

A G E N D A  
**Wichita Public Library Board of Directors Meeting**  
**Tuesday, July 16, 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: Workplan Update and Board Training – Jaime Nix, Director of Libraries
5. Minutes of the June 18, 2024 meeting
6. Unfinished Business
7. New Business
8. Finance Committee Report
  - a. Corrections to April and May Bills and Finance Reports
    - i. Revenue Report
    - ii. Grant Fund Summary Report
    - iii. Report of Expenditures

	APRIL	CORRECTED	VARIANCE
General Fund Bills	\$940,067.46	\$953,214.15	\$13,146.69
Grant Fund Bills	\$4961.02	\$4961.02	-
Gift & Memorial Fund Bills	\$16,093.21	\$16,093.21	-
<b>Total</b>	<b>\$961,121.69</b>	<b>\$971,268.38</b>	<b>\$13,146.69</b>

	MAY	CORRECTED	VARIANCE
General Fund Bills	\$652,816.46	\$822,691.01	\$169,874.55
Grant Fund Bills	\$7060.00	\$7483.92	\$423.92
Gift & Memorial Fund Bills	\$250,323.10	250,323.10	-
<b>Total</b>	<b>\$910,199.56</b>	<b>\$1,080,498.03</b>	<b>\$170,298.47</b>

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

General Fund Bills	\$901,023.72
Grant Fund Bills	\$4997.56
Gift & Memorial Fund Bills	\$8576.51
<b>Total</b>	<b>\$914,597.79</b>

- c. Approval of Invoices Over \$10,000 – Newsbank
- d. Semi-Annual Report of Gifts and Memorials Account
- e. Semi-Annual Report of Staff Travel

9. Operations Committee Report
  - a. Managed Call Center
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

## June 2024

### Service Highlights

The Wichita Public Library — in coordination with the Wichita Public Library Foundation — received a \$289,270 grant from the State's ADOPT Program to install nine solar-powered charging benches in low-income areas, leveraging the Library's extensive reach. The benches will be enabled with free Wi-Fi so people can access the internet while charging their devices. With its seven branches, the library collaborates with non-profits to enhance reading and digital skills, offering free computing access, classes, and circulating devices to boost digital literacy. This effort is crucial in a city where more than 40,000 households lack home internet.

The Book Bus has updated its schedule. You can find the Book Bus at these stops:

- 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.

Members of the Wichita Symphony Orchestra have partnered with the Library for a series of story times called "Welcome to the Wichita Symphony." Library staff read *Welcome to the Symphony* and members of the symphony showcase the instruments they play, talk about working in the symphony, and play music for attendees. At the Rockwell event, 61 children and 35 adults attended with a few listeners hovering in the hallway to ensure fire code capacity was still observed.



The City's IT staff was able to reestablish most Library services following the cyber event in May. All Library locations are back in service, though some systems may not be fully restored.

## **Other News**

Director of Libraries Jaime Nix and Senior Communications Specialist Sean Jones invited area communications and public relations professionals to a brainstorm luncheon on Tuesday to gather thoughts, ideas, and feedback related to current and future library public relations efforts. A robust discussion focused on figuring out ways to invite low-literacy adults to the library for resources and services. Another discussion focused on ways to engage parents/caregivers and children to foster a lifelong love of reading, learning, and using the public library.

Sara McNeil, Youth Services Librarian at the Evergreen Branch, gave a tour to 50 summer school students from Ortiz Elementary, along with 10 teachers and chaperones. All 50 students registered for the Summer Reading Program, and teen volunteers helped process their registrations. After the tour, several new library cards were issued and a number of students checked out books using their library cards they brought with them.

The Farmer's Market at 21st and Ridge had their annual kids' day, and the Book Bus had 237 people visit and borrow books. Families were also given information about library services and got to explore the bus.

The following organizations utilized services provided by the Book Bus this month: USD 259 summer school; school latchkey programs and free lunch sites; Human Kind; Park and Recreation; Kansas Grown Farmer's Market Kid's Day; Wildflower School; CORE; Kansas Department of Children and Families; Progressive MBC Church; Moxi Junction Coffeehouse; Envision; Green Tree Education Center; YMCA; Urban League.

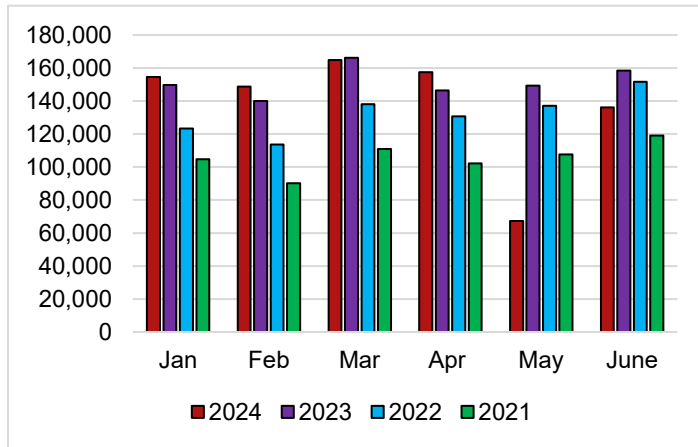
The Library received funding for new networking equipment for the Advanced Learning Library, Alford, Angelou, and Rockwell branches. The Library's application for e-rate funding was accepted with the highest rebate of 85%. The Library uses e-rate for internet and the program also covers certain network equipment. The Library received \$285,201.93 to offset the total contract of \$365,249.62. Staff is working with IT to determine necessary funding for the remaining \$80,047.69 and a timeline for purchasing and installing the equipment.

There were 268 Book-A-Librarian appointments in June. Thirty-one customers booked the Cricut machine in June. Staff led three Book-A-Librarian appointments in June related to the Cricut machine.

The Library is working with Conference Technologies Inc. (CTI) to finalize updating the AV equipment in the Conference Center at the Advanced Learning Library. Last year, cameras, microphones, and speakers were added to create better hybrid meeting functionality. The next round of upgrades would replace the aging projectors, modernize the lecterns and their equipment, and simplify internal connections within the space. The upgrade would also update remaining systems, creating a modern conference space that should support the library for the next five years. A secondary project will add hybrid functionality to the Hyde Conference Room.

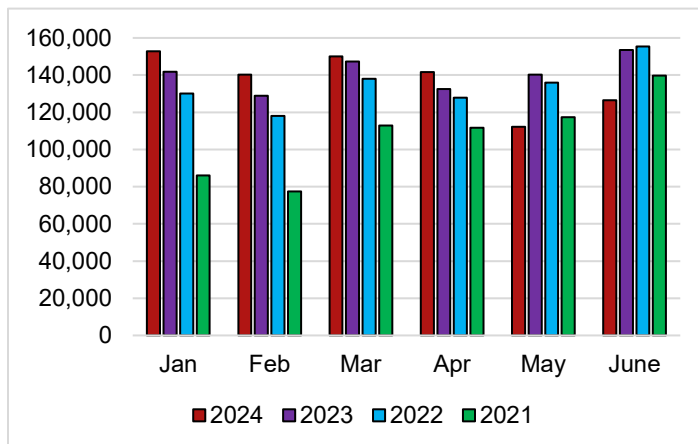
## Service Dashboard

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



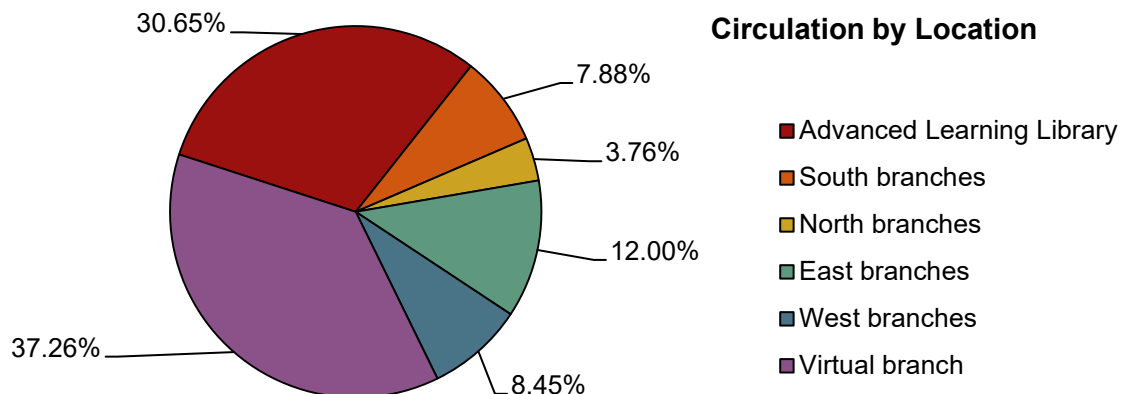
JUNE			
	2024	2023	% change
Door Counts	55,075	56,125	-1.87%
Catalog Log-ins	23,512	36,597	-35.75%
Website Visits	57,149	65,023	-12.11%
CONTENTdm Users	434	651	-33.33%
<b>Total</b>	<b>136,170</b>	<b>158,396</b>	<b>-14.03%</b>

### CHECKOUTS

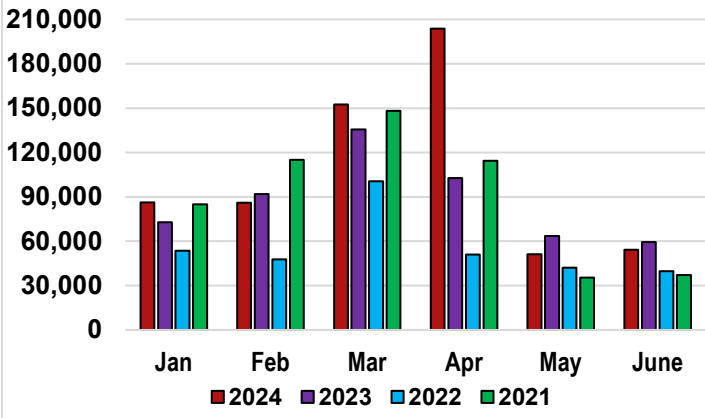


JUNE			
	2024	2023	% change
Physical Circ	79,408	107,098	-25.85%
Virtual Circ	47,149	46,342	1.74%
WPL	47,149	38,651	21.99%
State	N/A	7,691	N/A
<b>Total</b>	<b>26,557</b>	<b>153,440</b>	<b>-17.52%</b>

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



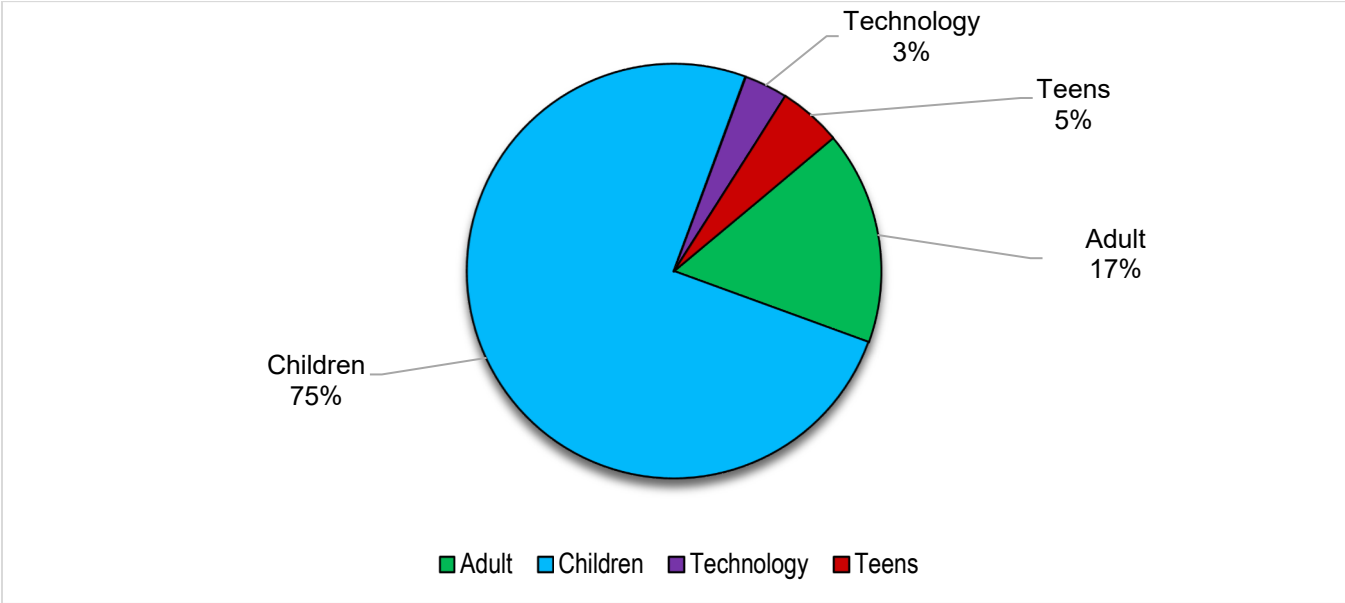
**QUESTIONS ANSWERED (by staff in person/phone and through online services)**



JUNE			
	2024	2023	% change
Reference Questions	6,566	7,114	-7.70%
Database Searches	44,794	48,909	-8.41%
Technology Assistance	2,568	3,146	-18.37%
Book-A-Librarian Appointments	281	279	0.72%
<b>Total</b>	<b>54,209</b>	<b>59,448</b>	<b>-8.81%</b>

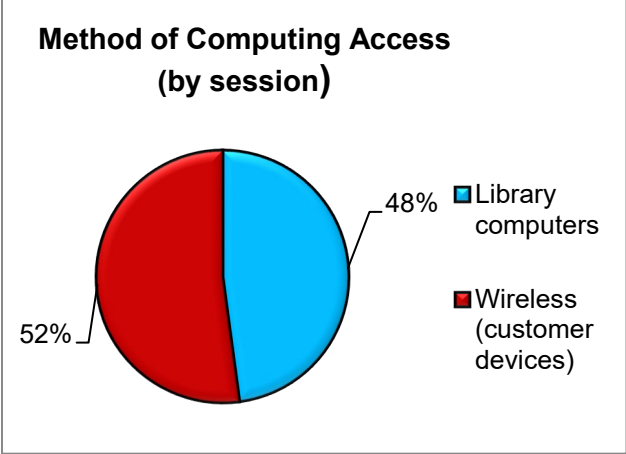
Usage for the NewsBank database in June 2024 was not available by this report's publishing date.

**PROGRAM ATTENDANCE**



JUNE ATTENDANCE			
	2024	2023	% change
Adult events	789	771	2.33%
Children's events	3,552	2,693	31.90%
Technology training	159	82	93.90%
Teen events	233	198	17.68%
<b>TOTAL</b>	<b>4,733</b>	<b>3,744</b>	<b>26.42%</b>

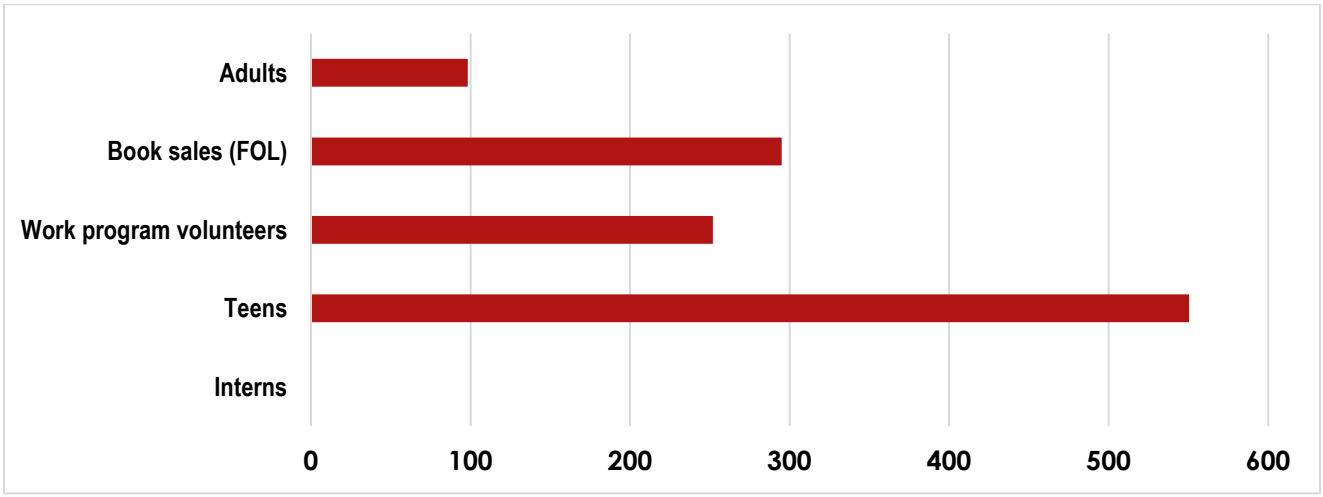
**PUBLIC COMPUTING**



**JUNE**

	2024	2023	% change
Workstation Sessions	7,093	6,760	4.93%
Wi-Fi Sessions	7,720	9,788	-21.13%
Number of Users	990	1,452	-31.82%
Hours of Access	8,872	10,770	-17.62%

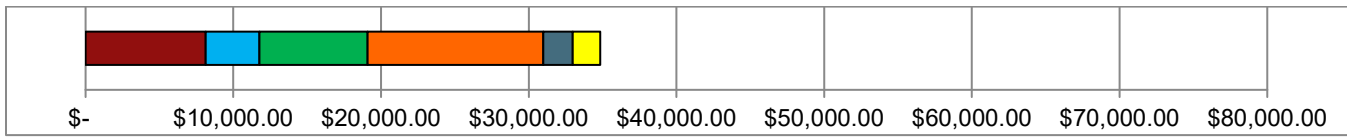
**VOLUNTEERS (hours of service)**



**Number of volunteers YTD = 113    Hours of service YTD = 4,527**

Hours of service YTD includes previously unreported service from May 2024.

**MATERIALS DONATIONS (value if purchased)**



**Year to date total = \$34,842.09    Items added to Library collections YTD = 2,190**

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

A Rockwell Branch customer called to have their holds canceled as they had moved out of state. Before hanging up, the customer asked to pass on a message to the rest of the library that they loved Wichita Public Library and would miss it, emphasizing that every visit to each branch had been fantastic with great customer service every time.

At the Westlink Branch, Senior Library Assistant Eileen and Library Assistant Janice helped a child avoid a meltdown through observation, knowledge, and teamwork. It all started when Eileen saw a child who looked close to tears. He said he was looking for Minecraft books, but there weren't any where he typically found them: the Children's Non-Fiction. While Janice looked through just returned items, Eileen looked in the Easy Readers. Together, three books were found! The youngster quickly went from sad eyes to a big smile. Crisis averted!

Lexi (Teen Librarian) co-hosted four tech programs for teens in June with the assistance of the tech training team. These programs have been incredibly popular. Her biggest win is being able to introduce teens to the technology available at the Library. She wants to thank Misti (Tech Trainer) for her help with coordinating these programs.

A customer at the Evergreen Branch filled out a comment card: "Love the experience passes and staff was very helpful with locating the one I wanted. Shout out to Heather!"

During the network outage, Nancy (Evergreen Branch) helped a family search for some books about Daniel Boone for their child's class project. Since the catalog wasn't working, Nancy used her shelving knowledge and led them to the Juvenile Biographies section and found what they were looking for. Their daughter mentioned she wanted books about drawing as well, and Nancy led them to the Juvenile Nonfiction section and found some for her. The family had a small baby in tow, and Nancy told the mom that the library has a family restroom and mother's room if she needed to use it. She was delighted to hear that the Library included those spaces in the redesign.

Dustin (Alford Branch) helped a young man and his daughter send a fax. While their 20-page fax was going through, he set both of them up with library cards and helped the daughter find *The Babysitter's Club* books. After completing everything, the customer said: "If you guys had a rating system, I'd rate you a '10 out of 10'." Dustin expressed his gratitude and told them that staff were happy they come to use services at the Library.

Dina (Advanced Learning Library) showed exceptional customer service during the network outage. Not relying on a library catalog and website, she showed consistent hustle, thoughtfulness, and care for library customers by walking them to the resources they needed. She searched all possible areas for materials (finding several books for customers by digging through the high-density storage collection) and followed up with them when she saw them leaving the Library.



## WICHITA PUBLIC LIBRARY

Minutes of a Meeting of the Library Board of Directors  
June 18, 2024.

The hybrid meeting of the Library Board of Directors was held on Tuesday June 18, 2024 at the Advanced Learning Library with the following present in person: Ms. Sarah Balderas, Ms. Donna Douglas, Ms. Rose Mary Frame, Ms. Lauren Hirsh, Mr. Kurt Oswald, Mr. Chuck Schmidt, Ms. Robin Templin, Ms. Susie Ternes, and Mr. Jonathan Winkler. The following attended virtually: Ms. Michelle Garrett and Ms. TaDonne Neal.

### Call to Order

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

### Approval of the Agenda

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

### Public Comment

None

### Staff Presentation

Collection Development Division Manager Sarah Kittrell presented information about how the library gathers and uses information on community demographics. Gale Analytics is a resource staff uses to segment the community surrounding each library location into groups, each of which represents a distinct combination of age, income, marital status, employment, media consumption, shopping habits, tech familiarity, etc. This is then combined with location-specific information on materials borrowed and library services used to build a picture of how these various groups engage with the library.

*Susie Ternes arrived.*

Data is evaluated on a month-to-month basis and is broken down by branch. The resulting analysis informs collection development and provision of other library services, with a goal of optimizing uptake and community relevance.

### Approval of Minutes

Minutes of the regular meeting held on May 21, 2024 were presented. Robin Templin moved (Douglas) to approve the minutes as included in board packets. **Motion carried unanimously.**

### Unfinished Business

None

## New Business

None

## Finance Committee Report

On behalf of the Finance Committee, Chuck Schmidt moved to approve the April finance report and supplemental bills in the following amounts: General Fund bills of \$940,067.46; Grant Fund bills of \$4,961.02; and Gift and Memorial Fund bills of \$16,093.21, for a total of \$961,121.69.

**Motion carried unanimously.**

On behalf of the Finance Committee, Chuck Schmidt moved to approve the May finance report and supplemental bills in the following amounts: General Fund bills of \$652,816.46; Grant Fund bills of \$7060.00; and Gift and Memorial Fund bills of \$250,323.10, for a total of \$910,199.56. **Motion carried unanimously.**

## Operations Committee Report

Jonathan Winkler reviewed a series of policy updates by staff. These included:

- CIR-010 Lost Items
- CIR-011 Damaged Items
- CIR-012 Replacement of Lost or Damaged Items
- CIR-013.1 Bankruptcies

On behalf of the Operations Committee, Jonathan Winkler moved to adopt the recommended policy changes. **Motion carried unanimously.**

## Planning & Facilities Committee Report

Lauren Hirsh reported that the Design Council has clarified and approved the vision for artwork at Westlink. The budget for the Rockwell branch renovation has been adjusted. The Foundation and Library staff are planning the placement of nine new Wi-Fi benches.

## Public Affairs Committee Report

Kurt Oswald reported the big promotional push right now is for the Summer Reading Program. Plans are being made to promote and market Local Authors Day in August.

City Clerk Jamie Buster conducted the Oath of Office for all board members present.

## Special Committee Reports

*Friends of the Library* – Alexis DeVous reported that the Partners and Promotions Committee has been developing a mission statement for the Friends. New board members have joined and committee assignments have been finalized. The Friends are preparing for used book sales in September and December.

Library Foundation - Kourtney Carson reported that the Capital Campaign is the biggest focus for the Foundation. Fundraising for the Neighborhood Branch Campaign aspect currently stands just shy of halfway to the eventual goal of \$2 million. The annual audit of Foundation accounting is proceeding smoothly.

Wichita Genealogical Society (WGS) – Fred Knoblauch introduced Vicki Everett, who will serve as the Library Board liaison for the WGS. Monthly meetings are seeing a lower attendance, which is normal during the summer months.

**Director of Libraries Report**

Support Services Manager Tammy Penland reported that staff continues to work diligently to restore all systems affected by the City’s ransomware event in May. All Library branches are operational, with the Advanced Learning Library almost back to normal. The City has recovered most of its systems.

The Library and Park Department jointly applied for a National Parks grant and have been tentatively selected to receive an Artemis I Moon Tree. The tree provisionally assigned to the Library was grown from a seed that flew aboard Artemis I in 2022. In the course of a 25½ -day journey beyond the Moon and back, it travelled farther than any spacecraft made for humans has ever gone! It will likely land in Wichita in the autumn.

The Kansas Leadership Center and WPL are planning a number of civic engagement activities for the upcoming elections.

The RFP to install solar panels on all Library buildings will go to the City Council on July 8, 2024, with the vendor being chosen by October. This project amounts to over \$3.75 million in improvements.

**Announcements**

None

**Adjournment**

The meeting was adjourned at 1:03 pm.

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

Respectfully submitted,

Jaime Nix

**WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS**

**Finance Committee Agenda**

**Tuesday, July 16, 2024, 11:30am**

Board Room

Advanced Learning Library, 711 W 2<sup>nd</sup> St, Wichita, KS 67203

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

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General Fund Bills	\$940,067.46	\$953,214.15	\$13,146.69
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<b>Total</b>	<b>\$914,597.79</b>

4. Approval of Invoices Over \$10,000 – Newsbank
5. Semi-Annual Report of Gifts and Memorials Account
6. Semi-Annual Report of Staff Travel
7. Other items from Committee Members
8. Adjournment

**Wichita Public Library Board of Directors  
Finance Committee Meeting  
Tuesday, June 18, 2024**

Present: Members Chuck Schmidt, Rose Mary Frame, and Support Services Manager Tammy Penland

Chuck Schmidt called the meeting to order at 11:45 a.m.

Schmidt (Frame) moved to recommend approval of April 2024 Finance Reports in the amount of \$961,121.69. The motion carried.

Schmidt (Frame) moved to recommend approval of May 2024 Finance Reports in the amount of \$910,199.56. The motion carried.

Penland noted that the City had not closed the financials for April or May at the time of this meeting so there may be additional expenditures presented next month once the final closings have taken place.

The meeting was adjourned at 11:49 a.m.

**FINAL GENERAL FUND EXPENSE REPORT FOR APRIL 2024**

<b>ACCOUNT DESCRIPTION</b>	<b>BUDGET</b>	<b>YTD EXPENDED</b>	<b>APPROVED MTD EXPENDED</b>	<b>FINAL MTD EXPENDED</b>	<b>ADDITIONAL EXPENSES TO BE APPROVED</b>	<b>ENCUMBRANCES</b>	<b>AVAILABLE BUDGET</b>	<b>% USED</b>
511000 Base Compensation	\$ 5,826,152.00	\$ 2,153,743.92	\$ 484,016.44	\$ 484,016.44	\$ -	\$ -	\$ 3,672,408.08	37%
511950 Year-End Payroll Accrua	\$ -	\$ (181,636.06)	\$ -	\$ -	\$ -	\$ -	\$ 181,636.06	#DIV/0!
511999 Planned Savings	\$ (1,193,398.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,193,398.00)	0%
512000 Special Compensation	\$ 4,200.00	\$ 14,137.10	\$ 778.37	\$ 778.37	\$ -	\$ -	\$ (9,937.10)	337%
512051 Mileage Reimbursement	\$ -	\$ 721.82	\$ 257.74	\$ 257.74	\$ -	\$ -	\$ (721.82)	#DIV/0!
513000 Overtime Compensation	\$ -	\$ 1,855.45	\$ 208.67	\$ 208.67	\$ -	\$ -	\$ (1,855.45)	#DIV/0!
518200 Employer Wage Taxes & W	\$ 503,962.00	\$ 180,325.53	\$ 40,286.19	\$ 40,286.19	\$ -	\$ -	\$ 323,636.47	36%
518300 Employer Share EE Insur	\$ 1,078,324.00	\$ 385,550.63	\$ 85,464.54	\$ 85,464.54	\$ -	\$ -	\$ 692,773.37	36%
518400 Employer Share Pension/	\$ 727,056.00	\$ 257,030.56	\$ 57,818.40	\$ 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>\$ 668,830.35</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,134,567.05</b>	<b>40%</b>
521011 Electricity - EDI	\$ 305,438.00	\$ 71,033.28	\$ 21,691.40	\$ 21,691.40	\$ -	\$ -	\$ 234,404.72	23%
521021 Natural Gas - EDI	\$ 41,824.00	\$ 32,833.61	\$ 4,497.08	\$ 4,497.08	\$ -	\$ -	\$ 8,990.39	79%
521030 Water Service	\$ 13,375.00	\$ 6,293.05	\$ 1,951.96	\$ 1,951.96	\$ -	\$ -	\$ 7,081.95	47%
521050 Trash Service	\$ 5,404.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,404.00	0%
521051 Recycling Service	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ (300.00)	#DIV/0!
521055 Trash Service - EDI	\$ -	\$ 2,017.44	\$ 504.36	\$ 504.36	\$ -	\$ -	\$ (2,017.44)	#DIV/0!
521060 Local Telephone Service	\$ 8,000.00	\$ 317.95	\$ 24.65	\$ 85.65	\$ 61.00	\$ -	\$ 7,682.05	4%
521070 Internet Service	\$ 10,971.00	\$ 2,742.60	\$ 914.20	\$ 914.20	\$ -	\$ -	\$ 8,228.40	25%
522010 PBX Line Charges	\$ 11,806.00	\$ 4,104.00	\$ -	\$ 1,026.00	\$ 1,026.00	\$ -	\$ 7,702.00	35%
522020 PBX Instrument Charges	\$ 19,414.00	\$ 6,650.00	\$ -	\$ 1,662.50	\$ 1,662.50	\$ -	\$ 12,764.00	34%
522040 Long Distance & Telecon	\$ 1,000.00	\$ 148.80	\$ 30.75	\$ 30.75	\$ -	\$ -	\$ 851.20	15%
522060 Air Cards (Mobile Conne	\$ -	\$ 420.00	\$ -	\$ 105.00	\$ 105.00	\$ -	\$ (420.00)	#DIV/0!
522070 Voicemail	\$ 3,968.00	\$ 1,360.00	\$ -	\$ 340.00	\$ 340.00	\$ -	\$ 2,608.00	34%
522080 Automatic Call Distribu	\$ 786.00	\$ 262.00	\$ -	\$ 65.50	\$ 65.50	\$ -	\$ 524.00	33%
522990 Other Communications Ch	\$ 296.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 296.00	0%
523010 Building & Contents Ins	\$ 172,088.00	\$ 43,022.00	\$ -	\$ -	\$ -	\$ -	\$ 129,066.00	25%
523020 Vehicle Liability Premi	\$ 870.00	\$ 217.50	\$ -	\$ -	\$ -	\$ -	\$ 652.50	25%
524010 Recruitment & Hiring	\$ 3,140.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,140.00	0%
524020 Travel & Training	\$ 1,600.00	\$ 68.13	\$ 68.13	\$ 68.13	\$ -	\$ -	\$ 1,531.87	4%
525012 Medical Treatment	\$ -	\$ 213.96	\$ 144.48	\$ 144.48	\$ -	\$ -	\$ (213.96)	#DIV/0!
525013 Drug Screening	\$ -	\$ 2,567.00	\$ 300.00	\$ 300.00	\$ -	\$ -	\$ (2,567.00)	#DIV/0!
525070 Background Checks	\$ -	\$ 286.00	\$ 64.00	\$ 64.00	\$ -	\$ -	\$ (286.00)	#DIV/0!
525083 Textile Rental & Laundr	\$ 1,925.00	\$ 156.01	\$ 19.71	\$ 19.71	\$ -	\$ -	\$ 1,768.99	8%
525086 Interpreter Services	\$ -	\$ 470.00	\$ 188.00	\$ 188.00	\$ -	\$ -	\$ (470.00)	#DIV/0!
525094 Collection Agency Fees	\$ -	\$ 5,044.35	\$ 1,254.00	\$ 1,254.00	\$ -	\$ -	\$ (5,044.35)	#DIV/0!

525990 Other Professional Serv	\$ 31,361.00	\$ 1,719.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,641.20	5%
526010 Motor Pool Scheduled Ch	\$ 3,720.00	\$ 1,240.00	\$ -	\$ 310.00	\$ 310.00	\$ -	\$ -	\$ 2,480.00	33%
526020 Building Repair & Maint	\$ 7,240.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,240.00	0%
526042 Pest Control Services	\$ 13,000.00	\$ 3,122.84	\$ 772.28	\$ 772.28	\$ -	\$ -	\$ 9,877.16	24%	
526044 Bldg Security & Fire Se	\$ 420.00	\$ 1,893.66	\$ 340.29	\$ 340.29	\$ -	\$ -	\$ (1,473.66)	451%	
526051 Sign Production & Insta	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ (150.00)	#DIV/0!	
526070 Equipment Repair & Main	\$ 5,421.00	\$ 4,163.00	\$ -	\$ -	\$ -	\$ -	\$ 1,258.00	77%	
526092 Rent-Real Property	\$ 52,060.00	\$ 16,352.96	\$ 4,088.24	\$ 4,088.24	\$ -	\$ -	\$ 35,707.04	31%	
529010 Bank Charges	\$ 5,000.00	\$ 1,378.31	\$ 371.71	\$ 371.71	\$ -	\$ -	\$ 3,621.69	28%	
529020 Postage	\$ 4,000.00	\$ 1,232.00	\$ 561.00	\$ 561.00	\$ -	\$ -	\$ 2,768.00	31%	
529030 Shipping & Freight	\$ -	\$ 153.59	\$ -	\$ -	\$ -	\$ -	\$ (153.59)	#DIV/0!	
529031 Delivery/Pick up	\$ -	\$ 1,965.00	\$ 55.00	\$ 55.00	\$ -	\$ -	\$ (1,965.00)	#DIV/0!	
529051 Library Software/Licens	\$ -	\$ 59,813.47	\$ 45,324.93	\$ 45,324.93	\$ -	\$ -	\$ (59,813.47)	#DIV/0!	
529052 Library Subs-Electronic	\$ -	\$ 72,146.92	\$ 42,854.00	\$ 42,854.00	\$ -	\$ -	\$ (72,146.92)	#DIV/0!	
529061 Organizational Membersh	\$ 10,960.00	\$ 325.00	\$ -	\$ -	\$ -	\$ -	\$ 10,635.00	3%	
529070 Printing/Copying/Scanni	\$ 23,472.00	\$ 12,347.86	\$ 2,462.10	\$ 2,462.10	\$ -	\$ -	\$ 11,124.14	53%	
529090 Shredding & Recycling S	\$ -	\$ 549.00	\$ 18.00	\$ 18.00	\$ -	\$ -	\$ (549.00)	#DIV/0!	
529110 Advertising	\$ -	\$ 33.69	\$ -	\$ -	\$ -	\$ -	\$ (33.69)	#DIV/0!	
529141 Software License & Main	\$ 550.00	\$ 9,685.93	\$ -	\$ -	\$ -	\$ -	\$ (9,135.93)	1761%	
529150 Data Center Charges	\$ 1,187,806.00	\$ 395,938.72	\$ 98,984.68	\$ 98,984.68	\$ -	\$ -	\$ 791,867.28	33%	
529160 Licenses & Permits	\$ -	\$ 85.00	\$ -	\$ -	\$ -	\$ -	\$ (85.00)	#DIV/0!	
529990 Other Contractuals	\$ 92,583.00	\$ 340.40	\$ 76.80	\$ 76.80	\$ -	\$ -	\$ 92,242.60	0%	
<b>CONTRACTUALS</b>	<b>\$ 2,039,498.00</b>	<b>\$ 765,164.83</b>	<b>\$ 227,561.75</b>	<b>\$ 231,131.75</b>	<b>\$ 3,570.00</b>	<b>\$ -</b>	<b>\$ 1,274,333.17</b>	<b>38%</b>	
531010 Computing Supplies	\$ 900.00	\$ 654.60	\$ -	\$ -	\$ -	\$ -	\$ 245.40	73%	
531020 Office Supplies	\$ 50,575.00	\$ 12,934.74	\$ 3,877.92	\$ 3,877.92	\$ -	\$ -	\$ 37,640.26	26%	
531030 Custodial Supplies	\$ 4,000.00	\$ 837.04	\$ 211.85	\$ 211.85	\$ -	\$ -	\$ 3,162.96	21%	
531150 Food Supplies	\$ -	\$ 3,125.00	\$ 3,125.00	\$ 3,125.00	\$ -	\$ -	\$ (3,125.00)	#DIV/0!	
532020 Automotive Parts & Supp	\$ 450.00	\$ 372.99	\$ -	\$ 340.29	\$ 340.29	\$ -	\$ 77.01	83%	
532202 Office Equipment Parts	\$ -	\$ 1,920.98	\$ -	\$ -	\$ -	\$ -	\$ (1,920.98)	#DIV/0!	
539012 Gasoline	\$ 7,234.00	\$ 1,468.74	\$ -	\$ 382.09	\$ 382.09	\$ -	\$ 5,765.26	20%	
549010 Furniture & Fixtures <\$	\$ 9,990.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,990.00	0%	
549020 Data Processing Equip <	\$ 9,665.00	\$ 569.76	\$ 222.00	\$ 222.00	\$ -	\$ -	\$ 9,095.24	6%	
549030 Communication Equip <\$5	\$ -	\$ 5,285.00	\$ 57.40	\$ 5,055.40	\$ 4,998.00	\$ -	\$ (5,285.00)	#DIV/0!	
549110 Library Materials	\$ 997,088.13	\$ 123,775.42	\$ 36,181.19	\$ 40,037.50	\$ 3,856.31	\$ -	\$ 873,312.71	12%	
<b>COMMODITIES</b>	<b>\$ 1,079,902.13</b>	<b>\$ 150,944.27</b>	<b>\$ 43,675.36</b>	<b>\$ 53,252.05</b>	<b>\$ 9,576.69</b>	<b>\$ -</b>	<b>\$ 928,957.86</b>	<b>14%</b>	
<b>GRAND TOTAL</b>	<b>\$ 10,065,696.13</b>	<b>\$ 3,727,838.05</b>	<b>\$ 940,067.46</b>	<b>\$ 953,214.15</b>	<b>\$ 13,146.69</b>	<b>\$ -</b>	<b>\$ 6,337,858.08</b>	<b>37%</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
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Total 1B - Base Compensation	\$484,016.44
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### 1F - Special Compensation

#### 512000 Special Compensation

Payroll, PP04.12.24 \$317.31

Payroll, PP04.26.24 \$461.06

Total 512000 Special Compensation	\$778.37
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#### 512051 Mileage Reimbursement

Payroll, 7581 \$136.74

Payroll, 8059 \$7.10

Payroll, 8112 \$113.90

Total 512051 Mileage Reimbursement	\$257.74
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Total 1F - Special Compensation	\$1,036.11
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### 1J - OT Compensation

#### 513000 Overtime Compensation

Payroll, PP04.26.24 \$208.67

Total 513000 Overtime Compensation	\$208.67
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Total 1J - OT Compensation	\$208.67
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### 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
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#### 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
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#### 518400 Employer Share Pension/Retire

Payroll, PP04.12.24 \$28,898.57

Payroll, PP04.26.24 \$28,919.83



# Wichita Public Library General Fund Bills

April 2024

Total 518400 Employer Share Pension/Retire	\$57,818.40
<b>Total 1N - Employee Benefits</b>	<b>\$183,569.13</b>
Total 10001 - Library - Personnel	\$668,830.35

## 10002 - Library - Contractuals

### 2B - Utilities

#### 521011 Electricity - EDI

EVERGY KANSAS SOUTH INC \$21,691.40

<b>Total 521011 Electricity - EDI</b>	<b>\$21,691.40</b>
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#### 521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC \$425.12

ENCORE ENERGY SERVICES \$1,838.21

ONE GAS INC \$2,233.75

<b>Total 521021 Natural Gas - EDI</b>	<b>\$4,497.08</b>
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#### 521030 Water Service

City of Wichita \$1,951.96

<b>Total 521030 Water Service</b>	<b>\$1,951.96</b>
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#### 521055 Trash Service - EDI

WASTE CONNECTIONS OF KANSAS INC \$504.36

<b>Total 521055 Trash Service - EDI</b>	<b>\$504.36</b>
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<b>Total 2B - Utilities</b>	<b>\$28,644.80</b>
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### 2F - Technology Charges

#### 521060 Local Telephone Service

City of Wichita \$61.00

T-MOBILE USA INC \$24.65

<b>Total 521060 Local Telephone Service</b>	<b>\$85.65</b>
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#### 521070 Internet Service

P-CARD ONE-TIME PAY \$914.20

<b>Total 521070 Internet Service</b>	<b>\$914.20</b>
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#### 522010 PBX Line Charges

City of Wichita \$1,026.00

<b>Total 522010 PBX Line Charges</b>	<b>\$1,026.00</b>
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#### 522020 PBX Instrument Charges

City of Wichita \$1,662.50

<b>Total 522020 PBX Instrument Charges</b>	<b>\$1,662.50</b>
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#### 522040 Long Distance & Teleconference

City of Wichita \$30.75

# Wichita Public Library General Fund Bills

April 2024

Total 522040 Long Distance & Teleconference	\$30.75
522060 Air Cards (Mobile Connect)	
City of Wichita	\$105.00
Total 522060 Air Cards (Mobile Connect)	\$105.00
522070 Voicemail	
City of Wichita	\$340.00
Total 522070 Voicemail	\$340.00
522080 Automatic Call Distribution	
City of Wichita	\$65.50
Total 522080 Automatic Call Distribution	\$65.50
529150 Data Center Charges	
City of Wichita	\$98,984.68
Total 529150 Data Center Charges	\$98,984.68
<b>Total 2F - Technology Charges</b>	<b>\$103,214.28</b>
2N - Employee Development	
524020 Travel & Training	
DANIEL G PEWEWARDY	\$15.98
SARA DIXON	\$52.15
Total 524020 Travel & Training	\$68.13
<b>Total 2N - Employee Development</b>	<b>\$68.13</b>
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

# Wichita Public Library General Fund Bills

April 2024

## 525094 Collection Agency Fees

UNIQUE MANAGEMENT SERVICES INC \$1,254.00

Total 525094 Collection Agency Fees	\$1,254.00
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Total 2R - Professional Srvcs	\$1,970.19
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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 \$772.28

Total 526042 Pest Control Services	\$772.28
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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	\$5,510.81
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## 2Z - Other Contractuals

### 529010 Bank Charges

City of Wichita \$371.71

Total 529010 Bank Charges	\$371.71
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### 529020 Postage

P-CARD ONE-TIME PAY \$561.00

Total 529020 Postage	\$561.00
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### 529031 Delivery/Pick up

UNIQUE MANAGEMENT SERVICES INC \$55.00

Total 529031 Delivery/Pick up	\$55.00
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### 529051 Library Software/Licenses

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

Total 529051 Library Software/Licenses	\$45,324.93
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### 529052 Library Subs-Electronic Matls

KANOPY INC \$42,854.00

Total 529052 Library Subs-Electronic Matls	\$42,854.00
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### 529070 Printing/Copying/Scanning

City of Wichita \$2,462.10

Total 529070 Printing/Copying/Scanning	\$2,462.10
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# Wichita Public Library General Fund Bills

April 2024

## 529090 Shredding & Recycling Service

P-CARD ONE-TIME PAY \$18.00

Total 529090 Shredding & Recycling Service	\$18.00
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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	\$91,723.54
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Total 10002 - Library - Contractuals	\$231,131.75
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## 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
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#### 531030 Custodial Supplies

P-CARD ONE-TIME PAY \$211.85

Total 531030 Custodial Supplies	\$211.85
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#### 531150 Food Supplies

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

Total 531150 Food Supplies	\$3,125.00
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Total 3B - Supplies	\$7,214.77
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### 3F - Components & Parts

#### 532020 Automotive Parts & Supplies

City of Wichita \$340.29

Total 532020 Automotive Parts & Supplies	\$340.29
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Total 3F - Components & Parts	\$340.29
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### 3N - Fuel

#### 539012 Gasoline

City of Wichita \$382.09

Total 539012 Gasoline	\$382.09
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Total 3N - Fuel	\$382.09
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### 4Z - Non-Capital Outlay

#### 549020 Data Processing Equip <\$5k

City of Wichita \$222.00

Total 549020 Data Processing Equip <\$5k	\$222.00
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#### 549030 Communication Equip <\$5k

# Wichita Public Library General Fund Bills

April 2024

P-CARD ONE-TIME PAY \$57.40

TRANSLATELIVE LLC \$4,998.00

Total 549030 Communication Equip <\$5k	\$5,055.40
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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

P-CARD ONE-TIME PAY \$3,856.31

Total 549110 Library Materials	\$40,037.50
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Total 4Z - Non-Capital Outlay	\$45,314.9
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Total 10003 - Library - Commodities	\$53,252.05
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**Grand Total**

**\$953,214.15**

**FINAL GENERAL FUND SUMMARY REPORT MAY 2024**

ACCOUNT DESCRIPTION	BUDGET	YTD EXPENDED	APPROVED MTD	FINAL MTD	ADDITIONAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
			EXPENDED	EXPENDED	EXPENSES TO BE			
					APPROVED			
511000 Base Compensation	\$ 5,826,152.00	\$ 2,632,782.44	\$ 479,038.52	\$ 479,038.52	\$ -	\$ -	\$ 3,193,369.56	45%
511950 Year-End Payroll Accrua	\$ -	\$ (181,636.06)	\$ -	\$ -	\$ -	\$ -	\$ 181,636.06	#DIV/0!
511999 Planned Savings	\$ (1,193,398.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,193,398.00)	0%
512000 Special Compensation	\$ 4,200.00	\$ 14,746.72	\$ 609.62	\$ 609.62	\$ -	\$ -	\$ (10,546.72)	351%
512051 Mileage Reimbursement	\$ -	\$ 847.72	\$ 125.90	\$ 125.90	\$ -	\$ -	\$ (847.72)	#DIV/0!
513000 Overtime Compensation	\$ -	\$ 2,398.66	\$ 543.21	\$ 543.21	\$ -	\$ -	\$ (2,398.66)	#DIV/0!
518200 Employer Wage Taxes & W	\$ 503,962.00	\$ 220,882.69	\$ 40,557.16	\$ 40,557.16	\$ -	\$ -	\$ 283,079.31	44%
518300 Employer Share EE Insur	\$ 1,078,324.00	\$ 428,324.91	\$ 42,774.28	\$ 42,774.28	\$ -	\$ -	\$ 649,999.09	40%
518400 Employer Share Pension/	\$ 727,056.00	\$ 314,090.21	\$ 57,059.65	\$ 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>\$ 620,708.34</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,513,858.71</b>	<b>49%</b>
521011 Electricity - EDI	\$ 305,438.00	\$ 91,438.37	\$ 20,405.09	\$ 20,405.09	\$ -	\$ -	\$ 213,999.63	30%
521021 Natural Gas - EDI	\$ 41,824.00	\$ 34,848.99	\$ 2,015.38	\$ 2,015.38	\$ -	\$ -	\$ 6,975.01	83%
521030 Water Service	\$ 13,375.00	\$ 6,293.05	\$ -	\$ -	\$ -	\$ -	\$ 7,081.95	47%
521050 Trash Service	\$ 5,404.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,404.00	0%
521051 Recycling Service	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ (300.00)	#DIV/0!
521055 Trash Service - EDI	\$ -	\$ 2,521.80	\$ 504.36	\$ 504.36	\$ -	\$ -	\$ (2,521.80)	#DIV/0!
521060 Local Telephone Service	\$ 8,000.00	\$ 342.60	\$ 24.65	\$ 24.65	\$ -	\$ -	\$ 7,657.40	4%
521070 Internet Service	\$ 10,971.00	\$ 3,656.80	\$ 914.20	\$ 914.20	\$ -	\$ -	\$ 7,314.20	33%
522010 PBX Line Charges	\$ 11,806.00	\$ 5,148.37	\$ -	\$ 1,044.37	\$ 1,044.37	\$ -	\$ 6,657.63	44%
522020 PBX Instrument Charges	\$ 19,414.00	\$ 8,312.50	\$ -	\$ 1,662.50	\$ 1,662.50	\$ -	\$ 11,101.50	43%
522040 Long Distance & Telecon	\$ 1,000.00	\$ 199.75	\$ -	\$ 50.95	\$ 50.95	\$ -	\$ 800.25	20%
522060 Air Cards (Mobile Conne	\$ -	\$ 549.65	\$ 24.65	\$ 129.65	\$ 105.00	\$ -	\$ (549.65)	#DIV/0!
522070 Voicemail	\$ 3,968.00	\$ 1,700.00	\$ -	\$ 340.00	\$ 340.00	\$ -	\$ 2,268.00	43%
522080 Automatic Call Distribu	\$ 786.00	\$ 327.50	\$ -	\$ 65.50	\$ 65.50	\$ -	\$ 458.50	42%
522990 Other Communications Ch	\$ 296.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 296.00	0%
523010 Building & Contents Ins	\$ 172,088.00	\$ 43,022.00	\$ -	\$ -	\$ -	\$ -	\$ 129,066.00	25%
523020 Vehicle Liability Premi	\$ 870.00	\$ 217.50	\$ -	\$ -	\$ -	\$ -	\$ 652.50	25%
524010 Recruitment & Hiring	\$ 3,140.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,140.00	0%
524020 Travel & Training	\$ 1,600.00	\$ 68.13	\$ -	\$ -	\$ -	\$ -	\$ 1,531.87	4%
525012 Medical Treatment	\$ -	\$ 283.44	\$ 69.48	\$ 69.48	\$ -	\$ -	\$ (283.44)	#DIV/0!
525013 Drug Screening	\$ -	\$ 2,796.00	\$ 229.00	\$ 229.00	\$ -	\$ -	\$ (2,796.00)	#DIV/0!
525070 Background Checks	\$ -	\$ 318.00	\$ 32.00	\$ 32.00	\$ -	\$ -	\$ (318.00)	#DIV/0!
525083 Textile Rental & Laundr	\$ 1,925.00	\$ 156.01	\$ -	\$ -	\$ -	\$ -	\$ 1,768.99	8%
525086 Interpreter Services	\$ -	\$ 629.85	\$ 159.85	\$ 159.85	\$ -	\$ -	\$ (629.85)	#DIV/0!

525094 Collection Agency Fees	\$ -	\$ 6,183.20	\$ 1,138.85	\$ 1,138.85	\$ -	\$ -	\$ (6,183.20)	#DIV/0!
525990 Other Professional Serv	\$ 31,361.00	\$ 1,719.80	\$ -	\$ -	\$ -	\$ -	\$ 29,641.20	5%
526010 Motor Pool Scheduled Ch	\$ 3,720.00	\$ 1,550.00	\$ -	\$ 310.00	\$ 310.00	\$ -	\$ 2,170.00	42%
526020 Building Repair & Maint	\$ 7,240.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,240.00	0%
526042 Pest Control Services	\$ 13,000.00	\$ 4,877.92	\$ 1,755.08	\$ 1,755.08	\$ -	\$ -	\$ 8,122.08	38%
526044 Bldg Security & Fire Se	\$ 420.00	\$ 2,233.95	\$ 340.29	\$ 340.29	\$ -	\$ -	\$ (1,813.95)	532%
526051 Sign Production & Insta	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ (150.00)	#DIV/0!
526070 Equipment Repair & Main	\$ 5,421.00	\$ 4,163.00	\$ -	\$ -	\$ -	\$ -	\$ 1,258.00	77%
526092 Rent-Real Property	\$ 52,060.00	\$ 20,441.20	\$ 4,088.24	\$ 4,088.24	\$ -	\$ -	\$ 31,618.80	39%
529010 Bank Charges	\$ 5,000.00	\$ 1,730.63	\$ -	\$ 352.32	\$ 352.32	\$ -	\$ 3,269.37	35%
529020 Postage	\$ 4,000.00	\$ 1,725.00	\$ -	\$ 493.00	\$ 493.00	\$ -	\$ 2,275.00	43%
529030 Shipping & Freight	\$ -	\$ 215.65	\$ -	\$ 62.06	\$ 62.06	\$ -	\$ (215.65)	#DIV/0!
529031 Delivery/Pick up	\$ -	\$ 2,020.00	\$ 55.00	\$ 55.00	\$ -	\$ -	\$ (2,020.00)	#DIV/0!
529051 Library Software/Licens	\$ -	\$ 89,883.14	\$ -	\$ 30,069.67	\$ 30,069.67	\$ -	\$ (89,883.14)	#DIV/0!
529052 Library Subs-Electronic	\$ -	\$ 72,146.92	\$ -	\$ -	\$ -	\$ -	\$ (72,146.92)	#DIV/0!
529061 Organizational Membersh	\$ 10,960.00	\$ 325.00	\$ -	\$ -	\$ -	\$ -	\$ 10,635.00	3%
529070 Printing/Copying/Scanni	\$ 23,472.00	\$ 13,501.90	\$ -	\$ 1,154.04	\$ 1,154.04	\$ -	\$ 9,970.10	58%
529090 Shredding & Recycling S	\$ -	\$ 805.00	\$ 256.00	\$ 256.00	\$ -	\$ -	\$ (805.00)	#DIV/0!
529110 Advertising	\$ -	\$ 33.69	\$ -	\$ -	\$ -	\$ -	\$ (33.69)	#DIV/0!
529141 Software License & Main	\$ 550.00	\$ 9,685.93	\$ -	\$ -	\$ -	\$ -	\$ (9,135.93)	1761%
529150 Data Center Charges	\$ 1,187,806.00	\$ 494,923.40	\$ -	\$ 98,984.68	\$ 98,984.68	\$ -	\$ 692,882.60	42%
529160 Licenses & Permits	\$ -	\$ 85.00	\$ -	\$ -	\$ -	\$ -	\$ (85.00)	#DIV/0!
529990 Other Contractuals	\$ 92,583.00	\$ 436.40	\$ 96.00	\$ 96.00	\$ -	\$ -	\$ 92,146.60	0%
<b>CONTRACTUALS</b>	<b>\$ 2,039,498.00</b>	<b>\$ 931,967.04</b>	<b>\$ 32,108.12</b>	<b>\$ 166,802.21</b>	<b>\$ 134,694.09</b>	<b>\$ -</b>	<b>\$ 1,107,530.96</b>	<b>46%</b>
531010 Computing Supplies	\$ 900.00	\$ 654.60	\$ -	\$ -	\$ -	\$ -	\$ 245.40	73%
531020 Office Supplies	\$ 50,575.00	\$ 20,597.38	\$ -	\$ 7,662.64	\$ 7,662.64	\$ -	\$ 29,977.62	41%
531030 Custodial Supplies	\$ 4,000.00	\$ 1,115.80	\$ -	\$ 278.76	\$ 278.76	\$ -	\$ 2,884.20	28%
531150 Food Supplies	\$ -	\$ 3,125.00	\$ -	\$ -	\$ -	\$ -	\$ (3,125.00)	#DIV/0!
532020 Automotive Parts & Supp	\$ 450.00	\$ 43.53	\$ -	\$ (329.46)	\$ (329.46)	\$ -	\$ 406.47	10%
532202 Office Equipment Parts	\$ -	\$ 1,920.98	\$ -	\$ -	\$ -	\$ -	\$ (1,920.98)	#DIV/0!
539012 Gasoline	\$ 7,234.00	\$ 1,933.09	\$ -	\$ 464.35	\$ 464.35	\$ -	\$ 5,300.91	27%
549010 Furniture & Fixtures <\$	\$ 9,990.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,990.00	0%
549020 Data Processing Equip <	\$ 9,665.00	\$ 569.76	\$ -	\$ -	\$ -	\$ -	\$ 9,095.24	6%
549030 Communication Equip <\$5	\$ -	\$ 5,285.00	\$ -	\$ -	\$ -	\$ -	\$ (5,285.00)	#DIV/0!
549110 Library Materials	\$ 997,088.13	\$ 150,879.59	\$ -	\$ 27,104.17	\$ 27,104.17	\$ -	\$ 846,208.54	15%
<b>COMMODITIES</b>	<b>\$ 1,079,902.13</b>	<b>\$ 186,124.73</b>	<b>\$ -</b>	<b>\$ 35,180.46</b>	<b>\$ 35,180.46</b>	<b>\$ -</b>	<b>\$ 893,777.40</b>	<b>17%</b>
<b>GRAND TOTAL</b>	<b>\$ 10,065,696.13</b>	<b>\$ 4,550,529.06</b>	<b>\$ 652,816.46</b>	<b>\$ 822,691.01</b>	<b>\$ 169,874.55</b>	<b>\$ -</b>	<b>\$ 5,515,167.07</b>	<b>45%</b>

# Wichita Public Library General Fund Bills

May 2024

Org: 10000080

## 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
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Total 1B - Base Compensation	\$479,038.52
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### 1F - Special Compensation

#### 512000 Special Compensation

Payroll, PP05.10.24 \$304.81

Payroll, PP05.24.24 \$304.81

Total 512000 Special Compensation	\$609.62
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#### 512051 Mileage Reimbursement

Payroll, 8518 \$59.83

Payroll, 8697 \$66.07

Total 512051 Mileage Reimbursement	\$125.90
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Total 1F - Special Compensation	\$735.52
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### 1J - OT Compensation

#### 513000 Overtime Compensation

Payroll, PP05.10.24 \$425.44

Payroll, PP05.24.24 \$117.77

Total 513000 Overtime Compensation	\$543.21
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Total 1J - OT Compensation	\$543.21
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### 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
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#### 518300 Employer Share EE Insurance

Payroll, PP05.10.24 \$42,774.28

Total 518300 Employer Share EE Insurance	\$42,774.28
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#### 518400 Employer Share Pension/Retire

Payroll, PP05.10.24 \$28,607.62

Payroll, PP05.24.24 \$28,452.03

Total 518400 Employer Share Pension/Retire	\$57,059.65
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# Wichita Public Library General Fund Bills

May 2024

Total 1N - Employee Benefits	\$140,391.09
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Total 10001 - Library - Personnel	\$620,708.34
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## 10002 - Library - Contractuals

### 2B - Utilities

#### 521011 Electricity - EDI

EVERGY KANSAS SOUTH INC \$20,405.09

Total 521011 Electricity - EDI	\$20,405.09
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#### 521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC \$226.12

ONE GAS INC \$1,789.26

Total 521021 Natural Gas - EDI	\$2,015.38
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#### 521055 Trash Service - EDI

WASTE CONNECTIONS OF KANSAS INC \$504.36

Total 521055 Trash Service - EDI	\$504.36
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Total 2B - Utilities	\$22,924.83
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### 2F - Technology Charges

#### 521060 Local Telephone Service

T-MOBILE USA INC \$24.65

Total 521060 Local Telephone Service	\$24.65
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#### 521070 Internet Service

P-CARD ONE-TIME PAY \$914.20

Total 521070 Internet Service	\$914.20
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#### 522010 PBX Line Charges

City of Wichita \$1,044.37

Total 522010 PBX Line Charges	\$1,044.37
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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 \$50.95

Total 522040 Long Distance & Teleconference	\$50.95
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#### 522060 Air Cards (Mobile Connect)

City of Wichita \$105.00

T-MOBILE USA INC \$24.65

Total 522060 Air Cards (Mobile Connect)	\$129.65
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#### 522070 Voicemail

# Wichita Public Library General Fund Bills

May 2024

City of Wichita	\$340.00
<b>Total 522070 Voicemail</b>	<b>\$340.00</b>
522080 Automatic Call Distribution	
City of Wichita	\$65.50
<b>Total 522080 Automatic Call Distribution</b>	<b>\$65.50</b>
529150 Data Center Charges	
City of Wichita	\$98,984.68
<b>Total 529150 Data Center Charges</b>	<b>\$98,984.68</b>
<b>Total 2F - Technology Charges</b>	<b>\$103,216.50</b>

2R - Professional Srvc

525012 Medical Treatment	
COUNTY OF SEDGWICK	\$69.48
<b>Total 525012 Medical Treatment</b>	<b>\$69.48</b>
525013 Drug Screening	
KELLY COMPLIANCE INC	\$229.00
<b>Total 525013 Drug Screening</b>	<b>\$229.00</b>
525070 Background Checks	
TRUVIEW BSI LLC	\$32.00
<b>Total 525070 Background Checks</b>	<b>\$32.00</b>
525086 Interpreter Services	
BOKLUND INTERPRETING SERVICES LLC	\$159.85
<b>Total 525086 Interpreter Services</b>	<b>\$159.85</b>
525094 Collection Agency Fees	
UNIQUE MANAGEMENT SERVICES INC	\$1,138.85
<b>Total 525094 Collection Agency Fees</b>	<b>\$1,138.85</b>
<b>Total 2R - Professional Srvc</b>	<b>\$1,629.18</b>

2V - Bldg & Equip Charges

526010 Motor Pool Scheduled Charges	
City of Wichita	\$310.00
<b>Total 526010 Motor Pool Scheduled Charges</b>	<b>\$310.00</b>
526042 Pest Control Services	
P-CARD ONE-TIME PAY	\$1,755.08
<b>Total 526042 Pest Control Services</b>	<b>\$1,755.08</b>
526044 Bldg Security & Fire Services	
P-CARD ONE-TIME PAY	\$340.29
<b>Total 526044 Bldg Security &amp; Fire Services</b>	<b>\$340.29</b>
526092 Rent-Real Property	

# Wichita Public Library General Fund Bills

May 2024

CO CO PROPERTIES LLC \$4,088.24

Total 526092 Rent-Real Property	\$4,088.24
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Total 2V - Bldg & Equip Charges	\$6,493.61
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2Z - Other Contractuals

529010 Bank Charges

City of Wichita \$352.32

Total 529010 Bank Charges	\$352.32
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529020 Postage

P-CARD ONE-TIME PAY \$493.00

Total 529020 Postage	\$493.00
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529030 Shipping & Freight

P-CARD ONE-TIME PAY \$62.06

Total 529030 Shipping & Freight	\$62.06
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529031 Delivery/Pick up

UNIQUE MANAGEMENT SERVICES INC \$55.00

Total 529031 Delivery/Pick up	\$55.00
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529051 Library Software/Licenses

P-CARD ONE-TIME PAY \$30,069.67

Total 529051 Library Software/Licenses	\$30,069.67
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529070 Printing/Copying/Scanning

City of Wichita \$1,154.04

Total 529070 Printing/Copying/Scanning	\$1,154.04
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529090 Shredding & Recycling Service

INTERNATIONAL PAPER COMPANY \$220.00

P-CARD ONE-TIME PAY \$18.00

UNDERGROUND VAULTS & STORAGE INC \$18.00

Total 529090 Shredding & Recycling Service	\$256.00
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529990 Other Contractuals

P-CARD ONE-TIME PAY \$96.00

Total 529990 Other Contractuals	\$96.00
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Total 2Z - Other Contractuals	\$32,538.09
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Total 10002 - Library - Contractuals	\$166,802.21
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10003 - Library - Commodities

3B - Supplies

531020 Office Supplies

# Wichita Public Library General Fund Bills

May 2024

City of Wichita	\$2,185.79
P-CARD ONE-TIME PAY	\$5,476.85
<b>Total 531020 Office Supplies</b>	<b>\$7,662.64</b>
531030 Custodial Supplies	
P-CARD ONE-TIME PAY	\$278.76
<b>Total 531030 Custodial Supplies</b>	<b>\$278.76</b>
<b>Total 3B - Supplies</b>	<b>\$7,941.40</b>
3F - Components & Parts	
532020 Automotive Parts & Supplies	
City of Wichita	(\$329.46)
<b>Total 532020 Automotive Parts &amp; Supplies</b>	<b>(\$329.46)</b>
<b>Total 3F - Components &amp; Parts</b>	<b>(\$329.46)</b>
3N - Fuel	
539012 Gasoline	
City of Wichita	\$464.35
<b>Total 539012 Gasoline</b>	<b>\$464.35</b>
<b>Total 3N - Fuel</b>	<b>\$464.35</b>
4Z - Non-Capital Outlay	
549110 Library Materials	
P-CARD ONE-TIME PAY	\$27,104.17
<b>Total 549110 Library Materials</b>	<b>\$27,104.17</b>
<b>Total 4Z - Non-Capital Outlay</b>	<b>\$27,104.17</b>
<b>Total 10003 - Library - Commodities</b>	<b>\$35,180.46</b>

**Grand Total**

**\$822,691.01**

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

Grant	Balance 5/1/2024	Revenue Received	Admin Charges	Contractuals	Materials	Supplies & Petty Cash	Equipment	Total Expenditures	Total Expenditures Approved	Additional Expenditures to be Approved	Remaining Balance 5/31/24
<b>SCKLS 2023</b>	\$ 43,140.71	\$ -	\$ -	\$ 19.41	\$ -	\$ -	\$ 3,580.00	\$ 3,599.41	\$ 3,580.00	\$ 19.41	\$ 39,541.30
<b>SA 2024</b>	\$ -	\$ 111,171.58	\$ -	\$ -	\$ -	\$ 98.36	\$ 3,786.15	\$ 3,884.51	\$ 3,480.00	\$ 404.51	\$ 107,287.07
<b>Totals</b>	<b>\$ 43,140.71</b>	<b>\$ 111,171.58</b>	<b>\$ -</b>	<b>\$ 19.41</b>	<b>\$ -</b>	<b>\$ 98.36</b>	<b>\$ 7,366.15</b>	<b>\$ 7,483.92</b>	<b>\$ 7,060.00</b>	<b>\$ 423.92</b>	<b>\$ 146,828.37</b>

# Wichita Public Library Grant Bills

May 2024

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

### 2 - Contractuals

#### 2Z - Other Contractuals

##### 529070 Printing/Copying/Scanning

City of Wichita	\$19.41
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Total 529070 Printing/Copying/Scanning	\$19.41
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Total 2Z - Other Contractuals	\$19.41
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Total 2 - Contractuals	\$19.41
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### 3 - Commodities

#### 4Z - Non-Capital Outlay

##### 549020 Data Processing Equip <\$5k

HIGH TOUCH HOLDINGS INC	\$3,580.00
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Total 549020 Data Processing Equip <\$5k	\$3,580.00
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Total 4Z - Non-Capital Outlay	\$3,580.00
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Total 3 - Commodities	\$3,580.00
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Total Y3801 - SCKLS 23-South Central KS Library S	\$3,599.41
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# Wichita Public Library Grant Bills

May 2024

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

### 3 - Commodities

#### 3B - Supplies

##### 531020 Office Supplies

P-CARD ONE-TIME PAY	\$98.36
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Total 531020 Office Supplies	\$98.36
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Total 3B - Supplies	\$98.36
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#### 3F - Components & Parts

##### 532990 Other Equip Parts & Supplies

LANDSCAPE FORMS INC	\$3,480.00
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Total 532990 Other Equip Parts & Supplies	\$3,480.00
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Total 3F - Components & Parts	\$3,480.00
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#### 4Z - Non-Capital Outlay

##### 549010 Furniture & Fixtures <\$5k

P-CARD ONE-TIME PAY	\$306.15
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Total 549010 Furniture & Fixtures <\$5k	\$306.15
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Total 4Z - Non-Capital Outlay	\$306.15
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Total 3 - Commodities	\$3,884.51
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Total Y4800 - Library-State Grants-in-Aid 2024	\$3,884.51
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<b>Grand Total</b>	<b>\$7,483.92</b>
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YTD

FOR 2024 06

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	-31,416.19	-814.21	.00	-43,583.81	41.9%
422111 Library Desk - Faxes	-10,000	-10,000	-4,799.00	-54.00	.00	-5,201.00	48.0%
422112 Library Desk - Passports	-25,000	-25,000	-15,810.00	.00	.00	-9,190.00	63.2%
423030 Meeting Room Rentals	-30,000	-30,000	-10,755.00	-2,710.00	.00	-19,245.00	35.9%
424011 Copy Charges	-11,000	-11,000	-6,244.54	-3.64	.00	-4,755.46	56.8%
424101 Public Computing Charges	-20,000	-20,000	-9,298.73	-26.85	.00	-10,701.27	46.5%
646981 State Setoff Collections	-68,000	-68,000	-37,953.40	-2,997.66	.00	-30,046.60	55.8%
646990 Other Non-Operating Revenue	0	0	-296.48	.00	.00	296.48	100.0%
TOTAL wichita Public Library	-239,000	-239,000	-116,573.34	-6,606.36	.00	-122,426.66	48.8%
TOTAL General Fund	-239,000	-239,000	-116,573.34	-6,606.36	.00	-122,426.66	48.8%



YTD

FOR 2024 06

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	-116,573.34	-6,606.36	.00	-122,426.66	48.8%

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

YTD

REPORT OPTIONS

Sequence 1	Field #	Total	Page Break	Year/Period: 2024/ 6
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 JUNE 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>
511000 Base Compensation	\$ 5,826,152.00	\$ 3,111,598.09	\$ 478,815.65	\$ -	\$ 2,714,553.91	53%
511950 Year-End Payroll Accrua	\$ -	\$ (181,636.06)	\$ -	\$ -	\$ 181,636.06	#DIV/0!
511999 Planned Savings	\$ (1,193,398.00)	\$ -	\$ -	\$ -	\$ (1,193,398.00)	0%
512000 Special Compensation	\$ 4,200.00	\$ 25,320.51	\$ 10,573.79	\$ -	\$ (21,120.51)	603%
512051 Mileage Reimbursement	\$ -	\$ 1,010.52	\$ 162.80	\$ -	\$ (1,010.52)	#DIV/0!
513000 Overtime Compensation	\$ -	\$ 2,882.62	\$ 483.96	\$ -	\$ (2,882.62)	#DIV/0!
518200 Employer Wage Taxes & W	\$ 503,962.00	\$ 261,604.98	\$ 40,722.29	\$ -	\$ 242,357.02	52%
518300 Employer Share EE Insur	\$ 1,078,324.00	\$ 512,998.27	\$ 84,673.36	\$ -	\$ 565,325.73	48%
518400 Employer Share Pension/	\$ 727,056.00	\$ 371,499.73	\$ 57,409.52	\$ -	\$ 355,556.27	51%
<b>PERSONNEL SERVICES</b>	<b>\$ 6,946,296.00</b>	<b>\$ 4,105,278.66</b>	<b>\$ 672,841.37</b>	<b>\$ -</b>	<b>\$ 2,841,017.34</b>	<b>59%</b>
521011 Electricity - EDI	\$ 305,438.00	\$ 112,002.57	\$ 20,564.20	\$ -	\$ 193,435.43	37%
521021 Natural Gas - EDI	\$ 41,824.00	\$ 40,009.86	\$ 5,160.87	\$ -	\$ 1,814.14	96%
521030 Water Service	\$ 13,375.00	\$ 9,333.04	\$ 3,039.99	\$ -	\$ 4,041.96	70%
521050 Trash Service	\$ 5,404.00	\$ -	\$ -	\$ -	\$ 5,404.00	0%
521051 Recycling Service	\$ -	\$ 300.00	\$ -	\$ -	\$ (300.00)	#DIV/0!
521055 Trash Service - EDI	\$ -	\$ 3,026.16	\$ 504.36	\$ -	\$ (3,026.16)	#DIV/0!
521060 Local Telephone Service	\$ 8,000.00	\$ 342.60	\$ -	\$ -	\$ 7,657.40	4%
521070 Internet Service	\$ 10,971.00	\$ 4,571.00	\$ 914.20	\$ -	\$ 6,400.00	42%
522010 PBX Line Charges	\$ 11,806.00	\$ 6,193.37	\$ 1,045.00	\$ -	\$ 5,612.63	52%
522020 PBX Instrument Charges	\$ 19,414.00	\$ 9,975.00	\$ 1,662.50	\$ -	\$ 9,439.00	51%
522040 Long Distance & Telecon	\$ 1,000.00	\$ 226.20	\$ 26.45	\$ -	\$ 773.80	23%
522060 Air Cards (Mobile Conne	\$ -	\$ 654.65	\$ 105.00	\$ -	\$ (654.65)	#DIV/0!
522070 Voicemail	\$ 3,968.00	\$ 2,040.00	\$ 340.00	\$ -	\$ 1,928.00	51%
522080 Automatic Call Distribu	\$ 786.00	\$ 393.00	\$ 65.50	\$ -	\$ 393.00	50%
522990 Other Communications Ch	\$ 296.00	\$ -	\$ -	\$ -	\$ 296.00	0%
523010 Building & Contents Ins	\$ 172,088.00	\$ 86,044.00	\$ 43,022.00	\$ -	\$ 86,044.00	50%
523020 Vehicle Liability Premi	\$ 870.00	\$ 435.00	\$ 217.50	\$ -	\$ 435.00	50%
524010 Recruitment & Hiring	\$ 3,140.00	\$ -	\$ -	\$ -	\$ 3,140.00	0%
524020 Travel & Training	\$ 1,600.00	\$ 68.13	\$ -	\$ -	\$ 1,531.87	4%
525012 Medical Treatment	\$ -	\$ 628.34	\$ 344.90	\$ -	\$ (628.34)	#DIV/0!
525013 Drug Screening	\$ -	\$ 2,796.00	\$ -	\$ -	\$ (2,796.00)	#DIV/0!

525070 Background Checks	\$ -	\$ 318.00	\$ -	\$ -	\$ (318.00)	#DIV/0!
525083 Textile Rental & Laundr	\$ 1,925.00	\$ 156.01	\$ -	\$ -	\$ 1,768.99	8%
525086 Interpreter Services	\$ -	\$ 911.85	\$ 282.00	\$ -	\$ (911.85)	#DIV/0!
525094 Collection Agency Fees	\$ -	\$ 6,642.50	\$ 459.30	\$ -	\$ (6,642.50)	#DIV/0!
525990 Other Professional Serv	\$ 31,361.00	\$ 1,719.80	\$ -	\$ -	\$ 29,641.20	5%
526010 Motor Pool Scheduled Ch	\$ 3,720.00	\$ 1,860.00	\$ 310.00	\$ -	\$ 1,860.00	50%
526020 Building Repair & Maint	\$ 7,240.00	\$ -	\$ -	\$ -	\$ 7,240.00	0%
526042 Pest Control Services	\$ 13,000.00	\$ 6,633.00	\$ 1,755.08	\$ -	\$ 6,367.00	51%
526044 Security & Fire Service	\$ 420.00	\$ 2,233.95	\$ -	\$ -	\$ (1,813.95)	532%
526051 Sign Production & Insta	\$ -	\$ 150.00	\$ -	\$ -	\$ (150.00)	#DIV/0!
526070 Equipment Repair & Main	\$ 5,421.00	\$ 13,401.98	\$ 9,238.98	\$ -	\$ (7,980.98)	247%
526092 Rent-Real Property	\$ 52,060.00	\$ 24,529.44	\$ 4,088.24	\$ -	\$ 27,530.56	47%
529010 Bank Charges	\$ 5,000.00	\$ 1,819.77	\$ 89.14	\$ -	\$ 3,180.23	36%
529020 Postage	\$ 4,000.00	\$ 1,733.50	\$ 8.50	\$ -	\$ 2,266.50	43%
529030 Shipping & Freight	\$ -	\$ 344.76	\$ 129.11	\$ -	\$ (344.76)	#DIV/0!
529031 Delivery/Pick up	\$ -	\$ 13,040.00	\$ 11,020.00	\$ -	\$ (13,040.00)	#DIV/0!
529051 Library Software/Licens	\$ -	\$ 95,866.19	\$ 5,983.05	\$ -	\$ (95,866.19)	#DIV/0!
529052 Library Subs-Electronic	\$ -	\$ 72,146.92	\$ -	\$ -	\$ (72,146.92)	#DIV/0!
529061 Organizational Membersh	\$ 10,960.00	\$ 325.00	\$ -	\$ -	\$ 10,635.00	3%
529070 Printing/Copying/Scanni	\$ 23,472.00	\$ 15,259.69	\$ 1,757.79	\$ -	\$ 8,212.31	65%
529090 Shredding & Recycling S	\$ -	\$ 1,410.00	\$ 605.00	\$ -	\$ (1,410.00)	#DIV/0!
529110 Advertising	\$ -	\$ 33.69	\$ -	\$ -	\$ (33.69)	#DIV/0!
529141 Software License & Main	\$ 550.00	\$ 9,685.93	\$ -	\$ -	\$ (9,135.93)	1761%
529150 Data Center Charges	\$ 1,187,806.00	\$ 593,908.08	\$ 98,984.68	\$ -	\$ 593,897.92	50%
529160 Licenses & Permits	\$ -	\$ 85.00	\$ -	\$ -	\$ (85.00)	#DIV/0!
529990 Other Contractuals	\$ 92,583.00	\$ 935.86	\$ 499.46	\$ -	\$ 91,647.14	1%
<b>CONTRACTUALS</b>	<b>\$ 2,039,498.00</b>	<b>\$ 1,144,189.84</b>	<b>\$ 212,222.80</b>	<b>\$ -</b>	<b>\$ 895,308.16</b>	<b>56%</b>
531010 Computing Supplies	\$ 900.00	\$ 654.60	\$ -	\$ -	\$ 245.40	73%
531020 Office Supplies	\$ 50,575.00	\$ 25,431.66	\$ 4,834.28	\$ -	\$ 25,143.34	50%
531030 Custodial Supplies	\$ 4,000.00	\$ 1,329.80	\$ 214.00	\$ -	\$ 2,670.20	33%
531150 Food Supplies	\$ -	\$ 3,125.00	\$ -	\$ -	\$ (3,125.00)	#DIV/0!
532020 Automotive Parts & Supp	\$ 450.00	\$ 54.63	\$ 11.10	\$ -	\$ 395.37	12%
532202 Office Equipment Parts	\$ -	\$ 1,920.98	\$ -	\$ -	\$ (1,920.98)	#DIV/0!

539012 Gasoline	\$ 7,234.00	\$ 2,350.38	\$ 417.29	\$ -	\$ 4,883.62	32%
549010 Furniture & Fixtures <\$	\$ 9,990.00	\$ -	\$ -	\$ -	\$ 9,990.00	0%
549020 Data Processing Equip <	\$ 9,665.00	\$ 569.76	\$ -	\$ -	\$ 9,095.24	6%
549030 Communication Equip <\$5	\$ -	\$ 5,342.40	\$ 57.40	\$ -	\$ (5,342.40)	#DIV/0!
549110 Library Materials	\$ 997,088.13	\$ 161,305.07	\$ 10,425.48	\$ -	\$ 835,783.06	16%
<b>COMMODITIES</b>	<b>\$ 1,079,902.13</b>	<b>\$ 202,084.28</b>	<b>\$ 15,959.55</b>	<b>\$ -</b>	<b>\$ 877,817.85</b>	<b>19%</b>
<b>GRAND TOTAL</b>	<b>\$ 10,065,696.13</b>	<b>\$ 5,451,552.78</b>	<b>\$ 901,023.72</b>	<b>\$ -</b>	<b>\$ 4,614,143.35</b>	<b>54%</b>

**Grant Fund Summary Report  
June 2024**

Grant	Balance 6/1/2024	Revenue Received	Admin Charges	Contractuals	Materials	Supplies & Petty Cash	Equipment	Total Expenditures	Encumbrances	Remaining Balance 6/30/24
<b>SCKLS 2023</b>	\$ 39,541.30	\$ -	\$ -	\$ 19.41	\$ -	\$ -	\$ -	\$ 19.41	\$ -	\$ 39,521.89
<b>SA 2024</b>	\$ 107,188.71	\$ -	\$ -	\$ 480.00	\$ -	\$ (414.29)	\$ 1,016.00	\$ 1,081.71	\$ -	\$ 106,107.00
<b>SCKLS 2024</b>	\$ -	\$ 131,400.00	\$ -	\$ 3,896.44	\$ -	\$ -	\$ -	\$ 3,896.44	\$ -	\$ 127,503.56
<b>Totals</b>	<b>\$ 146,730.01</b>	<b>\$ 131,400.00</b>	<b>\$ -</b>	<b>\$ 4,395.85</b>	<b>\$ -</b>	<b>\$ (414.29)</b>	<b>\$ 1,016.00</b>	<b>\$ 4,997.56</b>	<b>\$ -</b>	<b>\$ 273,132.45</b>

# Wichita Public Library General Fund Bills

June 2024

Org: 1000080

## 10001 - Library - Personnel

### 1B - Base Compensation

#### 511000 Base Compensation

Payroll, PP06.07.24 \$242,039.21

Payroll, PP06.21.24 \$236,776.44

Total 511000 Base Compensation	\$478,815.65
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Total 1B - Base Compensation	\$478,815.65
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### 1F - Special Compensation

#### 512000 Special Compensation

Payroll, PP06.07.24 \$5,829.45

Payroll, PP06.21.24 \$4,744.34

Total 512000 Special Compensation	\$10,573.79
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#### 512051 Mileage Reimbursement

Payroll, 9328 \$55.87

Payroll, 9893 \$106.93

Total 512051 Mileage Reimbursement	\$162.80
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Total 1F - Special Compensation	\$10,736.59
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### 1J - OT Compensation

#### 513000 Overtime Compensation

Payroll, PP06.21.24 \$483.96

Total 513000 Overtime Compensation	\$483.96
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Total 1J - OT Compensation	\$483.96
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### 1N - Employee Benefits

#### 518200 Employer Wage Taxes & WC

Payroll, PP06.07.24 \$20,612.19

Payroll, PP06.21.24 \$20,110.10

Total 518200 Employer Wage Taxes & WC	\$40,722.29
---------------------------------------	-------------

#### 518300 Employer Share EE Insurance

Payroll, PP06.07.24 \$42,482.31

Payroll, PP06.21.24 \$42,191.05

Total 518300 Employer Share EE Insurance	\$84,673.36
--	-------------

#### 518400 Employer Share Pension/Retire

Payroll, PP06.07.24 \$28,822.89

# Wichita Public Library General Fund Bills

June 2024

Payroll, PP06.21.24 \$28,586.63

Total 518400 Employer Share Pension/Retire	\$57,409.52
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Total 1N - Employee Benefits	\$182,805.17
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Total 10001 - Library - Personnel	\$672,841.37
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## 10002 - Library - Contractuals

### 2B - Utilities

#### 521011 Electricity - EDI

EVERGY KANSAS SOUTH INC \$20,564.20

Total 521011 Electricity - EDI	\$20,564.20
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#### 521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC \$94.34

ENCORE ENERGY SERVICES \$3,375.79

ONE GAS INC \$1,690.74

Total 521021 Natural Gas - EDI	\$5,160.87
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#### 521030 Water Service

City of Wichita \$3,039.99

Total 521030 Water Service	\$3,039.99
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#### 521055 Trash Service - EDI

WASTE CONNECTIONS OF KANSAS INC \$504.36

Total 521055 Trash Service - EDI	\$504.36
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Total 2B - Utilities	\$29,269.42
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### 2F - Technology Charges

#### 521070 Internet Service

P-CARD ONE-TIME PAY \$914.20

Total 521070 Internet Service	\$914.20
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#### 522010 PBX Line Charges

City of Wichita \$1,045.00

Total 522010 PBX Line Charges	\$1,045.00
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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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# Wichita Public Library General Fund Bills

June 2024

## 522040 Long Distance & Teleconference

City of Wichita	\$26.45
<b>Total 522040 Long Distance &amp; Teleconference</b>	<b>\$26.45</b>

## 522060 Air Cards (Mobile Connect)

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

## 522070 Voicemail

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

## 522080 Automatic Call Distribution

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

## 529150 Data Center Charges

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

<b>Total 2F - Technology Charges</b>	<b>\$103,143.33</b>
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## 2J - Insurance Premiums

### 523010 Building & Contents Insurance

City of Wichita	\$43,022.00
<b>Total 523010 Building &amp; Contents Insurance</b>	<b>\$43,022.00</b>

### 523020 Vehicle Liability Premiums

City of Wichita	\$217.50
<b>Total 523020 Vehicle Liability Premiums</b>	<b>\$217.50</b>

<b>Total 2J - Insurance Premiums</b>	<b>\$43,239.50</b>
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## 2R - Professional Svcs

### 525012 Medical Treatment

COUNTY OF SEDGWICK	\$344.90
<b>Total 525012 Medical Treatment</b>	<b>\$344.90</b>

### 525086 Interpreter Services

SIGN LANGUAGE INTERPRETING SERVICES	\$282.00
<b>Total 525086 Interpreter Services</b>	<b>\$282.00</b>

### 525094 Collection Agency Fees

UNIQUE MANAGEMENT SERVICES INC	\$459.30
<b>Total 525094 Collection Agency Fees</b>	<b>\$459.30</b>

<b>Total 2R - Professional Svcs</b>	<b>\$1,086.20</b>
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# Wichita Public Library General Fund Bills

June 2024

## 2V - Bldg & Equip Charges

### 526010 Motor Pool Scheduled Charges

City of Wichita \$310.00

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

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

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

### 526070 Equipment Repair & Maint

BURNS BOYS CO INC \$7,379.98

P-CARD ONE-TIME PAY \$1,859.00

Total 526070 Equipment Repair & Maint	\$9,238.98
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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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<b>Total 2V - Bldg &amp; Equip Charges</b>	<b>\$15,392.30</b>
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## 2z - Other Contractuals

### 529010 Bank Charges

City of Wichita \$89.14

Total 529010 Bank Charges	\$89.14
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### 529020 Postage

P-CARD ONE-TIME PAY \$8.50

Total 529020 Postage	\$8.50
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### 529030 Shipping & Freight

P-CARD ONE-TIME PAY \$129.11

Total 529030 Shipping & Freight	\$129.11
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### 529031 Delivery/Pick up

KANSAS CITY METROPOLITAN LIBRARY \$11,020.00

Total 529031 Delivery/Pick up	\$11,020.00
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### 529051 Library Software/Licenses

P-CARD ONE-TIME PAY \$5,983.05

Total 529051 Library Software/Licenses	\$5,983.05
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### 529070 Printing/Copying/Scanning

City of Wichita \$1,757.79

Total 529070 Printing/Copying/Scanning	\$1,757.79
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### 529090 Shredding & Recycling Service

INTERNATIONAL PAPER COMPANY \$605.00

Total 529090 Shredding & Recycling Service	\$605.00
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# Wichita Public Library General Fund Bills

June 2024

## 529990 Other Contractuals

P-CARD ONE-TIME PAY \$499.46

Total 529990 Other Contractuals	\$499.46
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Total 2z - Other Contractuals	\$20,092.05
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Total 10002 - Library - Contractuals	\$212,222.80
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## 10003 - Library - Commodities

### 3B - Supplies

#### 531020 Office Supplies

City of Wichita \$2,218.26

P-CARD ONE-TIME PAY \$2,616.02

Total 531020 Office Supplies	\$4,834.28
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#### 531030 Custodial Supplies

P-CARD ONE-TIME PAY \$214.00

Total 531030 Custodial Supplies	\$214.00
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Total 3B - Supplies	\$5,048.28
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### 3F - Components & Parts

#### 532020 Automotive Parts & Supplies

City of Wichita \$11.10

Total 532020 Automotive Parts & Supplies	\$11.10
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Total 3F - Components & Parts	\$11.10
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### 3N - Fuel

#### 539012 Gasoline

City of Wichita \$417.29

Total 539012 Gasoline	\$417.29
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Total 3N - Fuel	\$417.29
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### 4Z - Non-Capital Outlay

#### 549030 Communication Equip <\$5k

P-CARD ONE-TIME PAY \$57.40

Total 549030 Communication Equip <\$5k	\$57.40
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#### 549110 Library Materials

P-CARD ONE-TIME PAY \$10,425.48

Total 549110 Library Materials	\$10,425.48
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Total 4Z - Non-Capital Outlay	\$10,482.88
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Total 10003 - Library - Commodities	\$15,959.55
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**Grand Total**

**\$901,023.72**

# Wichita Public Library Grant Bills

June 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

Total Y3801 - SCKLS 23-South Central KS Library S

\$19.41

# Wichita Public Library Grant Bills

June 2024

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

### 2 - Contractuals

#### 2Z - Other Contractuals

##### 529030 Shipping & Freight

LANDSCAPE FORMS INC	\$480.00
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Total 529030 Shipping & Freight	\$480.00
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Total 2Z - Other Contractuals	\$480.00
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Total 2 - Contractuals	\$480.00
------------------------	----------

### 3 - Commodities

#### 3B - Supplies

##### 531020 Office Supplies

P-CARD ONE-TIME PAY	\$65.71
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Total 531020 Office Supplies	\$65.71
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Total 3B - Supplies	\$65.71
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#### 3F - Components & Parts

##### 532990 Other Equip Parts & Supplies

LANDSCAPE FORMS INC	(\$480.00)
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Total 532990 Other Equip Parts & Supplies	(\$480.00)
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Total 3F - Components & Parts	(\$480.00)
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#### 4Z - Non-Capital Outlay

##### 549010 Furniture & Fixtures <\$5k

ENCOMPAS CORPORATION	\$1,016.00
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Total 549010 Furniture & Fixtures <\$5k	\$1,016.00
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Total 4Z - Non-Capital Outlay	\$1,016.00
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Total 3 - Commodities	\$601.71
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### Total Y4800 - Library-State Grants-in-Aid 2024

\$1,081.71

# Wichita Public Library Grant Bills

June 2024

## Y4806 - SCKLS 24-South Central KS Library S

### 2 - Contractuals

#### 2N - Employee Development

##### 524020 Travel & Training

ERIN HOWERTON	\$355.50
MICHELLE ENKE	\$407.00
P-CARD ONE-TIME PAY	\$3,133.94

Total 524020 Travel & Training	\$3,896.44
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Total 2N - Employee Development	\$3,896.44
---------------------------------	------------

Total 2 - Contractuals	\$3,896.44
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Total Y4806 - SCKLS 24-South Central KS Library S	\$3,896.44
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<b>Grand Total</b>	<b>\$4,997.56</b>
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## GIFT AND MEMORIAL FUND

**RECEIPTS/REIMBURSEMENTS**

Baird (interest)	\$2,269.47
Friends of the Library (May Pledge)	\$1,580.80
Friends of the Library (Branch Programming Reimbursement)	\$889.95
Wichita Public Library Foundation (Kroger Reimbursement)	\$141.09
<b>TOTAL RECEIPTS</b>	<b>\$4,881.31</b>

**EXPENDITURES**

Allen's Furniture & Reupholstery (Recover Tall Reading Chairs & Stools)	\$5,434.13
Amazon.com (Branch Programming)	\$87.75
Flamingo Ink (Summer Reading/Juneteenth Brochures)	\$493.96
Hobby Lobby (Branch Programming)	\$34.54
Kroger (Branch Programming)	\$53.43
Otter.ai, Inc (Otter Pro Subscription)	\$119.99
Racine Zackula (Little Free Library Books)	\$325.19
Savannah Ball (Summer Reading)	\$88.64
Scholastic (Summer Reading)	\$1,515.17
Sean Jones (PR/Awareness Brainstorm Luncheon)	\$212.71
Tracie Partridge (Dill Donation for Westlink Staff)	\$211.00
<b>TOTAL EXPENDITURES</b>	<b>\$8,576.51</b>

\*Reimbursed expenses



## INTEROFFICE MEMORANDUM

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**TO:** Library Board of Directors  
**FROM:** Sarah Kittrell  
**SUBJECT:** Approval of Invoices Exceeding \$10,000 - Newsbank  
**DATE:** July 3, 2024

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**Background:** Newsbank provides Wichita Public Library customers and staff with access to three products: full-text digital news articles and blog posts from the Wichita Eagle, from 1984 – the current year, digital archival copies of the current year’s paper, and a new in 2022 product called *Hispanic Life in America*. In 2018, Newsbank rolled out its image edition product, which makes a fully searchable image of the current day’s Eagle available to library customers. In addition to the Eagle, Newsbank also provides access to selected full text news articles, blog posts, and magazine articles from around the country and the world, but the value is in the online, accessible from anywhere, completely searchable Wichita Eagle archive. The subscription expires at the end of 2024.

**Analysis:** Interest in news-related online offerings continues to grow and Newsbank is no different, especially as print copies of the paper are increasing in price. This can be seen in the continued increase in usage of the Newsbank product. In the past 12 months, Newsbank products have had 86,489 uses, up 37,490 uses (76%) from the previous 12 month period.

**Financial Considerations:** The total renewal cost for fiscal year 2025 comes to \$37,364.00, an increase of \$470.00 over 2024. The cost per use for the last 12 months was \$0.35, a decrease of \$0.08 per use from the cost per use of \$0.43 in 2024.

**Legal Considerations:** Wichita Public Library has received written confirmation that the Newsbank license agreement has not been updated.

**Recommendations/Actions:** It is recommended that the Board approve the invoice from Newsbank in the amount of \$37,364.00 renewal of the Newsbank products in 2025.

**Attachments:**

Newsbank invoice





397 Main Street, PO Box 1130  
 Chester, VT 05143  
 Toll Free: (800) 243-7694  
 Fax: (802) 875-2904  
 custservice@newsbank.com

Renewal Notice: RN1149344  
 Customer Number: 16181 NB

<b>Bill to:</b> 16181 Wichita Public Library 711 West 2nd St. North WICHITA KS 67203	<b>Ship to:</b> 16181 Wichita Public Library 711 West 2nd St. North WICHITA KS 67203
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<b>Invoice Date</b> 20 JUN 2024	<b>NET 30 DAYS</b>	<b>Ship Via</b> Internet
20 JUL 2024	<b>Salesperson</b> Scott Ouellette	<b>Purchase Order Number</b>

Description	Quantity	Amount
Annual Subscription January - December 2025  - Hispanic Life in America, Series 1-3 - Wichita Eagle (KS) - Wichita Eagle (KS) Digital Archive	1	37364.00

	<b>TOTAL DUE</b>	37,364.00
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Federal Tax ID: 06-1084869 • An Equal Opportunity Employer • Currency: USD

The NewsBank license agreement(s) and/or any terms of use provided by NewsBank governs the terms and conditions of use regarding the NewsBank product(s) identified in the invoices issued by NewsBank from time to time. The terms of any document issued by a customer inconsistent with the terms of the NewsBank license agreement(s) and/or any terms of use provided by NewsBank shall not become binding on NewsBank.

**Gift and Memorials Account  
Report of Activity (January - June 2024)**

<u>Item</u>	<u>Disbursements</u>	<u>Receipts</u>	<u>Beginning/ Ending Balance</u>
<b>GENERAL LEDGER STARTING</b>			
<b>BALANCE</b>	<b>January 1, 2024</b>		<b><u>\$65,076.28</u></b>
<b>110 - Levand</b>			<b><u>\$37,011.04</u></b>
<b>Receipts:</b>			
Levand		\$76,000.00	
<b>Expenditures:</b>			
Alexis Ternes (Training)	(16.11)		
Allen's Furniture & Reupholstery (Reupholstery)	(5,434.13)		
Amazon (Audio/Video Equipment)	(1,755.44)		
Amazon (Family Place)	(43.85)		
Amazon (Materials)	(210.14)		
Amazon (Staff Training)	(236.96)		
Amazon (Supplies)	(280.86)		
Bookpage (Subscription)	(451.50)		
Cengage Learning (Gale Analytics)	(9,903.21)		
City of Wichita (Tate IUG Registration paid on City Card by Mistake)	(425.00)		
Constructive Playthings (Family Place)	(130.98)		
Copp Media (ReadICT Campaign)	(2,400.00)		
Diamond Henderson (Postage)	(87.00)		
Everyone.net (Domain Renewal)	(133.00)		
Flamingo Ink (Juneteenth Brochures)	(150.50)		
Galls (LRO Supplies)	(1,362.99)		
GoPro (Annual Renewal)	(49.99)		
ICMA Online Store (Training)	(285.20)		
Jeff Tate (Travel)	(1,579.17)		
Kansas Leadership Center (Training)	(199.00)		
KMUW (Advertising)	(720.00)		
Lakeshore (Family Place)	(2,328.82)		
Learning Resources (Family Place)	(90.27)		
Mailchimp (Monthly Plan)	(396.00)		
Mokas (Interviews/Westlink Groundbreaking)	(100.73)		
Nub Games (Renewal)	(1,197.00)		
Racine Zackula (Little Free Libraries)	(325.19)		
Sarah Kittrell (Materials)	(62.20)		
Schammerhorn (Solar Blinds)	(1,779.80)		
Scott Rice (Chairs)	(655.20)		
Sean Jones (PR/Awareness Luncheon)	(212.71)		
Short Edition (Paper)	(720.00)		

**Gift and Memorials Account**  
**Report of Activity (January - June 2024)**

The Chamber (Business Expo)	(300.00)	
The Library Store (Programming)	(18.11)	
Tonies USA (Materials)	(6,638.83)	
Travelocity (Travel)	(458.68)	
Volgistics (Volunteer Software)	(480.00)	
Watermark Books (Program Prizes)	(90.00)	
Wichita Business Journal (Awards Ceremony)	(300.00)	
Wichita Mom (Advertising)	(1,250.00)	
WSU Tech (LRO Training)	(175.00)	
<b>Ending Balance:</b>		<b>\$69,577.47</b>
<b>130 - Local History Photos</b>		<b>\$355.77</b>
<b>Receipts:</b>		
Customer Photo Payments	\$185.00	
		<b>\$540.77</b>
<b>150 - Technology Fund</b>		<b>\$893.03</b>
<b>Expenditures:</b>		
Amazon (Supplies)	(41.57)	
Otter Pro (Library Podcast)	(119.99)	
Paypal (Payflow Pro)	(25.00)	
<b>Ending Balance:</b>		<b>\$706.47</b>
<b>150.1 3D Printing</b>		<b>\$255.64</b>
<b>Receipts:</b>		
Revenue from Patrons	\$15.19	
		<b>\$270.83</b>
<b>160 - SCKLS Facilities Improvement Fund</b>		<b>\$1,091.26</b>
<b>Receipts:</b>		
CD Redeemed	\$334,000.00	
<b>Ending Balance:</b>		<b>\$335,091.26</b>
<b>210 - Staff Association Fund</b>		<b>\$16,994.87</b>
<b>Receipts:</b>		
Friends Monthly Donations	\$6,995.31	
Friends of the Library (Inservice Day)	\$250.00	
Friends of the Library (Library Week)	\$300.00	
Gall (LRO Supply Refund)	\$728.22	
Patron Donation for Westlink	\$500.00	
Premier Food (Vending)	\$864.71	
Sedgwick County (Polling Place)	\$200.00	
Staff Honorarium	\$40.00	

**Gift and Memorials Account**  
**Report of Activity (January - June 2024)**

Wichita Public Library Foundation (Supplies)	\$225.68	
<b>Expenditures:</b>		
4Imprint (Library Week)	(640.05)	
Amazon (Supplies)	(8.14)	
Kroger (Library Week)	(19.16)	
Pizza Hut (Lunch for PW Assistance)	(33.85)	
Tracy Partridge (Dill Reimbursement)	(211.00)	
Transfer to 220	(5,000.00)	
Wichita Busines Journal (Award Ceremonies)	(3,300.00)	
<b>Ending Balance:</b>		<b>\$17,886.59</b>
<b>220 - Employee Training</b>		<b>\$1,112.44</b>
<b>Receipts:</b>		
Transfer from 210	\$5,000.00	
<b>Ending Balance:</b>		<b>\$6,112.44</b>
<b>310 - SCKLS Summer Reading Grant</b>		<b>\$100.00</b>
<b>Expenditures:</b>		
Flamingo Ink	(97.91)	
		<b>\$2.09</b>
<b>320 - WGS</b>		<b>\$357.16</b>
<b>Ending Balance:</b>		<b>\$357.16</b>
<b>330 - Friends of the Library</b>		<b>\$3,155.90</b>
<b>Ending Balance:</b>		<b>\$3,155.90</b>
<b>330.1 Big Read (Friends)</b>		<b>\$1,497.82</b>
<b>Receipts:</b>		
Friends of the Library	\$100.00	
<b>Ending Balance:</b>		<b>\$1,597.82</b>
<b>330.2 - SR Wed (Friends)</b>		<b>\$0.00</b>
<b>Expenditures:</b>		
PBS Kansas (Senior Expo)	(350.00)	
<b>Ending Balance:</b>		<b>(\$350.00)</b>
<b>330.3 - 1000Books (Friends)</b>		<b>(\$992.84)</b>
<b>Receipts:</b>		
Friends of the Library	\$1,096.87	
<b>Ending Balance:</b>		<b>\$104.03</b>
<b>330.4 - Branch Programming (Friends)</b>		<b>(\$4,485.06)</b>
<b>Receipts:</b>		
Friends of the Library	\$5,984.95	

**Gift and Memorials Account**  
**Report of Activity (January - June 2024)**

**Expenditures:**

Amazon	(1,499.26)
Flamingo Ink	(343.46)
Hobby Lobby	(58.02)
Kroger	(98.97)
Savannah Ball	(229.90)
Sara McNeil	(17.36)
Scholastic	(1,515.17)

**Ending Balance:** **(\$2,262.25)**

**330.6 Local Author Day (Friends)**

**Ending Balance:** **(\$59.91)**

**340 - Miscellaneous Fund**

**\$4,298.51**

**Receipts:**

Baird (Interest)	\$16,690.33
Wichita Public Library Foundation	\$207.87

**Expenditures:**

Amazon (Supplies)	(86.27)
Cengage Learning (Gale Analytics)	(5,020.91)
Kroger (To be reimb by WPLF)	(189.52)

**Ending Balance:** **\$15,900.01**

**355- FOL Holds**

**\$690.41**

**Ending Balance:** **\$690.41**

**Memorials (500-517)**

**\$2,800.24**

**Receipts:**

Miscellaneous Donors	\$1,564.38
Transferred from 504	\$6.35
Transferred from 509	\$9.52
Transferred from 513	\$1.88
Transferred from 517	\$1.01

**Expenditures:**

Amazon	(109.47)
Ingram	(627.03)
The Mayflower Society	(81.23)
Transferred to Foundation	(3,565.65)

**Ending Balance:** **\$0.00**

**Balances:**

	<u><b>January 1, 2024</b></u>	<u><b>June 30, 2024</b></u>
Levand (110)	\$37,011.04	\$69,577.47
LH Photos (130)	\$355.77	\$540.77
Technology Fund (150)	\$893.03	\$706.47
3D Printing (151.1)	\$255.64	\$270.83

**Gift and Memorials Account  
Report of Activity (January - June 2024)**

SCKLS Facilities Improvement Fund (160)	\$1,091.26	\$335,091.26
Staff Association Fund (210)	\$16,994.87	\$17,886.59
Employee Training (220)	\$1,112.44	\$6,112.44
SCKLS Summer Reading Grant (310)	\$100.00	\$2.09
WGS (320)	\$357.16	\$357.16
Friends of the Library (330)	\$3,155.90	\$3,155.90
Big Read (Friends) (330.1)	\$1,497.82	\$1,597.82
SR Wed (Friends) (330.2)	\$0.00	(\$350.00)
1000Books (Friends) (330.3)	(\$992.84)	\$104.03
Branch Programming (Friends) (330.4)	(\$4,485.06)	(\$2,262.25)
Local Author Day (Friends) (330.6)	(\$59.91)	(\$59.91)
Miscellaneous (340)	\$4,298.51	\$15,900.01
FOL Holds (355)	\$690.41	\$690.41
Memorials (500; 502-506)	\$2,800.24	\$0.00
 <b><u>MONEY MARKET LEDGER BALANCE</u></b>	 \$65,076.28	 \$449,321.09

<b><u>CERTIFICATES OF DEPOSIT</u></b>	<b><u>Invested Amount</u></b>	<b><u>Coupon Rate</u></b>	<b><u>Market Value (6/30/24)</u></b>
Meridian Bank Wayne PA Matures 8/15/24	\$168,000.00	5.50%	\$168,000.00
JPMorganChase Bank Columbus OH Matures 10/7/24	\$236,000.00	5.75%	\$236,000.00
<b><u>SECURITIES MARKET VALUE</u></b>	<b><u>404,000.00</u></b>		<b><u>\$404,000.00</u></b>
 <b><u>TOTAL ACCOUNT BALANCE</u></b>			 <b><u>\$853,321.09</u></b>

SEMI-ANNUAL REPORT OF STAFF TRAVEL  
January - June 2024

<b>Name</b>	<b>Job Title</b>	<b>Date(s)</b>	<b>Place</b>	<b>Purpose</b>	<b>Cost</b>	<b>Funding Source</b>
Sara Dixon	Librarian	4/2-6/24	Columbus OH	Public Library Association Conference	2125.33	SCKLS
Michelle Enke	Manager	6/27-7/2/24	San Diego CA	American Library Association Conference	3738.64	SCKLS
Diamond Henderson	Librarian	4/2-6/24	Columbus OH	Public Library Association Conference	2075.52	SCKLS
Daniel Pewewardy	Librarian	4/2-6/24	Columbus OH	Public Library Association Conference	2091.48	SCKLS
		5/31-6/3/24	Chicago IL	Law for Librarians Train the Trainer		ALA
Jeff Tate	Library Manager	3/24-28/24	Detroit MI	Innovative Users Group	2462.85	Levand
Alexis Ternes	Librarian	2/13-14/24	Wichita KS	When Every Youth Developer Leads	215.11	Levand

**WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS**  
**Operations Committee Agenda**  
**Tuesday, July 9, 2024 3:30pm**  
Board Room / MS Teams (link below)  
Advanced Learning Library, 711 W 2<sup>nd</sup> St, Wichita, KS 67203

1. Call to Order
2. Review of June minutes
3. Branch remodel timelines and service plans discussion
4. Managed Call Center
5. Other Topics from the committee
6. Adjournment



**Wichita Public Library Board of Directors**  
**Operations Committee Meeting**  
**June 11, 2024**

Present: Members Donna Douglas, Robin Templin, Jonathan Winkler, Director of Libraries Jaime Nix and Customer Service Division Manager Kristi Dowell.

Jonathan Winkler called the meeting to order at 3:41 p.m.

Kristi Dowell provided the committee with background information about the purpose, function, and operational need the processing fee has for any physical item that is lost or damaged. This fee is currently set at \$7.00 and staff have discretion to waive any or all of the processing fee for extraordinary circumstances. The processing fee purpose is to offset the cost to reorder, re-catalog, reprocess and fully restock an item. This amount was raised from \$5.00 to \$7.00 as a cost recovery effort.

Jaime Nix shared that as part of this year's budget process, the library looked at vendor services and learned that the outsourced processing that the library uses is \$3.75 per item and was expected to raise 8% in 2024. The cost for staff to process items in-house calculates at \$3.07 per item. Both amounts are over the amount for full cost recovery. In addition, the library experiences an average savings of 35% off list price. Any item lost or damaged may be charged the list price of the item. The department decided to stabilize this line item by bringing the processing service-in house.

Jaime and Kristi shared that 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.

Jonathan Winkler asked how much annually is charged as a processing fee. Jaime Nix responded that 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.

Douglas (Templin) moved to approve recommended policy updates for CIR-010, CIR-011, CIR-012, and CIR-013. The motion carried.

The meeting adjourned at 4:09 p.m.



## INTEROFFICE MEMORANDUM

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**TO:** Library Board of Directors  
**FROM:** Jaime Nix, Director of Libraries  
**SUBJECT:** Managed Call Center  
**DATE:** July 1, 2024

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**Background:** Wichita Public Library has been asked to modify staffing capacities across the department to accommodate for anticipated growth in library business receives an average of 70,000 calls annually at seven branch facilities. The majority of the calls relate to questions about hours of operations, basic customer account questions (renewals, balance owed, PIN access), and others that are routine in nature. 75% of the calls are less than a minute in duration, which correlates to the type of complexity WPL phone service now sustains. Before the Internet, phone service included significant research and resources to be able to answer customer questions. The shift in call type has been studied as a pathway to gain staff capacity to increase community engagement and awareness of services through programs and outreach.

Library workflows have been adapted at remodeled facilities to bring all of the calls into a back-office setting to allow front-desk staff to focus on delivering in-person customer service. At the Advanced Learning Library, the call volume has dictated having staff in the High-Density Storage service points on floor 1 and floor 2 to receive calls. The volume received requires a roll-over plan to ensure customers do not experience long wait times. Staff in the Automated Material Handling service point answers customer account questions, while the other service points address the wide range of questions.

As a result of recent staffing changes, Library Leadership has experimented with an updated phone service model that eliminates one High-Density service point and has roll-over calls going to the Research Pavilion. Since making this change in June, the impact to workflows in the Research Pavilion has been approximately 70 calls throughout a normal business day.

An industry scan for how urban public libraries manage incoming phone service was conducted and staff researched the concept of a customer contact center for handling entry-level phone calls that are informed by library policies, culture, and relationship expectations. Few companies provide this service but one is a vendor that the library has worked with for decades. Consultations with libraries who use this service have been positive and the library has assurance that customers would have a seamless experience between the vendor and library staff. The development of a Customer Experience Model, additionally, will ensure that customer service and expectations are fully met through WPL guidance and management.

In consultation with City Finance, an RFP for vendor services could be issued to have a competitive selection process.

**Analysis:** Research shows that libraries began using customer Contact Center services for public libraries since 2010 as a method to expand staff capacity as a response to the pandemic. This

service includes customer communication for handling incoming phone calls and web chats, tailored specifically to the operational needs and requirements of public libraries. The Contact Center staff would be comprised of librarians with professional (MLS/MLIS) degrees and library specialists trained in library service and operations.

It is expected that the service would fulfill:

- General FAQ's and directional questions related to all library branch location: hours of operation, holiday closures, driving directions, local landmarks, parking options, location of book drops and drive-thru windows, general knowledge of branch floor plans, etc.
- Customer account/circulation questions and transactions, including explanation of circulation policies and procedures and fine/fee structures and negotiation of fines/fees according to documented guidelines and parameters
- Ready-reference assistance such as catalog and internet search and reader advisory
- Electronic/downloadable media assistance and support for all major e-media platforms, including OverDrive
- Questions about library service offerings such as public computer terminals, copying/printing/scanning, fax machine for public use, test proctoring, U.S. Passport application processing, maker spaces and related software/hardware resources, etc.
- Study/meeting room inquiries and reservations, including use of room reservation software and facilitation of credit card payments associated with such reservations where applicable
- Program/event inquiries and registrations, including use of related calendar software platform

The library is examining the FTE savings needed to accomplish efforts to strengthen programs related to literacies and raising awareness of services. At this time, we are aiming for 4 FT equivalent to Library Assistant work to allow for operational support. Call volumes and call times are being reviewed to determine the cost benefit ratio. This has been completed for the Advanced Learning Library and further information will be provided to guide this decision as a system-wide approach.

**Financial Considerations:** Any funds to pursue this service change would be provided through annual grant funding. This would not eliminate staff positions but instead would shift time from telephones to in-person engagement. The annual salary for a full time Library Assistant is \$44,514. The maximum feasible commitment to this service would be less than \$100,000.

**Legal Considerations:** The Law Department will be consulted with any subsequent contract that will be necessary for procurement using the City of Wichita policies.

**Recommendations/Actions:** It is recommended that the Library Board approve further exploration of the Call Center Management model for no fewer than three years to provide staffing capacity to achieve the Strategic Direction and adapt to anticipated business changes as a result of branch remodels if the cost of this service does not exceed \$100,000 annually.

**WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS**  
**Planning and Facilities Committee Agenda**  
**Wednesday, July 10, 2024 1:00pm**  
Hyde Conference / MS Teams (link below)  
Advanced Learning Library, 711 W 2<sup>nd</sup> St, Wichita, KS 67203

1. Call to Order
2. Introductions
3. Westlink Expansion update and on-site visits
4. Branch Rennovations update and service plan
5. Rockwell Groundbreaking
6. Managed Call Center discussion
7. Other Topics from the committee
8. Adjournment

**Wichita Public Library Board of Directors  
Planning and Facilities Committee Meeting  
June 12, 2024**

Present: Sarah Balderas, Lauren Hirsh, Karyn Shorter, and Director of Libraries Jaime Nix

Lauren Hirsh the meeting to order at 1:03 p.m.

Introductions of the new Planning and Facilities committee were made.

Jaime Nix provided an update on the Westlink branch expansion. Construction continues to progress, with much of the new parking and drive-up window framing being complete as well as the steel roofing for the new addition. Framing is occurring. Meetings are coordinated for automatic material handling system measurements. The art concept has been approved from Design Council and the artist is working with Library staff to identify the symbols that will represent language throughout the interior of the teen space.

Jaime Nix shared that the design work for Rockwell is concluding and some concessions have to be made due to constrained budgets. However, the architectural drawings include alternatives if more funds are received. The art process is launching, and Jaime asked for assistance from the committee for an upcoming selection process. Both Lauren and Karyn volunteered.

Jaime Nix gave an update that the RFP for solar panel installation for the system will be issued in mid-July with the goal to select the contractor by October. The price of this project is \$3.75M and is provided through ARPA designated capital funds.

Jaime Nix provided an update that the Wichita Public Library Foundation and WPL received approximately \$300,000 in state funding to install nine additional WiFi benches and add access points at each facility to provide strong 24/7 connectivity on library grounds. Three benches that were funded through alternate means will be installed by the end of the week as a pilot for this type of free expanded access to broadband.

With the branch renovations completing in the upcoming year, the committee began a conversation about the need to plan sustained funding for ongoing operational needs such as furnishing and technology replacements. The Advanced Learning Library equipment is showing wear and replacement plans are being developed. The committee will consider the roles and responsibilities between City and fundraising efforts for how to care for future capital needs.

The meeting adjourned at 1:53 p.m.

**WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS**  
**Public Affairs Committee Agenda**  
**Thursday, July 11, 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. Approval of June 13, 2024 Minutes
3. Update on June Media Activities
4. Update on Strategic Agenda and 2024 Public Affairs Priorities
5. Community Engagement for branch renovations
6. Other items from Committee Members
7. Adjournment

**Wichita Public Library Board of Directors**  
**Public Affairs Committee**  
**June 13, 2024**

1. Call to Order
  - a. 4:02 p.m.
  - b. Members present: Robin, Kurt, Susie (virtual), Michelle (virtual)
  - c. Staff present: Jaime, Sean
2. Introductions
3. Update on May media activities
  - a. Monthly news segments focused on promoting Summer Reading Program
  - b. Discussion about July segments focusing on Local Author Day
4. Strategic Agenda and 2024 Public Affairs Priorities
  - a. PR Professionals luncheon on June 25; the purpose of this gathering is to gather feedback from public relations and communications professionals in Wichita to begin thinking about how WPL can raise awareness of resources and services
  - b. Discuss work on state legislative agenda
  - c. Offer space at the library for partners to discuss resources and services (like IRC, Human Kind, Independent Living Resource Center, etc.)
  - d. Next meeting: come up with a list of focal points to finish 2024, plan for 2025
5. Other items from committee members
  - a. Work on building a volunteer program
  - b. Promote Local Author Day at 259 enrollment / eCard registrants
  - c. Can the library host candidate forums and debates during an election year?
  - d. What is working / not working in terms of promotions?
  - e. What social media platforms do we have? *Facebook, X, Threads, Instagram, YouTube, Nextdoor, Reddit*
  - f. Parenting classes at the library
6. Adjourn: 4:55 p.m.

## **Media Log: June 2024**

- June 8: KWCH, Family Concert Series
- June 11: KAKE Kids Corner, Family Concert Series
- June 15: KSN, Family Concert Series
- June 27: KAKE, Family Concert Series