bills	\$16,093.21
<b>Total</b>	<b>\$961,121.69</b>

- b. Review of May Bills and Finance Reports
  - i. Revenue Report
  - ii. Grant Fund Summary Report
  - iii. Report of Expenditures

General Fund Bills	\$652,816.46
Grant Fund Bills	\$7060.00
Gift & Memorial Fund Bills	\$250,323.10
<b>Total</b>	<b>\$910,199.56</b>

9. Operations Committee Report
  - a. Policy Updates:
    - i. CIR-010 Lost Items
    - ii. CIR-011 Damaged Items
    - iii. CIR-012 Replacement of Lost or Damaged Items
    - iv. CIR-013.1 Bankruptcies
10. Planning & Facilities Committee Report
11. Public Affairs Committee Report
12. Support Organization Reports
13. Director of Libraries Report
14. Announcements
15. Adjournment



# Monthly Activity Report

## May 2024

### Service Highlights

The Summer Reading Program began on May 23. In the first 12 days of the program, more than 4,000 people registered, including 720 adults, 750 teens, 1,638 kids and 933 pre-readers.

The Book Bus has updated its list of stops for the summer:

- First Tuesday (June & July): Boston Park, 5-7 p.m.
- First Thursday: Dillons at Harry & Webb, 5-7 p.m.
- Second Tuesday: Pawnee Prairies Park, 9:30-11:30 a.m.
- Second Thursday: Orchard Park, 9:30-11:30 a.m.
- Third Tuesday: Department of Children and Families, 9:30-11:30 a.m.
- Third Thursday: Watson Park, 9:30-11:30 a.m.
- Fourth Tuesday: Urban League, 5-7 p.m.
- Fourth Thursday: Northwest YMCA, 5-7 p.m.

Due to the City of Wichita's cyber security incident, the Library has not had access to Polaris, its integrated library system, which allows customers and staff to search for materials, place holds, check accounts, etc. Here are some creative ways the Westlink staff is getting materials into the hands of customers:

- Staff created a cart of "just returned" materials for customers to borrow.
- The branch typically has 400 holds on its shelf at any given time. With the inability to place new ones and to fulfill existing requests, the number has dwindled. These shelves have been made into thematic displays covering topics like historical fiction, romantic comedies, classics, beach, adventure, and gentle reads.

Staff have met with Workforce Alliance and other potential partners to explore opening the café space at the Advanced Learning Library as a worker-training program for young adults.

The Library is collaborating with the Wichita Symphony Orchestra for a series of story times and small concerts called "Welcome to the Wichita Symphony!" Following along with the book *Welcome to the Symphony*, five Wichita Symphony musicians will discuss and demonstrate their instruments.

Staff spent most of May troubleshooting issues related to the City of Wichita's cyber event. Without the Library's website, ILS, staff internet, email connections, and other vital resources, most projects were significantly delayed or impacted.

## **Other News**

The Library is closer to having new networking equipment for the Advanced Learning Library and the Alford, Angelou and Rockwell branches. The application for erate funding us under review. The Library uses erate for internet and the program also covers certain network equipment. If the Library's request is completed, erate will provide 85% of the funds, saving the Library approximately \$285,971.33.

The Library hosted the first Wichita Education Network meeting in May. Staff invited professionals working in community education, adult education, family education, workforce training, and education administration to gather for a networking lunch. The Director of Libraries welcomed the group by speaking about the library's role in the education ecosystem. The Sedgwick County Health Department was invited to present on the Community Health Improvement Plan. The group also shared efforts to spread information about educational opportunities in Wichita.

In conjunction with the Library's new strategic agenda and its emphasis on literacy, the title of the Adult Programming Team will change to the Adult Literacies Team. This title better encompasses all of the work the team currently does with programming, reference, research, and public service.

The Library has received three "Way to Work" youth workers this summer. Two will work in outreach services and one will work with Youth Services staff.

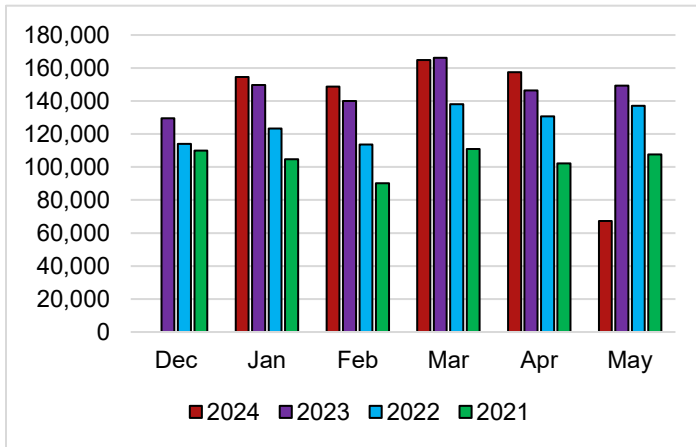
The latest "Read. Return. Repeat." episode featured Kiersten White, author of *Mister Magic*, a horror novel about a forgotten children's TV show and the hidden tragedy behind why the show mysteriously went off the air. They talked about the novel, its cultural influences and White's writing career including previous books she's worked on. You can find information about the podcast at [www.wichitalibrary.org/podcast](http://www.wichitalibrary.org/podcast).

Lexi (Teen Librarian) hosted an event for Allison Middle School to reward students for completing their school's 25 Books campaign. She prepped and planned a fun breakout box activity that ended with each student getting a free book to take home. The students had so much fun, and their librarian told Lexi just how much they were all looking forward to coming back to the library this year. This is the second time Lexi has been asked to be part of this event, and she loves that the library and Allison are creating a tradition of celebrating student literacy.

Jennifer (Adult Literacies Librarian) held a sewing machine basics class which taught customers how to thread and sew on a sewing machine. Learners were excited to learn that the Maker Space at the Advanced Learning Library will have a sewing machine available for customers to use in June.

## Service Dashboard

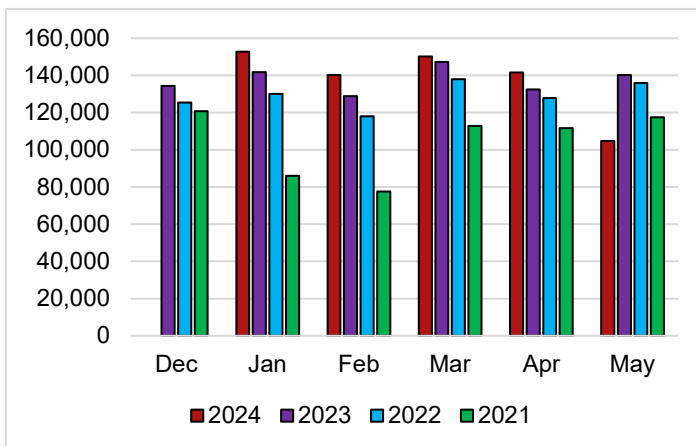
### LIBRARY VISITS (door count, catalog sessions, and website visits)



MAY			
	2024	2023	% change
Door Counts	51,732	49,258	5.02%
Catalog Log-ins	4,783	34,366	-86.08%
Website Visits	10,402	65,106	-84.02%
CONTENTdm Users	436	621	-29.79%
<b>Total</b>	<b>67,353</b>	<b>149,351</b>	<b>-54.90%</b>

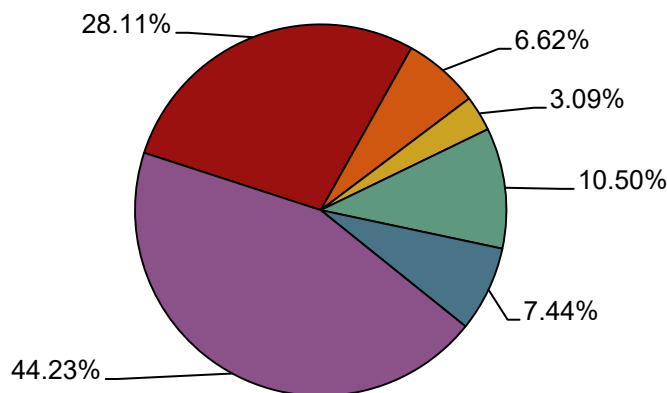
The website and catalog were offline for most of May 2024 due to the City of Wichita cyber event.

### CHECKOUTS



MAY			
	2024	2023	% change
Physical Circ	58,471	93,298	-37.33%
Virtual Circ	46,375	46,940	-1.20%
WPL	46,375	38,801	19.52%
State	N/A	8,139	N/A
<b>Total</b>	<b>104,846</b>	<b>140,238</b>	<b>-25.24%</b>

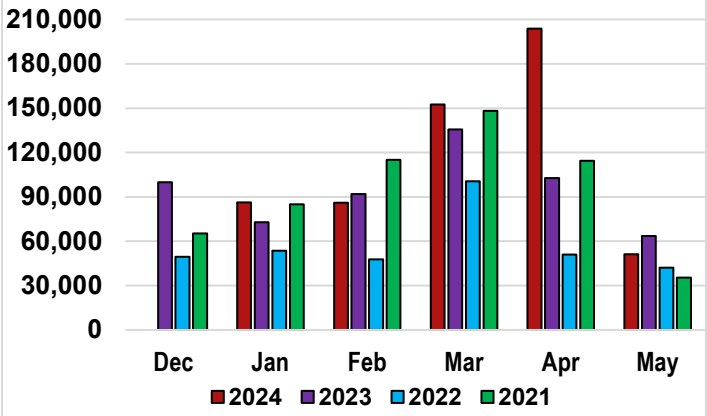
State Library circulation data for May 2024 were not available by this report's publishing deadline.



### Circulation by Location

- Advanced Learning Library
- South branches
- North branches
- East branches
- West branches
- Virtual branch

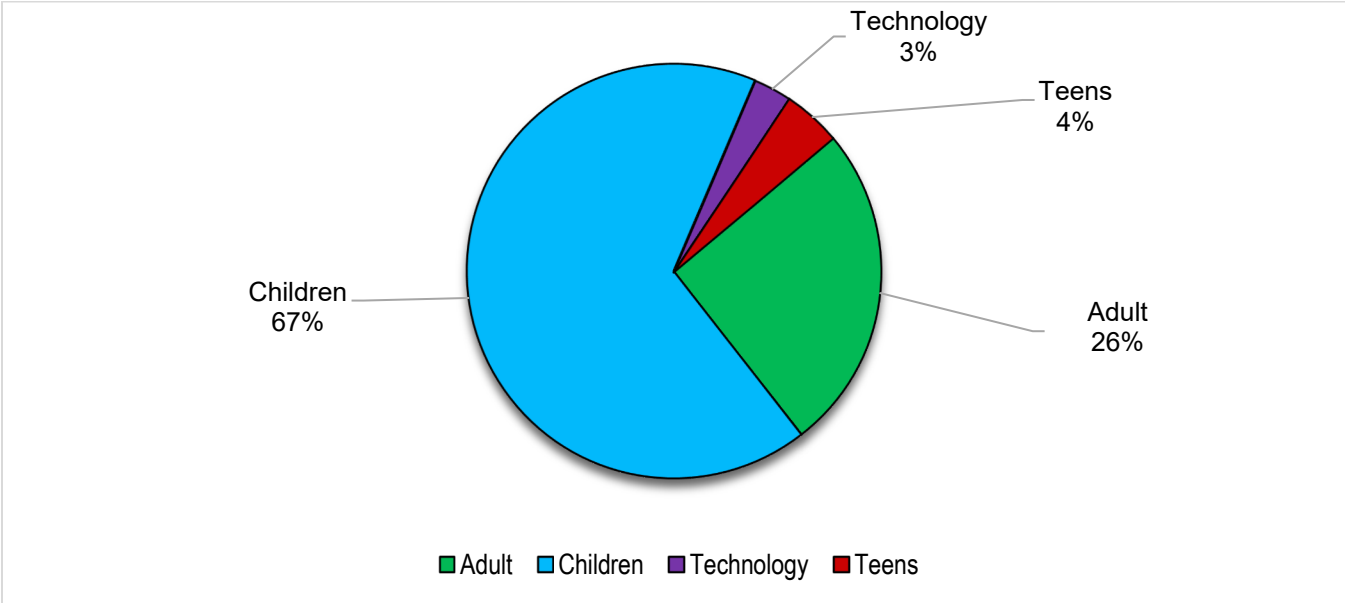
**QUESTIONS ANSWERED (by staff in person/phone and through online services)**



MAY			
	2024	2023	% change
Reference Questions	3,409	5,496	-37.97%
Database Searches	45,571	54,744	-16.76%
Technology Assistance	1,949	3,007	-35.18%
Book-A-Librarian Appointments	292	275	6.18%
<b>Total</b>	<b>51,221</b>	<b>63,522</b>	<b>-19.36%</b>

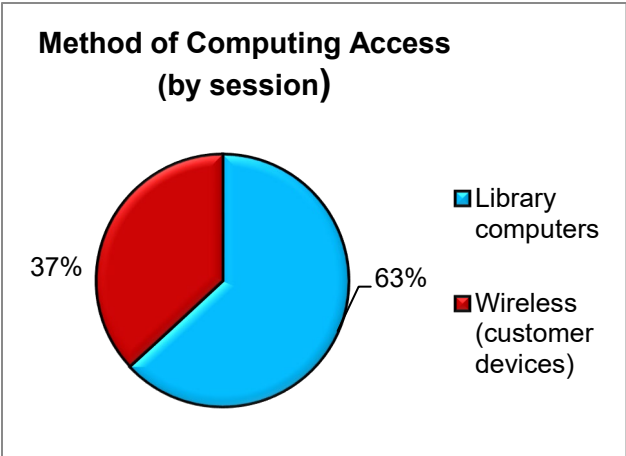
Database usage in April 2024 has been updated to include data sources that were unavailable when that month's report was prepared. Database access in May 2024 was limited due to the website being unavailable for most of the month.

**PROGRAM ATTENDANCE**



MAY ATTENDANCE			
	2024	2023	% change
Adult events	1,219	355	243.38%
Children's events	3,190	2,346	35.98%
Technology training	140	141	-0.71%
Teen events	217	148	46.62%
<b>TOTAL</b>	<b>4,766</b>	<b>2,990</b>	<b>59.40%</b>

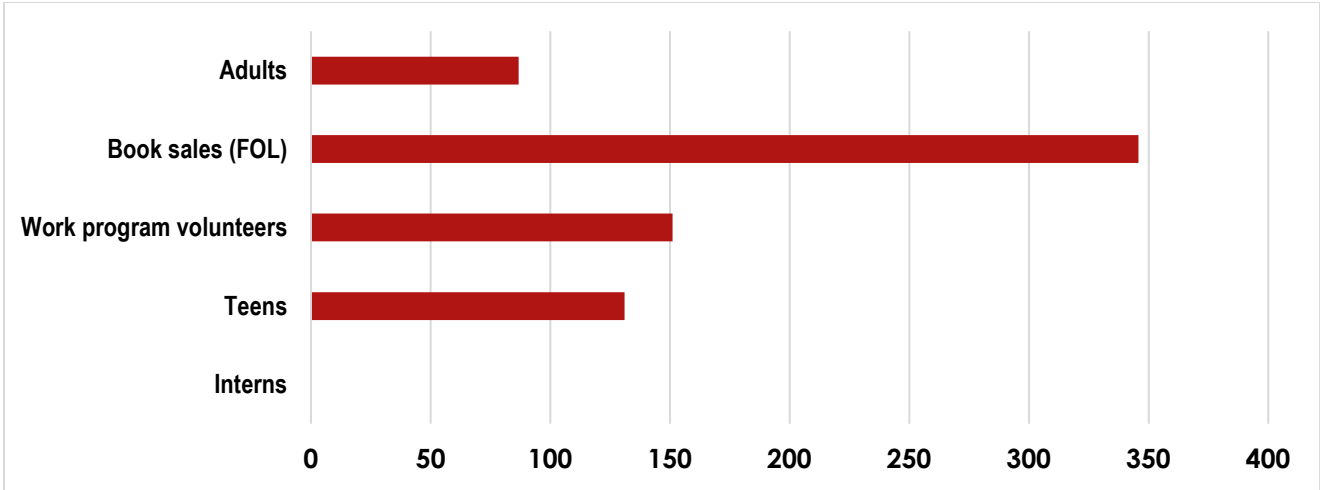
**PUBLIC COMPUTING**



	MAY		
	2024	2023	% change
Workstation Sessions	6,803	6,495	4.74%
Wi-Fi Sessions	3,973	11,142	-64.34%
Number of Users	637	1,399	-54.47%
Hours of Access	4,098	10,853	-62.24%

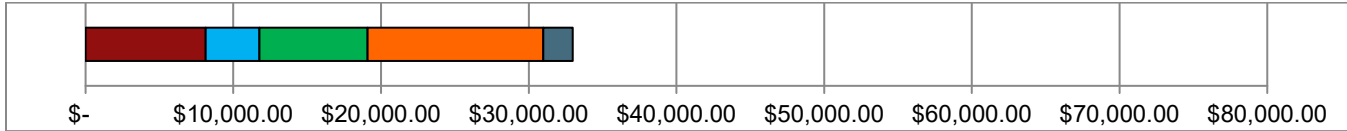
Wireless internet was unavailable at three Wichita Public Library locations from May 5-19.

**VOLUNTEERS (hours of service)**



**Number of volunteers YTD = 106    Hours of service YTD = 3,310**

**MATERIALS DONATIONS (value if purchased)**



**Year to date total = \$32,974.72    Items added to Library collections YTD = 2,120**

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

Brenda (Library Assistant) facilitated the first meeting of the staff Spanish conversation group. Staff were excited and actively participated in reviewing library-related vocabulary and scenarios. Staff were also able to test out translation devices, which they all agreed are user-friendly. This group continues to improve how staff provide customer service and fulfill professional development goals.

A customer registered herself and her son for the Summer Reading Program. They were practicing their English, so she was pleased that the Library had 'Welcome' brochures in both English and Spanish. Rachel (Library Assistant) showed the customer to the Libros en Espanol and Children's Language sections to find bilingual books. The customer beamed when Rachel complimented her English, and the customer was already looking forward to coming back to the library the next weekend.

Zach (Tech Trainer) helped a customer who needed help printing something for his job's scholarship program. He said he's come a long way with our help and really appreciates what the tech trainers do. He started off with an old Android phone, and eventually upgraded to an iPhone 11 and feels a lot more comfortable using technology to help him in his daily life.

A trio of grade-middle school students (who may be sisters) have been visiting the Angelou Branch and using the computers. With the network down and staff unable to ring up sales, printing is being provided at no charge. The three visitors have been taking advantage of the free printing to print off pictures to hang up at home. As the library is looking into initiatives to combat crime, staff say that it is gratifying to know that the library is a safe, entertaining, and climate-controlled place for neighborhood kids to visit.

A parent called the Rockwell Branch on a Wednesday afternoon asking if their child could get in some volunteer hours before the end of the week. Katrina (Youth Services Librarian) arranged for the student to come on Thursday and had them pull picture books for a new display. The volunteer offered their graphic design skills to create new signs for the display, which was a low-priority task for Katrina at the time. The parent and student were happy to have been able to volunteer on such short notice, and Katrina was thrilled to have new signs for her displays.

A college student came into the Angelou Branch looking for a calculus textbook. Parker (Community Services Librarian) searched the WorldCat catalog and found out the library did not own the book. However, Parker helped the customer check several online sources and located a low-cost purchase option (\$17 instead of \$200).

Sara (Youth Services Librarian) helped a customer recover files from her phone and print them from the public PC. She needed access to past paystubs, bank statements, and W2s. The customer was grateful for the technology assistance and confided that she would not have been able to do the tasks without assistance. The customer left gaining new technology skills and was able to conduct the transaction as requested.

## WICHITA PUBLIC LIBRARY

Minutes of a Meeting of the Library Board of Directors  
May 21, 2024.

The hybrid meeting of the Library Board of Directors was held on Tuesday, May 21, 2024, at the Advanced Learning Library with the following present in person: Ms. Donna Douglas, Ms. Rose Mary Frame, Ms. Lauren Hirsh, Mr. Randall Johnston, Mr. Kurt Oswald, Mr. Chuck Schmidt, Ms. Robin Templin, and Mr. Jonathan Winkler. The following attended virtually: Ms. Sarah Balderas and Ms. TaDonne Neal.

### Call to Order

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

### Introductions

New Board members Kurt Oswald and Sarah Balderas were introduced.

### Approval of the Agenda

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

### Public Comment

Library patron Ben Blankley read a statement outlining concerns he had about an experience he recently had regarding the return of a damaged book. Mr. Blankley noted shortcomings with the process of returning damaged items, the way in which he was treated by staff, and the fee he was charged for the damage.

### Staff Presentation

Director Nix discussed the strategic agenda, which provides a blueprint to prioritize the use of library resources in the future as well as identifies key initiatives and strategic drivers for implementation. The three drivers defined for the Library consist of advancing literacies to lift and empower residents, elevating awareness of library resources, and building partnerships to expand impact. They will assist staff in developing a customer-centered service approach as the Library moves forward.

Preliminary work on carrying out the strategic agenda will begin later in 2024, with assessments being conducted throughout library services.

### Approval of Minutes

Minutes of the regular meeting held on April 16, 2024 were presented. Robin Templin moved (Schmidt) to approve them as included in board packets. **Motion carried unanimously.**



## **Unfinished Business**

None

## **New Business**

Donna Douglas moved (Templin) to endorse the Strategic Agenda as presented by staff. **Motion carried unanimously.**

On behalf of the Finance Committee, Jonathan Winkler moved (Douglas) to approve paying the Mid-America Library Alliance Courier Delivery invoice of \$11,020.00 as presented by staff. **Motion carried unanimously.**

Director Nix read the report of the Nominating Committee, which has recommended the following slate for the 2024-2025 year: President Lauren Hirsh; First Vice-President Jonathan Winkler; Second Vice-President Kurt Oswald; Secretary Jonathan Winkler; Treasurer Rose Mary Frame. Chuck Schmidt moved (Neal) to approve this slate of officers. **Motion carried unanimously.**

## **Finance Committee Report**

No meeting

## **Operations Committee Report**

No meeting

## **Planning & Facilities Committee Report**

No meeting

## **Public Affairs Committee Report**

No meeting

## **Special Committee Reports**

*Friends of the Library* – Lea McCloud reported that the Friends Board has new members but still wishes to recruit several more. The April book sale was successful, with over 500 people attending. There will not be another this summer due to the Operations Manager being on maternity leave. The Friends continues to work on developing incentives for advocate membership in order to halt the regular decline in numbers.

*Library Foundation* - Kourtney Carson reported that the Library Day of Giving raised over \$9,500 with over sixty-three donations from various donors. The organization is currently beginning work on the Beech scholarship, which is awarded to a Library staff member studying for a master's degree in library science.

Wichita Genealogical Society (WGS) – no report

### **Director of Libraries Report**

Director Nix reported that services at the library have been impacted by the City of Wichita computer network outage, which began on May 5 following discovery of a ransomware cyberattack. Currently there is no access to Polaris, the Library website, or the online catalog, and public WiFi is unstable at several library locations. The Library will continue to operate offline until the City's IT department determines it is again safe to use networked computer systems. Public computers are available, and Library staff can check out physical items to patrons by running Polaris in offline mode.

A meeting was recently held with Workforce Alliance and Legacy Works to discuss potential activation of the unused café space at the Advanced Learning Library. The tentative concept calls for a youth program to institute a training environment while also providing services to Library patrons. More conversations and planning work lie ahead.

The grant to expand WiFi coverage to all Library grounds and to install nine WiFi enabled charging benches is moving forward. As WPL is the first public library in Kansas to apply for this type of funding, the process is novel.

The Summer Reading Program officially launches on May 23 with this year's program not only including youth but adults as well. Experience passes have proven to be very popular with patrons and more are being purchased to meet the demand.

Construction at Westlink has been making progress. The design for Rockwell continues to develop; this will initiate a number of temporary adjustments to how staff and the public use the branch, which will continue to operate during construction. Director Nix showed a preliminary floor plan for the expansion, which includes multiple new study and collaboration spaces.

### **Announcements**

None

### **Adjournment**

The meeting was adjourned at 1:09 pm.

The next regularly scheduled meeting will be June 18, 2024.

Respectfully submitted,

Jaime Nix

**WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS**  
**Finance Committee Agenda**  
**Tuesday, June 18, 2023, 11:30am**  
Board Room  
Advanced Learning Library, 711 W 2<sup>nd</sup> St, Wichita, KS 67203

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

General Fund Bills	\$940,067.46
Grant Fund Bills	\$4961.02
Gift & Memorial Fund Bills	\$16,093.21
<b>Total</b>	<b>\$961,121.69</b>

3. Review of May Bills and Finance Reports
  - Revenue Report
  - Grant Fund Summary Report
  - Report of Expenditures

General Fund Bills	\$652,816.46
Grant Fund Bills	\$7060.00
Gift & Memorial Fund Bills	\$250,323.10
<b>Total</b>	<b>\$910,199.56</b>

4. Other items from Committee Members
  
5. Adjournment

YTD

FOR 2024 04

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	-29,187.75	-6,890.65	.00	-45,812.25	38.9%
422111 Library Desk - Faxes	-10,000	-10,000	-4,490.00	-1,457.00	.00	-5,510.00	44.9%
422112 Library Desk - Passports	-25,000	-25,000	-15,110.00	-3,710.00	.00	-9,890.00	60.4%
423030 Meeting Room Rentals	-30,000	-30,000	-7,375.00	-2,220.00	.00	-22,625.00	24.6%
424011 Copy Charges	-11,000	-11,000	-5,904.80	-1,499.10	.00	-5,095.20	53.7%
424101 Public Computing Charges	-20,000	-20,000	-8,920.98	-2,557.17	.00	-11,079.02	44.6%
646981 State Setoff Collections	-68,000	-68,000	-29,467.46	-7,779.84	.00	-38,532.54	43.3%
646990 Other Non-Operating Revenue	0	0	-262.00	-174.15	.00	262.00	100.0%
TOTAL wichita Public Library	-239,000	-239,000	-100,717.99	-26,287.91	.00	-138,282.01	42.1%
TOTAL General Fund	-239,000	-239,000	-100,717.99	-26,287.91	.00	-138,282.01	42.1%

YTD

FOR 2024 04

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	-100,717.99	-26,287.91	.00	-138,282.01	42.1%

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

YTD

REPORT OPTIONS

Sequence 1	Field #	Total	Page Break	Year/Period: 2024/ 4
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 EXPENSE REPORT FOR APRIL 2024**

<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>
Base Compensation	\$ 5,826,152.00	\$ 2,153,743.92	\$ 484,016.44	\$ -	\$ 3,672,408.08	37%
Year-End Payroll Accrual	\$ -	\$ (181,636.06)	\$ -	\$ -	\$ 181,636.06	#DIV/0!
Planned Savings	\$ (1,193,398.00)	\$ -	\$ -	\$ -	\$ (1,193,398.00)	0%
Special Compensation	\$ 4,200.00	\$ 14,137.10	\$ 778.37	\$ -	\$ (9,937.10)	337%
Mileage Reimbursement	\$ -	\$ 721.82	\$ 257.74	\$ -	\$ (721.82)	#DIV/0!
Overtime Compensation	\$ -	\$ 1,855.45	\$ 208.67	\$ -	\$ (1,855.45)	#DIV/0!
Employer Wage Taxes & WC	\$ 503,962.00	\$ 180,325.53	\$ 40,286.19	\$ -	\$ 323,636.47	36%
Employer Share EE Insurance	\$ 1,078,324.00	\$ 385,550.63	\$ 85,464.54	\$ -	\$ 692,773.37	36%
Employer Share Pension/Retire	\$ 727,056.00	\$ 257,030.56	\$ 57,818.40	\$ -	\$ 470,025.44	35%
<b>PERSONNEL SERVICES</b>	<b>\$ 6,946,296.00</b>	<b>\$ 2,811,728.95</b>	<b>\$ 668,830.35</b>	<b>\$ -</b>	<b>\$ 4,134,567.05</b>	<b>40%</b>
Electricity - EDI	\$ 305,438.00	\$ 71,033.28	\$ 21,691.40	\$ -	\$ 234,404.72	23%
Natural Gas - EDI	\$ 41,824.00	\$ 32,833.61	\$ 4,497.08	\$ -	\$ 8,990.39	79%
Water Service	\$ 13,375.00	\$ 6,293.05	\$ 1,951.96	\$ -	\$ 7,081.95	47%
Trash Service	\$ 5,404.00	\$ -	\$ -	\$ -	\$ 5,404.00	0%
Recycling Service	\$ -	\$ 300.00	\$ -	\$ -	\$ (300.00)	#DIV/0!
Trash Service - EDI	\$ -	\$ 2,017.44	\$ 504.36	\$ -	\$ (2,017.44)	#DIV/0!
Local Telephone Service	\$ 8,000.00	\$ 256.95	\$ 24.65	\$ -	\$ 7,743.05	3%
Internet Service	\$ 10,971.00	\$ 2,742.60	\$ 914.20	\$ -	\$ 8,228.40	25%
PBX Line Charges	\$ 11,806.00	\$ 3,078.00	\$ -	\$ -	\$ 8,728.00	26%
PBX Instrument Charges	\$ 19,414.00	\$ 4,987.50	\$ -	\$ -	\$ 14,426.50	26%
Long Distance & Teleconference	\$ 1,000.00	\$ 148.80	\$ 30.75	\$ -	\$ 851.20	15%
Air Cards (Mobile Connect)	\$ -	\$ 315.00	\$ -	\$ -	\$ (315.00)	#DIV/0!
Voicemail	\$ 3,968.00	\$ 1,020.00	\$ -	\$ -	\$ 2,948.00	26%
Automatic Call Distribution	\$ 786.00	\$ 196.50	\$ -	\$ -	\$ 589.50	25%
Other Communications Charges	\$ 296.00	\$ -	\$ -	\$ -	\$ 296.00	0%
Building & Contents Insurance	\$ 172,088.00	\$ 43,022.00	\$ -	\$ -	\$ 129,066.00	25%
Vehicle Liability Premiums	\$ 870.00	\$ 217.50	\$ -	\$ -	\$ 652.50	25%
Recruitment & Hiring	\$ 3,140.00	\$ -	\$ -	\$ -	\$ 3,140.00	0%
Employee Travel & Training	\$ 1,600.00	\$ 68.13	\$ 68.13	\$ -	\$ 1,531.87	4%
Medical Treatment	\$ -	\$ 213.96	\$ 144.48	\$ -	\$ (213.96)	#DIV/0!
Drug Screening	\$ -	\$ 2,567.00	\$ 300.00	\$ -	\$ (2,567.00)	#DIV/0!

Background Checks	\$ -	\$ 286.00	\$ 64.00	\$ -	\$ (286.00)	#DIV/0!
Textile Rental & Laundry Svcs	\$ 1,925.00	\$ 156.01	\$ 19.71	\$ -	\$ 1,768.99	8%
Interpreter Services	\$ -	\$ 470.00	\$ 188.00	\$ -	\$ (470.00)	#DIV/0!
Collection Agency Fees	\$ -	\$ 5,044.35	\$ 1,254.00	\$ -	\$ (5,044.35)	#DIV/0!
Other Professional Services	\$ 31,361.00	\$ 1,719.80	\$ -	\$ -	\$ 29,641.20	5%
Motor Pool Scheduled Charges	\$ 3,720.00	\$ 930.00	\$ -	\$ -	\$ 2,790.00	25%
Building Repair & Maint	\$ 7,240.00	\$ -	\$ -	\$ -	\$ 7,240.00	0%
Pest Control Services	\$ 13,000.00	\$ 3,122.84	\$ 772.28	\$ -	\$ 9,877.16	24%
Bldg Security & Fire Services	\$ 420.00	\$ 1,893.66	\$ 340.29	\$ -	\$ (1,473.66)	451%
Sign Production & Installation	\$ -	\$ 150.00	\$ -	\$ -	\$ (150.00)	#DIV/0!
Equipment Repair & Maint	\$ 5,421.00	\$ 4,163.00	\$ -	\$ -	\$ 1,258.00	77%
Rent-Real Property	\$ 52,060.00	\$ 16,352.96	\$ 4,088.24	\$ -	\$ 35,707.04	31%
Bank Charges	\$ 5,000.00	\$ 1,378.31	\$ 371.71	\$ -	\$ 3,621.69	28%
Postage	\$ 4,000.00	\$ 1,232.00	\$ 561.00	\$ -	\$ 2,768.00	31%
Shipping & Freight	\$ -	\$ 153.59	\$ -	\$ -	\$ (153.59)	#DIV/0!
Delivery/Pick up	\$ -	\$ 1,965.00	\$ 55.00	\$ -	\$ (1,965.00)	#DIV/0!
Library Software/Licenses	\$ -	\$ 59,813.47	\$ 45,324.93	\$ -	\$ (59,813.47)	#DIV/0!
Library Subs-Electronic Matls	\$ -	\$ 72,146.92	\$ 42,854.00	\$ -	\$ (72,146.92)	#DIV/0!
Org Member	\$ 10,960.00	\$ 325.00	\$ -	\$ -	\$ 10,635.00	3%
Printing & Copying	\$ 23,472.00	\$ 12,347.86	\$ 2,462.10	\$ -	\$ 11,124.14	53%
Shredding & Recycling Service	\$ -	\$ 549.00	\$ 18.00	\$ -	\$ (549.00)	#DIV/0!
Advertising	\$ -	\$ 33.69	\$ -	\$ -	\$ (33.69)	#DIV/0!
Software License & Maint Fees	\$ 550.00	\$ 9,685.93	\$ -	\$ -	\$ (9,135.93)	1761%
Data Center Charges	\$ 1,187,806.00	\$ 395,938.72	\$ 98,984.68	\$ -	\$ 791,867.28	33%
Licenses & Permits	\$ -	\$ 85.00	\$ -	\$ -	\$ (85.00)	#DIV/0!
Other Contractuals	\$ 92,583.00	\$ 340.40	\$ 76.80	\$ -	\$ 92,242.60	0%
<b>CONTRACTUALS</b>	<b>\$ 2,039,498.00</b>	<b>\$ 761,594.83</b>	<b>\$ 227,561.75</b>	<b>\$ -</b>	<b>\$ 1,277,903.17</b>	<b>37%</b>
Computing Supplies	\$ 900.00	\$ 654.60	\$ -	\$ -	\$ 245.40	73%
Office Supplies	\$ 50,575.00	\$ 12,934.74	\$ 3,877.92	\$ -	\$ 37,640.26	26%
Custodial Supplies	\$ 4,000.00	\$ 837.04	\$ 211.85	\$ -	\$ 3,162.96	21%
Food Supplies	\$ -	\$ 3,125.00	\$ 3,125.00	\$ -	\$ (3,125.00)	#DIV/0!
Automotive Parts & Supplies	\$ 450.00	\$ 32.70	\$ -	\$ -	\$ 417.30	7%
Office Equipment Parts	\$ -	\$ 1,920.98	\$ -	\$ -	\$ (1,920.98)	#DIV/0!



Gasoline	\$ 7,234.00	\$ 1,086.65	\$ -	\$ -	\$ 6,147.35	15%
Furniture & Fixtures <\$5k	\$ 9,990.00	\$ -	\$ -	\$ -	\$ 9,990.00	0%
Data Processing Equip <\$5k	\$ 9,665.00	\$ 569.76	\$ 222.00	\$ -	\$ 9,095.24	6%
Communication Equip <\$5k	\$ -	\$ 5,285.00	\$ 57.40	\$ -	\$ (5,285.00)	#DIV/0!
Library Materials	\$ 997,088.13	\$ 122,565.98	\$ 36,181.19	\$ -	\$ 874,522.15	12%
<b>COMMODITIES</b>	<b>\$ 1,079,902.13</b>	<b>\$ 149,012.45</b>	<b>\$ 43,675.36</b>	<b>\$ -</b>	<b>\$ 930,889.68</b>	<b>14%</b>
<b>GRAND TOTAL</b>	<b>\$ 10,065,696.13</b>	<b>\$ 3,722,336.23</b>	<b>\$ 940,067.46</b>	<b>\$ -</b>	<b>\$ 6,343,359.90</b>	<b>37%</b>

**Grant Fund Summary Report  
April 2024**

Grant	Balance 4/1/2024	Revenue Received	Admin Charges	Contractuals	Materials	Supplies & Petty Cash	Equipment	Total Expenditures	Encumbrances	Remaining Balance 4/30/24
<b>SCKLS 2023</b>	\$ 38,179.69	\$ -	\$ -	\$ 19.41	\$ (4,980.43)	\$ -	\$ -	\$ (4,961.02)	\$ -	\$ 43,140.71
<b>Totals</b>	<b>\$ 38,179.69</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 19.41</b>	<b>\$ (4,980.43)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (4,961.02)</b>	<b>\$ -</b>	<b>\$ 43,140.71</b>

# Wichita Public Library General Fund Bills

April 2024

Org: 10000080

## 10001 - Library - Personnel

### 1B - Base Compensation

#### 511000 Base Compensation

Payroll, PP04.12.24 \$241,994.25

Payroll, PP04.26.24 \$242,022.19

Total 511000 Base Compensation	\$484,016.44
--------------------------------	--------------

Total 1B - Base Compensation	\$484,016.44
------------------------------	--------------

### 1F - Special Compensation

#### 512000 Special Compensation

Payroll, PP04.12.24 \$317.31

Payroll, PP04.26.24 \$461.06

Total 512000 Special Compensation	\$778.37
-----------------------------------	----------

#### 512051 Mileage Reimbursement

Payroll, 7581 \$136.74

Payroll, 8059 \$7.10

Payroll, 8112 \$113.90

Total 512051 Mileage Reimbursement	\$257.74
------------------------------------	----------

Total 1F - Special Compensation	\$1,036.11
---------------------------------	------------

### 1J - OT Compensation

#### 513000 Overtime Compensation

Payroll, PP04.26.24 \$208.67

Total 513000 Overtime Compensation	\$208.67
------------------------------------	----------

Total 1J - OT Compensation	\$208.67
----------------------------	----------

### 1N - Employee Benefits

#### 518200 Employer Wage Taxes & WC

Payroll, PP04.12.24 \$20,125.79

Payroll, PP04.26.24 \$20,160.40

Total 518200 Employer Wage Taxes & WC	\$40,286.19
---------------------------------------	-------------

#### 518300 Employer Share EE Insurance

Payroll, PP04.12.24 \$42,775.79

Payroll, PP04.26.24 \$42,688.75

Total 518300 Employer Share EE Insurance	\$85,464.54
--	-------------

#### 518400 Employer Share Pension/Retire

Payroll, PP04.12.24 \$28,898.57

# Wichita Public Library General Fund Bills

April 2024

Payroll, PP04.26.24 \$28,919.83

Total 518400 Employer Share Pension/Retire	\$57,818.40
--	-------------

Total 1N - Employee Benefits	\$183,569.13
------------------------------	--------------

Total 10001 - Library - Personnel	\$668,830.35
-----------------------------------	--------------

## 10002 - Library - Contractuals

### 2B - Utilities

#### 521011 Electricity - EDI

EVERGY KANSAS SOUTH INC \$21,691.40

Total 521011 Electricity - EDI	\$21,691.40
--------------------------------	-------------

#### 521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC \$425.12

ENCORE ENERGY SERVICES \$1,838.21

ONE GAS INC \$2,233.75

Total 521021 Natural Gas - EDI	\$4,497.08
--------------------------------	------------

#### 521030 Water Service

City of Wichita \$1,951.96

Total 521030 Water Service	\$1,951.96
----------------------------	------------

#### 521055 Trash Service - EDI

WASTE CONNECTIONS OF KANSAS INC \$504.36

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

Total 2B - Utilities	\$28,644.80
----------------------	-------------

### 2F - Technology Charges

#### 521060 Local Telephone Service

T-MOBILE USA INC \$24.65

Total 521060 Local Telephone Service	\$24.65
--------------------------------------	---------

#### 521070 Internet Service

P-CARD ONE-TIME PAY \$914.20

Total 521070 Internet Service	\$914.20
-------------------------------	----------

#### 522040 Long Distance & Teleconference

City of Wichita \$30.75

Total 522040 Long Distance & Teleconference	\$30.75
---	---------

# Wichita Public Library General Fund Bills

April 2024

## 529150 Data Center Charges

City of Wichita \$98,984.68

Total 529150 Data Center Charges	\$98,984.68
----------------------------------	-------------

Total 2F - Technology Charges	\$99,954.28
-------------------------------	-------------

## 2N - Employee Development

### 524020 Travel & Training

DANIEL G PEWEWARDY \$15.98

SARA DIXON \$52.15

Total 524020 Travel & Training	\$68.13
--------------------------------	---------

Total 2N - Employee Development	\$68.13
---------------------------------	---------

## 2R - Professional Svcs

### 525012 Medical Treatment

COUNTY OF SEDGWICK \$144.48

Total 525012 Medical Treatment	\$144.48
--------------------------------	----------

### 525013 Drug Screening

KELLY COMPLIANCE INC \$300.00

Total 525013 Drug Screening	\$300.00
-----------------------------	----------

### 525070 Background Checks

TRUVIEW BSI LLC \$64.00

Total 525070 Background Checks	\$64.00
--------------------------------	---------

### 525083 Textile Rental & Laundry Svcs

CINTAS CORPORATION \$19.71

Total 525083 Textile Rental & Laundry Svcs	\$19.71
--	---------

### 525086 Interpreter Services

SIGN LANGUAGE INTERPRETING SERVICES \$188.00

Total 525086 Interpreter Services	\$188.00
-----------------------------------	----------

### 525094 Collection Agency Fees

UNIQUE MANAGEMENT SERVICES INC \$1,254.00

Total 525094 Collection Agency Fees	\$1,254.00
-------------------------------------	------------

Total 2R - Professional Svcs	\$1,970.19
------------------------------	------------

## 2V - Bldg & Equip Charges

### 526042 Pest Control Services

P-CARD ONE-TIME PAY \$772.28

Total 526042 Pest Control Services	\$772.28
------------------------------------	----------

# Wichita Public Library General Fund Bills

April 2024

526044 Bldg Security & Fire Services

P-CARD ONE-TIME PAY \$340.29

Total 526044 Bldg Security & Fire Services	\$340.29
--	----------

526092 Rent-Real Property

CO CO PROPERTIES LLC \$4,088.24

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

<b>Total 2V - Bldg &amp; Equip Charges</b>	<b>\$5,200.81</b>
--	-------------------

2z - Other Contractuals

529010 Bank Charges

City of Wichita \$371.71

Total 529010 Bank Charges	\$371.71
---------------------------	----------

529020 Postage

P-CARD ONE-TIME PAY \$561.00

Total 529020 Postage	\$561.00
----------------------	----------

529031 Delivery/Pick up

UNIQUE MANAGEMENT SERVICES INC \$55.00

Total 529031 Delivery/Pick up	\$55.00
-------------------------------	---------

529051 Library Software/Licenses

P-CARD ONE-TIME PAY \$45,324.93

Total 529051 Library Software/Licenses	\$45,324.93
--	-------------

529052 Library Subs-Electronic Matls

KANOPY INC \$42,854.00

Total 529052 Library Subs-Electronic Matls	\$42,854.00
--	-------------

529070 Printing/Copying/Scanning

City of Wichita \$2,462.10

Total 529070 Printing/Copying/Scanning	\$2,462.10
--	------------

529090 Shredding & Recycling Service

P-CARD ONE-TIME PAY \$18.00

Total 529090 Shredding & Recycling Service	\$18.00
--	---------

529990 Other Contractuals

P-CARD ONE-TIME PAY \$76.80

Total 529990 Other Contractuals	\$76.80
---------------------------------	---------

<b>Total 2z - Other Contractuals</b>	<b>\$91,723.54</b>
--------------------------------------	--------------------

<b>Total 10002 - Library - Contractuals</b>	<b>\$227,561.75</b>
---	---------------------

# Wichita Public Library General Fund Bills

April 2024

10003 - Library - Commodities

3B - Supplies

531020 Office Supplies

City of Wichita \$2,292.78

P-CARD ONE-TIME PAY \$1,585.14

Total 531020 Office Supplies	\$3,877.92
------------------------------	------------

531030 Custodial Supplies

P-CARD ONE-TIME PAY \$211.85

Total 531030 Custodial Supplies	\$211.85
---------------------------------	----------

531150 Food Supplies

P-CARD ONE-TIME PAY \$3,125.00

Total 531150 Food Supplies	\$3,125.00
----------------------------	------------

<b>Total 3B - Supplies</b>	<b>\$7,214.77</b>
----------------------------	-------------------

4Z - Non-Capital Outlay

549020 Data Processing Equip <\$5k

City of Wichita \$222.00

Total 549020 Data Processing Equip <\$5k	\$222.00
--	----------

549030 Communication Equip <\$5k

P-CARD ONE-TIME PAY \$57.40

TRANSLATELIVE LLC \$0.00

Total 549030 Communication Equip <\$5k	\$57.40
--	---------

549110 Library Materials

BRODART CO (\$2,159.03)

INGRAM LIBRARY SERVICES INC (\$477.08)

MIDWEST TAPE LLC (\$10.76)

P-CARD ONE-TIME PAY \$38,828.06

Total 549110 Library Materials	\$36,181.19
--------------------------------	-------------

<b>Total 4Z - Non-Capital Outlay</b>	<b>\$36,460.59</b>
--------------------------------------	--------------------

<b>Total 10003 - Library - Commodities</b>	<b>\$43,675.36</b>
--	--------------------

**Grand Total**

**\$940,067.46**

# Wichita Public Library Grant Bills

April 2024

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

### 2 - Contractuals

#### 2Z - Other Contractuals

##### 529070 Printing/Copying/Scanning

City of Wichita

\$19.41

Total 529070 Printing/Copying/Scanning

\$19.41

Total 2Z - Other Contractuals

\$19.41

Total 2 - Contractuals

\$19.41

### 3 - Commodities

#### 4Z - Non-Capital Outlay

##### 549110 Library Materials

BRODART CO

(\$2,854.89)

INGRAM LIBRARY SERVICES INC

(\$2,125.54)

Total 549110 Library Materials

(\$4,980.43)

Total 4Z - Non-Capital Outlay

(\$4,980.43)

Total 3 - Commodities

(\$4,980.43)

Total Y3801 - SCKLS 23-South Central KS Library S

(\$4,961.02)



## GIFT AND MEMORIAL FUND

**RECEIPTS/REIMBURSEMENTS**

Baird (interest)	\$1,531.52
3D Printing	\$15.19
Local History Photos	\$10.00
Sedgwick County (Polling Place)	\$200.00
<b>TOTAL RECEIPTS</b>	<b>\$1,756.71</b>

**EXPENDITURES**

Amazon.Com (Materials)	\$210.14
Amazon.com (Technology Supplies)	\$431.18
Amazon.Com (Training Materials)	\$236.96
Amazon.com (Branch Programming)	\$803.57
Amazon (Memorials)*	\$64.49
Galls (Security Officer Supplies)	\$634.77
Diamond Henderson (Training)	\$87.00
Hobby Lobby (Branch Programming)	\$23.48
ICMA (Training Materials)	\$285.20
Ingram Library Services (Memorials)*	\$139.39
Kroger (Branch Programming)	\$25.06
Kroger (Foundation)	\$7.49
LibraryH3lp (Annual Subscription)	\$1,197.00
The Mayflower Society (Memorials)*	\$81.23
Short Edition (Paper)	\$720.00
Jeff Tate (Travel Reimbursement)	\$191.77
Tonies USA (Materials)	\$6,638.83
Wichita Public Library Foundation (Transfer Memorials to Foundation)	\$3,565.65
Wichita Mom (Advertising)	\$750.00
<b>TOTAL EXPENDITURES</b>	<b>\$16,093.21</b>

\*Reimbursed expenses

YTD

FOR 2024 05

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	-30,601.98	-1,414.23	.00	-44,398.02	40.8%
422111 Library Desk - Faxes	-10,000	-10,000	-4,745.00	-255.00	.00	-5,255.00	47.5%
422112 Library Desk - Passports	-25,000	-25,000	-15,810.00	-700.00	.00	-9,190.00	63.2%
423030 Meeting Room Rentals	-30,000	-30,000	-8,045.00	-670.00	.00	-21,955.00	26.8%
424011 Copy Charges	-11,000	-11,000	-6,240.90	-336.10	.00	-4,759.10	56.7%
424101 Public Computing Charges	-20,000	-20,000	-9,271.88	-350.90	.00	-10,728.12	46.4%
646981 State Setoff Collections	-68,000	-68,000	-34,955.74	-5,488.28	.00	-33,044.26	51.4%
646990 Other Non-Operating Revenue	0	0	-296.48	-34.48	.00	296.48	100.0%
TOTAL wichita Public Library	-239,000	-239,000	-109,966.98	-9,248.99	.00	-129,033.02	46.0%
TOTAL General Fund	-239,000	-239,000	-109,966.98	-9,248.99	.00	-129,033.02	46.0%

YTD

FOR 2024 05

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	-109,966.98	-9,248.99	.00	-129,033.02	46.0%

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

YTD

REPORT OPTIONS

Sequence 1	Field #	Total	Page Break	Year/Period: 2024/ 5
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 MAY 2024

ACCOUNT DESCRIPTION	BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
Base Compensation	\$ 5,826,152.00	\$ 2,632,782.44	\$ 479,038.52	\$ -	\$ 3,193,369.56	45%
Year-End Payroll Accrual	\$ -	\$ (181,636.06)	\$ -	\$ -	\$ 181,636.06	#DIV/0!
Planned Savings	\$ (1,193,398.00)	\$ -	\$ -	\$ -	\$ (1,193,398.00)	0%
Special Compensation	\$ 4,200.00	\$ 14,746.72	\$ 609.62	\$ -	\$ (10,546.72)	351%
Mileage Reimbursement	\$ -	\$ 847.72	\$ 125.90	\$ -	\$ (847.72)	#DIV/0!
Overtime Compensation	\$ -	\$ 2,398.66	\$ 543.21	\$ -	\$ (2,398.66)	#DIV/0!
Employer Wage Taxes & WC	\$ 503,962.00	\$ 220,882.69	\$ 40,557.16	\$ -	\$ 283,079.31	44%
Employer Share EE Insurance	\$ 1,078,324.00	\$ 428,324.91	\$ 42,774.28	\$ -	\$ 649,999.09	40%
Employer Share Pension/Retire	\$ 727,056.00	\$ 314,090.21	\$ 57,059.65	\$ -	\$ 412,965.79	43%
<b>PERSONNEL SERVICES</b>	<b>\$ 6,946,296.00</b>	<b>\$ 3,432,437.29</b>	<b>\$ 620,708.34</b>	<b>\$ -</b>	<b>\$ 3,513,858.71</b>	<b>49%</b>
Electricity - EDI	\$ 305,438.00	\$ 91,438.37	\$ 20,405.09	\$ -	\$ 213,999.63	30%
Natural Gas - EDI	\$ 41,824.00	\$ 34,848.99	\$ 2,015.38	\$ -	\$ 6,975.01	83%
Water Service	\$ 13,375.00	\$ 6,293.05	\$ -	\$ -	\$ 7,081.95	47%
Trash Service	\$ 5,404.00	\$ -	\$ -	\$ -	\$ 5,404.00	0%
Recycling Service	\$ -	\$ 300.00	\$ -	\$ -	\$ (300.00)	#DIV/0!
Trash Service - EDI	\$ -	\$ 2,521.80	\$ 504.36	\$ -	\$ (2,521.80)	#DIV/0!
Local Telephone Service	\$ 8,000.00	\$ 281.60	\$ 24.65	\$ -	\$ 7,718.40	4%
Internet Service	\$ 10,971.00	\$ 3,656.80	\$ 914.20	\$ -	\$ 7,314.20	33%
PBX Line Charges	\$ 11,806.00	\$ 3,078.00	\$ -	\$ -	\$ 8,728.00	26%
PBX Instrument Charges	\$ 19,414.00	\$ 4,987.50	\$ -	\$ -	\$ 14,426.50	26%
Long Distance & Teleconference	\$ 1,000.00	\$ 148.80	\$ -	\$ -	\$ 851.20	15%
Air Cards (Mobile Connect)	\$ -	\$ 339.65	\$ 24.65	\$ -	\$ (339.65)	#DIV/0!
Voicemail	\$ 3,968.00	\$ 1,020.00	\$ -	\$ -	\$ 2,948.00	26%
Automatic Call Distribution	\$ 786.00	\$ 196.50	\$ -	\$ -	\$ 589.50	25%
Other Communications Charges	\$ 296.00	\$ -	\$ -	\$ -	\$ 296.00	0%
Building & Contents Insurance	\$ 172,088.00	\$ 43,022.00	\$ -	\$ -	\$ 129,066.00	25%
Vehicle Liability Premiums	\$ 870.00	\$ 217.50	\$ -	\$ -	\$ 652.50	25%
Recruitment & Hiring	\$ 3,140.00	\$ -	\$ -	\$ -	\$ 3,140.00	0%
Employee Travel & Training	\$ 1,600.00	\$ 68.13	\$ -	\$ -	\$ 1,531.87	4%
Medical Treatment	\$ -	\$ 283.44	\$ 69.48	\$ -	\$ (283.44)	#DIV/0!
Drug Screening	\$ -	\$ 2,796.00	\$ 229.00	\$ -	\$ (2,796.00)	#DIV/0!

Background Checks	\$ -	\$ 318.00	\$ 32.00	\$ -	\$ (318.00)	#DIV/0!
Textile Rental & Laundry Svcs	\$ 1,925.00	\$ 156.01	\$ -	\$ -	\$ 1,768.99	8%
Interpreter Services	\$ -	\$ 629.85	\$ 159.85	\$ -	\$ (629.85)	#DIV/0!
Collection Agency Fees	\$ -	\$ 6,183.20	\$ 1,138.85	\$ -	\$ (6,183.20)	#DIV/0!
Other Professional Services	\$ 31,361.00	\$ 1,719.80	\$ -	\$ -	\$ 29,641.20	5%
Motor Pool Scheduled Charges	\$ 3,720.00	\$ 930.00	\$ -	\$ -	\$ 2,790.00	25%
Building Repair & Maint	\$ 7,240.00	\$ -	\$ -	\$ -	\$ 7,240.00	0%
Pest Control Services	\$ 13,000.00	\$ 4,877.92	\$ 1,755.08	\$ -	\$ 8,122.08	38%
Bldg Security & Fire Services	\$ 420.00	\$ 2,233.95	\$ 340.29	\$ -	\$ (1,813.95)	532%
Sign Production & Installation	\$ -	\$ 150.00	\$ -	\$ -	\$ (150.00)	#DIV/0!
Equipment Repair & Maint	\$ 5,421.00	\$ 4,163.00	\$ -	\$ -	\$ 1,258.00	77%
Rent-Real Property	\$ 52,060.00	\$ 20,441.20	\$ 4,088.24	\$ -	\$ 31,618.80	39%
Bank Charges	\$ 5,000.00	\$ 1,378.31	\$ -	\$ -	\$ 3,621.69	28%
Postage	\$ 4,000.00	\$ 1,232.00	\$ -	\$ -	\$ 2,768.00	31%
Shipping & Freight	\$ -	\$ 153.59	\$ -	\$ -	\$ (153.59)	#DIV/0!
Delivery/Pick up	\$ -	\$ 2,020.00	\$ 55.00	\$ -	\$ (2,020.00)	#DIV/0!
Library Software/Licenses	\$ -	\$ 59,813.47	\$ -	\$ -	\$ (59,813.47)	#DIV/0!
Library Subs-Electronic Matls	\$ -	\$ 72,146.92	\$ -	\$ -	\$ (72,146.92)	#DIV/0!
Org Member	\$ 10,960.00	\$ 325.00	\$ -	\$ -	\$ 10,635.00	3%
Printing & Copying	\$ 23,472.00	\$ 12,347.86	\$ -	\$ -	\$ 11,124.14	53%
Shredding & Recycling Service	\$ -	\$ 805.00	\$ 256.00	\$ -	\$ (805.00)	#DIV/0!
Advertising	\$ -	\$ 33.69	\$ -	\$ -	\$ (33.69)	#DIV/0!
Software License & Maint Fees	\$ 550.00	\$ 9,685.93	\$ -	\$ -	\$ (9,135.93)	1761%
Data Center Charges	\$ 1,187,806.00	\$ 395,938.72	\$ -	\$ -	\$ 791,867.28	33%
Licenses & Permits	\$ -	\$ 85.00	\$ -	\$ -	\$ (85.00)	#DIV/0!
Other Contractuals	\$ 92,583.00	\$ 436.40	\$ 96.00	\$ -	\$ 92,146.60	0%
<b>CONTRACTUALS</b>	<b>\$ 2,039,498.00</b>	<b>\$ 793,702.95</b>	<b>\$ 32,108.12</b>	<b>\$ -</b>	<b>\$ 1,245,795.05</b>	<b>39%</b>
Computing Supplies	\$ 900.00	\$ 654.60	\$ -	\$ -	\$ 245.40	73%
Office Supplies	\$ 50,575.00	\$ 12,934.74	\$ -	\$ -	\$ 37,640.26	26%
Custodial Supplies	\$ 4,000.00	\$ 837.04	\$ -	\$ -	\$ 3,162.96	21%
Food Supplies	\$ -	\$ 3,125.00	\$ -	\$ -	\$ (3,125.00)	#DIV/0!
Automotive Parts & Supplies	\$ 450.00	\$ 32.70	\$ -	\$ -	\$ 417.30	7%
Office Equipment Parts	\$ -	\$ 1,920.98	\$ -	\$ -	\$ (1,920.98)	#DIV/0!

Gasoline	\$ 7,234.00	\$ 1,086.65	\$ -	\$ -	\$ 6,147.35	15%
Furniture & Fixtures <\$5k	\$ 9,990.00	\$ -	\$ -	\$ -	\$ 9,990.00	0%
Data Processing Equip <\$5k	\$ 9,665.00	\$ 569.76	\$ -	\$ -	\$ 9,095.24	6%
Communication Equip <\$5k	\$ -	\$ 5,285.00	\$ -	\$ -	\$ (5,285.00)	#DIV/0!
Library Materials	\$ 997,088.13	\$ 122,565.98	\$ -	\$ -	\$ 874,522.15	12%
<b>CONTRACTUALS</b>	<b>\$ 1,079,902.13</b>	<b>\$ 149,012.45</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 930,889.68</b>	<b>14%</b>
<b>Grand Total</b>	<b>\$ 10,065,696.13</b>	<b>\$ 4,375,152.69</b>	<b>\$ 652,816.46</b>	<b>\$ -</b>	<b>\$ 5,690,543.44</b>	<b>43%</b>

**Grant Fund Summary Report**  
**May 2024**

Grant	Balance 5/1/2024	Revenue Received	Admin Charges	Contractuals	Materials	Supplies & Petty Cash	Equipment	Total Expenditures	Encumbrances	Remaining Balance 5/31/24
<b>SCKLS 2023</b>	\$ 43,140.71	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,580.00	\$ 3,580.00	\$ -	\$ 39,560.71
<b>SA 2024</b>	\$ -	\$ 111,171.58	\$ -	\$ -	\$ -	\$ -	\$ 3,480.00	\$ 3,480.00	\$ -	\$ 107,691.58
<b>Totals</b>	<b>\$ 43,140.71</b>	<b>\$ 111,171.58</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,060.00</b>	<b>\$ 7,060.00</b>	<b>\$ -</b>	<b>\$ 147,252.29</b>



# Wichita Public Library General Fund Bills

May 2024

Org: 1000080

## 10001 - Library - Personnel

### 1B - Base Compensation

#### 511000 Base Compensation

Payroll, PP05.10.24 \$240,960.47

Payroll, PP05.24.24 \$238,078.05

Total 511000 Base Compensation	\$479,038.52
--------------------------------	--------------

Total 1B - Base Compensation	\$479,038.52
------------------------------	--------------

### 1F - Special Compensation

#### 512000 Special Compensation

Payroll, PP05.10.24 \$304.81

Payroll, PP05.24.24 \$304.81

Total 512000 Special Compensation	\$609.62
-----------------------------------	----------

#### 512051 Mileage Reimbursement

Payroll, 8518 \$59.83

Payroll, 8697 \$66.07

Total 512051 Mileage Reimbursement	\$125.90
------------------------------------	----------

Total 1F - Special Compensation	\$735.52
---------------------------------	----------

### 1J - OT Compensation

#### 513000 Overtime Compensation

Payroll, PP05.10.24 \$425.44

Payroll, PP05.24.24 \$117.77

Total 513000 Overtime Compensation	\$543.21
------------------------------------	----------

Total 1J - OT Compensation	\$543.21
----------------------------	----------

### 1N - Employee Benefits

#### 518200 Employer Wage Taxes & WC

Payroll, PP05.10.24 \$20,072.37

Payroll, PP05.24.24 \$20,484.79

Total 518200 Employer Wage Taxes & WC	\$40,557.16
---------------------------------------	-------------

#### 518300 Employer Share EE Insurance

Payroll, PP05.10.24 \$42,774.28

Total 518300 Employer Share EE Insurance	\$42,774.28
--	-------------

#### 518400 Employer Share Pension/Retire

Payroll, PP05.10.24 \$28,607.62

# Wichita Public Library General Fund Bills

May 2024

Payroll, PP05.24.24	\$28,452.03
Total 518400 Employer Share Pension/Retire	\$57,059.65
<b>Total 1N - Employee Benefits</b>	<b>\$140,391.09</b>
<b>Total 10001 - Library - Personnel</b>	<b>\$620,708.34</b>

## 10002 - Library - Contractuals

### 2B - Utilities

521011 Electricity - EDI	
EVERGY KANSAS SOUTH INC	\$20,405.09
<b>Total 521011 Electricity - EDI</b>	<b>\$20,405.09</b>

521021 Natural Gas - EDI	
BLACK HILLS UTILITY HOLDING INC	\$226.12
ONE GAS INC	\$1,789.26
<b>Total 521021 Natural Gas - EDI</b>	<b>\$2,015.38</b>

521055 Trash Service - EDI	
WASTE CONNECTIONS OF KANSAS INC	\$504.36
<b>Total 521055 Trash Service - EDI</b>	<b>\$504.36</b>

<b>Total 2B - Utilities</b>	<b>\$22,924.83</b>
-----------------------------	--------------------

### 2F - Technology Charges

521060 Local Telephone Service	
T-MOBILE USA INC	\$24.65
<b>Total 521060 Local Telephone Service</b>	<b>\$24.65</b>

521070 Internet Service	
P-CARD ONE-TIME PAY	\$914.20
<b>Total 521070 Internet Service</b>	<b>\$914.20</b>

522060 Air Cards (Mobile Connect)	
T-MOBILE USA INC	\$24.65
<b>Total 522060 Air Cards (Mobile Connect)</b>	<b>\$24.65</b>

<b>Total 2F - Technology Charges</b>	<b>\$963.50</b>
--------------------------------------	-----------------

### 2R - Professional Srvcs

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

# Wichita Public Library General Fund Bills

May 2024

## 525013 Drug Screening

KELLY COMPLIANCE INC \$229.00

Total 525013 Drug Screening	\$229.00
-----------------------------	----------

## 525070 Background Checks

TRUVIEW BSI LLC \$32.00

Total 525070 Background Checks	\$32.00
--------------------------------	---------

## 525086 Interpreter Services

BOKLUND INTERPRETING SERVICES LLC \$159.85

Total 525086 Interpreter Services	\$159.85
-----------------------------------	----------

## 525094 Collection Agency Fees

UNIQUE MANAGEMENT SERVICES INC \$1,138.85

Total 525094 Collection Agency Fees	\$1,138.85
-------------------------------------	------------

<b>Total 2R - Professional Srvcs</b>	<b>\$1,629.18</b>
--------------------------------------	-------------------

## 2V - Bldg & Equip Charges

### 526042 Pest Control Services

P-CARD ONE-TIME PAY \$1,755.08

Total 526042 Pest Control Services	\$1,755.08
------------------------------------	------------

### 526044 Bldg Security & Fire Services

P-CARD ONE-TIME PAY \$340.29

Total 526044 Bldg Security & Fire Services	\$340.29
--	----------

### 526092 Rent-Real Property

CO CO PROPERTIES LLC \$4,088.24

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

<b>Total 2V - Bldg &amp; Equip Charges</b>	<b>\$6,183.61</b>
--	-------------------

## 2Z - Other Contractuals

### 529031 Delivery/Pick up

UNIQUE MANAGEMENT SERVICES INC \$55.00

Total 529031 Delivery/Pick up	\$55.00
-------------------------------	---------

### 529090 Shredding & Recycling Service

INTERNATIONAL PAPER COMPANY \$220.00

P-CARD ONE-TIME PAY \$18.00

UNDERGROUND VAULTS & STORAGE \$18.00

INC

Total 529090 Shredding & Recycling Service	\$256.00
--	----------

# Wichita Public Library General Fund Bills

May 2024

529990 Other Contractuals

P-CARD ONE-TIME PAY \$96.00

Total 529990 Other Contractuals	\$96.00
---------------------------------	---------

Total 2Z - Other Contractuals	\$407.00
-------------------------------	----------

Total 10002 - Library - Contractuals	\$32,108.12
--------------------------------------	-------------

**Grand Total**

**\$652,816.46**

Y3801 - SCKLS 23-South Central KS Library S

3 - Commodities

4Z - Non-Capital Outlay

549020 Data Processing Equip <\$5k

HIGH TOUCH HOLDINGS INC \$3,580.00

Total 549020 Data Processing Equip <\$5k \$3,580.00

Total 4Z - Non-Capital Outlay \$3,580.00

Total 3 - Commodities \$3,580.00

Total Y3801 - SCKLS 23-South Central KS Library S \$3,580.00

Y4800 - Library-State Grants-in-Aid 2024

3 - Commodities

3F - Components & Parts

532990 Other Equip Parts & Supplies

LANDSCAPE FORMS INC

\$3,480.00

Total 532990 Other Equip Parts & Supplies

\$3,480.00

Total 3F - Components & Parts

\$3,480.00

Total 3 - Commodities

\$3,480.00

Total Y4800 - Library-State Grants-in-Aid 2024

\$3,480.00

**Grand Total**

**\$7,060.00**

**GIFT AND MEMORIAL FUND****RECEIPTS/REIMBURSEMENTS**

Baird (interest)	\$6,583.36
CD Redeemed	\$167,000.00
Friends of the Library (Staff Appreciation)	\$300.00
Levand	\$76,000.00
Premier Food (1st Qtr 2024)	\$439.74
<b>TOTAL RECEIPTS</b>	<b>\$250,323.10</b>

**EXPENDITURES**

4Imprint (National Library Week)	\$640.05
Amazon.com (Technology Supplies)	\$41.57
The Chamber (Business Expo Booth)	\$300.00
Galls (Security Officer Supplies Refund)	-\$728.22
Flamingo Ink (Summer Reading)	\$97.91
Kroger (National Library Week)	\$19.16
Kroger (Branch Programming)	\$20.48
Kroger (Foundation)	\$141.09
Paypal (Payflow Pro)	\$25.00
PBS Kansas (Senior Expo)	\$350.00
Pizza Hut (Lunch for PW Staff's Assistance Moving Genius Bar)	\$33.85
Savannah Ball (Branch Programming)	\$141.26
Wichita Business Journal (Women Who Lead)	\$1,500.00
<b>TOTAL EXPENDITURES</b>	<b>\$2,582.15</b>

\*Reimbursed expenses

**WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS**  
**Operations Committee Agenda**  
**Tuesday, June 11, 2024 3:30pm**  
Board Room / MS Teams  
Advanced Learning Library, 711 W 2<sup>nd</sup> St, Wichita, KS 67203

1. Call to Order
2. Introductions
3. Processing fees for lost and damaged items - context
4. Policy Updates
  - CIR-010 Lost Items
  - CIR-011 Damaged Items
  - CIR-012 Replacement of Lost or Damaged Items
  - CIR-013.1 Bankruptcies
5. Other Topics from the committee
6. Adjournment





## INTEROFFICE MEMORANDUM

---

---

**TO:** Library Board of Directors  
**FROM:** Jaime Nix, Director of Libraries  
**SUBJECT:** Processing Fee Policy Updates  
**DATE:** June 11, 2024

---

**Background:** Wichita Public Library has long assessed an additional processing fee for any lost or damaged item to recover the costs associated with restocking the item. WPL also assigns a replacement costs for all physical items that are lost or damaged. The replacement cost is the list price of the item, or a portion of the price. Staff use judgment to assign damaged item charges based on the condition items are returned in, and all items that are 30 days overdue are automatically billed to the customer.

Wichita Public Library has used a pay-for-processing service for many years to help offset staffing shortages by having new items shipped with all physical processing completed. The vendor who provided this service charged \$3.75 per item and identified an 8% annual increase. The cost to process items in-house is \$3.07.

**Analysis:** As part of the development of the 2025 budget, staff researched vendor services and completed an assessment of current costs to process items in house. The variance led to a decision to cease off-site processing and complete the work in-house to shift the savings to purchase more electronic material.

Based on this new information, Library Leadership reviewed the current fees assessed for lost and damaged items and researched the average savings received by purchasing large quantities of books. The Library saves an average of 35% of the list price of the book due to its purchasing power. Library Leadership discussed concerns that the actual costs for processing fees and the purchasing percentage saved is not aligned with the spirit of cost recovery. Staff researched the fees assessed annually, the variance and recommended that the Library consider eliminating processing fees for any lost or damaged item. Instead, the processing costs are covered by the savings the library receives through its purchasing power.

The City Manager has been consulted to understand the policy, revenue, and service implications and approves the recommended changes to eliminate the processing fee.

**Financial Considerations:** Processing fees are a variable amount each year. In 2023, approximately \$120,000 in charges assessed were processing fees. This fee is automatically removed when an unreturned item is checked in.

**Legal Considerations:** The Law Department has approved the policy language.

**Recommendations/Actions:** It is recommended that the Library Board adopt the modification to CIR-010, CIR-011, CIR-012, and CIR-013.1.

## **CIR-010      Lost Items**

If a customer does not return an item within 30 days of the date it was due, the item will be declared “lost” and the customer will be charged for the price of the item. An additional ~~\$7.00 processing fee for Wichita Public Library materials or a \$25.00 processing fee~~ **will be assessed** for interlibrary loan materials ~~will be charged~~ to offset costs related to ~~item replacement and fees~~ **assessed-charged** by lending libraries.

If **the a Wichita Public Library** item is returned within 90 days after the item has been declared “lost” the price of the item ~~and the processing fee~~ is credited to the customer’s record. An identical replacement copy of a lost item may be provided by the customer in lieu of paying for the item. (See CIR-012 Replacement of Lost or Damaged Items.)

For those items that a customer claims to have returned, Library staff will search for the item. If the item is found, it will be checked in and ~~all fines on the price of the~~ item will be waived. If it is not found, designated staff may decide to put the item into a “Claims” status. ~~No fines will~~ **The price of the item will not** be charged against the customer’s record. Claims items are deleted from the system after six months.

Updated: February 2024

## **CIR-011      Damaged Items**

Customers who return material that is damaged may be charged for that damage. If the material is damaged beyond repair, the customer is charged for the replacement cost of the item. If an item has multiple parts and one component is lost or damaged, the Library may determine if a partial fee can be assessed if the other components are in good condition. An identical replacement copy of a lost or damaged item may be provided by the customer in lieu of paying for the item. (See CIR-012 Replacement of Lost or Damaged Items.)

~~An additional \$7.00 processing fee for Wichita Public Library materials or a~~ **A** \$25.00 processing fee for interlibrary loan materials will be charged **to for** ~~offset costs related to item replacement and fees assessed by lending libraries. The customer may keep the damaged items owned by the Wichita Public Library if they pay all of the costs; lending libraries shall determine if customers may keep damaged materials if customers have paid all costs.~~

Last Review: February 2024

## **CIR-012      Replacement of Lost or Damaged Items**

Copies of the identical title and edition may be presented in exchange for the charges of replacing a lost or damaged item when these replacement items are in excellent or new condition. Replacement copies of all other items must be approved by the Branch Manager, Collection Development Division Manager or the Division Manager's designee.

If an item has multiple parts and one component is lost or damaged, the Collection Development Division Manager or the Division Manager's designee may determine if a partial fee can be assessed if the other components are in good condition.

~~The processing fee still applies to all accepted replacement items.~~ The replacement item becomes the property of the Library and is not returned to the cardholder in the event that the lost item is found.

Interlibrary loan materials are not owned by the Wichita Public Library and are not eligible for this alternative.

Last Review: February 2024

### **CIR-013.1      Bankruptcies**

If a customer declares bankruptcy and the Library is named in the bankruptcy, the Library ceases all efforts to collect the debt owed to the Library. In order to use the account while in bankruptcy, a customer must pay for all non-returned materials and processing fees. Other fees and charges will be waived by the Library.

Last Review: February 2024

**WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS**  
**Planning and Facilities Committee Agenda**  
**Tuesday, June 11, 2024 1:00pm**  
Hyde Conference / MS Teams  
Advanced Learning Library, 711 W 2<sup>nd</sup> St, Wichita, KS 67203

1. Call to Order
2. Introductions
3. Westlink Expansion update
4. Branch Rennovations update
5. Solar panel update
6. ADOPT grant
7. Future CIP projects
8. Other Topics from the committee
9. Adjournment

**WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS**  
**Public Affairs Committee Agenda**  
**Thursday, June 13, 2024, 4:00pm**  
Board Room / MS Teams  
Advanced Learning Library, 711 W 2<sup>nd</sup> St, Wichita, KS 67203

1. Call to Order
2. Introductions
3. Update on May Media Activities
4. Strategic Agenda and 2024 Public Affairs Priorities
5. Other items from Committee Members
6. Adjournment

## **May 2024 Media Report**

- May 9: KAKE Kids Corner, Summer Reading Program
- May 13: KWCH, Summer Reading Program
- May 20: KSN, Summer Reading Program
- May 25: KAKE, Summer Reading Program calendar of events