

A G E N D A

**Wichita Public Library Board of Directors Meeting
Tuesday, September 17, 2024 – 12:00 p.m.
Board Room
Advanced Learning Library, Second Floor
711 W 2nd, Wichita KS 67203**

1. Call to Order/Introductions
2. Approval of the Agenda
3. Public Comment
4. Staff Presentation: City of Wichita Budget Process and 2026 Approach - Elizabeth Goltry, Finance Manager
5. Minutes of the August 20, 2024 meeting
6. Unfinished Business
7. New Business
8. Finance Committee Report
 - a. Review of August Bills and Finance Reports
 - i. Revenue Report
 - ii. Grant Fund Summary Report
 - iii. Report of Expenditures

General Fund Bills	\$1,199,363.94
Grant Fund Bills	\$16,559.74
Gift & Memorial Fund Bills	-
Total	\$1,215,923.68

- b. Annual Subscription Costs
9. Operations Committee Report
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

August 2024

Service Highlights

The Wichita Education Network met at the Advanced Learning Library over the lunch hour on August 13th. Attendees heard a presentation from Ricki Ellison, Greater Wichita Partnership's Director of Talent and Workforce Development, about the GWP's Talent Roadmap, and how it can help our region compete for, retain, and develop talent.

The Evergreen and Angelou Branch Libraries welcome a new branch manager, Sierra Kelly, who will replace Anne Ethen. Anne is retiring September 13th after 10 years in the position. Sierra was a branch manager of 20 staff at the Mid-Continent Public Library where she also managed their passport application services. She served on the Blue Springs Chamber of Commerce DEI Task Force and led a DEI book club for Chamber members.

On August 9, the Library published the latest episode of the Read. Return. Repeat. podcast. In this episode, Sara and Daniel interview science fiction and horror writer Alex White, best known for the Salvager series and their tie-in novels for the Aliens and Star Trek franchises. In this episode that explores ReadICT Category 6, a book set in space, Alex talks about their newest novel, August Kitko and the Mechas from Space, why writing speculative fiction can be cathartic, and why sci-fi is so much more than "big robots punch each other."

Changes to the Library's website in August included updates to the Library of Things, Book Discussions, Kansas Library eCard, Educator Resources, and USD 259 Student E-card Partnership pages; pages promoting the upcoming Kansas Reads to Preschoolers and Banned Books Week programs; and new pages for the Maker Space as well as the Alford and Angelou branch remodel projects.

E-material use was up over 16% over August 2024, with 45,965 checkouts from 9,712 borrowers – again, a new unique borrower's record! The Library also surpassed the previous unique user record. At the end of August 2024, 18,133 unique users had checked out materials from Libby/Overdrive, compared to the total of 17,956 users in 2023. The Library is on track to surpass 2023's borrowing record of 460,000 checkouts by the end of October.

Other News

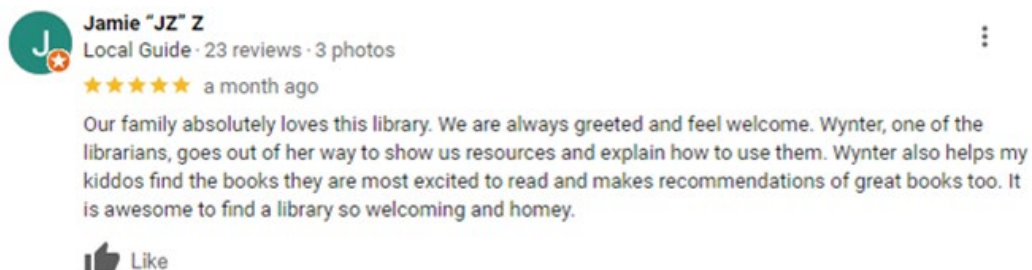
The KSDAR Mary Draper Chapter sponsored a traveling exhibit "American Revolution" that was installed in Special Collections for one week. The opening reception had costumed reenactors and a small reception. During the week, between 30 to 50 people viewed the exhibit each day, and there were many nice comments made to the staff regarding the library's hosting.

Rockwell staff members Katrina and Wynter took a field trip to W.B. Harrison Park on the afternoon of August 28th to change out the book pages in the permanent Storywalk. The summer title “Paletero Man” by Lucky Diaz has been replaced with the non-fiction book “Bee Dance” by Rick Chrustowski. While Wynter and Katrina were cleaning the stands and switching out the pages a jogger went by, then doubled back to check what they were doing. The jogger had not realized that the books periodically changed. They said they had read “Paletero Man” the first couple of times they jogged through and then ceased to pay attention to the stands. They happily promised to read the new title on their next jog and to keep an eye out for changes in the future.

A new customer at Walters, a French-speaking African immigrant, has been coming in nearly every day to use Library resources. With limited English, his main point of contact in the Library has been Community Outreach Librarian Robin who is able to speak some French with him. While this gentleman was reading the paper, one of the branch’s regular customers sat with him, introduced himself, and they began having a friendly conversation. A third customer who was visiting Walters for the first time overheard them and joined in, introducing himself as another French-speaking African immigrant. The three of them really connected, chatting at the booth for a while, browsing the library shelves, and sharing book and movie recommendations that staff was able to order for them. By the time they parted, they had exchanged phone numbers to keep in touch.

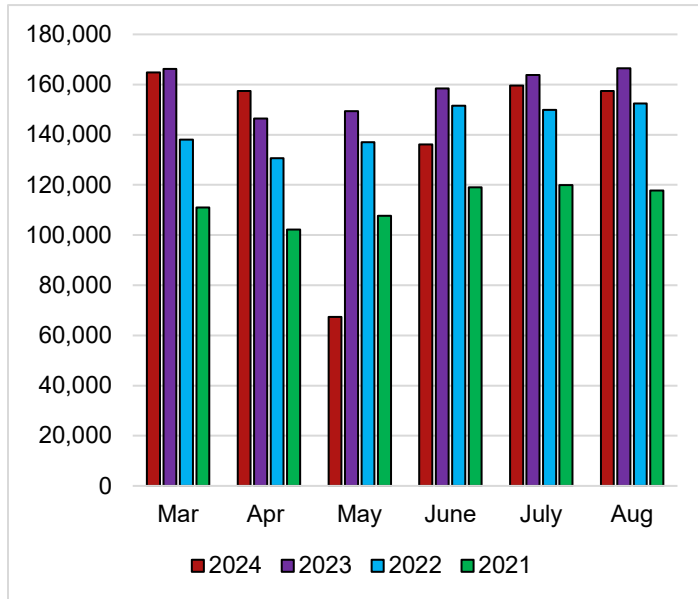
As the Library looks at creating a customer experience model, staff gave feedback about the challenge of giving customers a good experience with the plexiglass attached to the service point. As a result, the Plexiglas is being removed from service points at all locations. Customers have been very excited with this change! Removing that divide has been nothing, but positive. Within the first 20 minutes of removing the Plexiglas shield, two customers had raved about how wonderful it is that it is gone. Megan Coffin (Library Assistant, Advanced Learning Library) gets at least 5 comments per shift from customers surprised and delighted by its disappearance. One less barrier to prevent staff from being able to help a customer to the best of their ability.

Maize Central Elementary School hosted a Math and Reading Night attended by Westlink Branch Youth Services Librarian Eva and Family Literacy Coordinator Racine. Eva staffed a table inside the building where she shared information about library locations and services and issued 10 library cards to adults and children. Eva also provided stickers and a LEGO tower game for attendees to play. While Eva was inside, Racine gave 98 people the opportunity to experience the awesomeness of the book bus outside. Library staff came across several good reviews on Google for the Rockwell Branch Library recently. This review mentions Rockwell Library Assistant Wynter specifically! Way to go, Wynter!



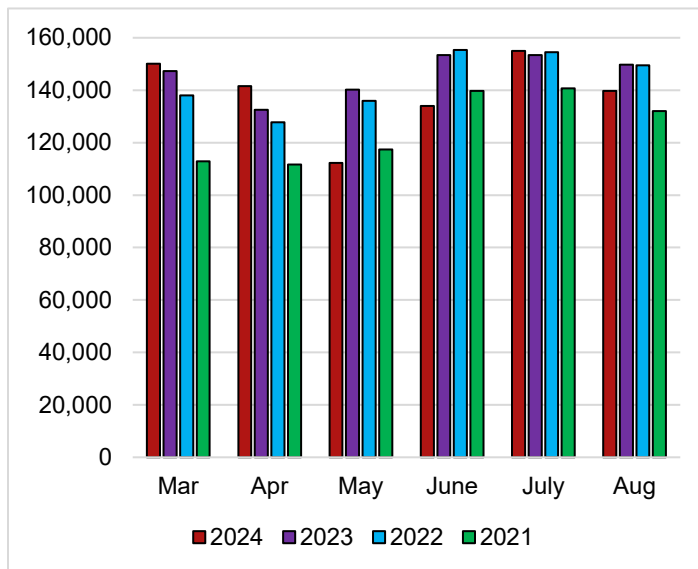
Service Dashboard

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



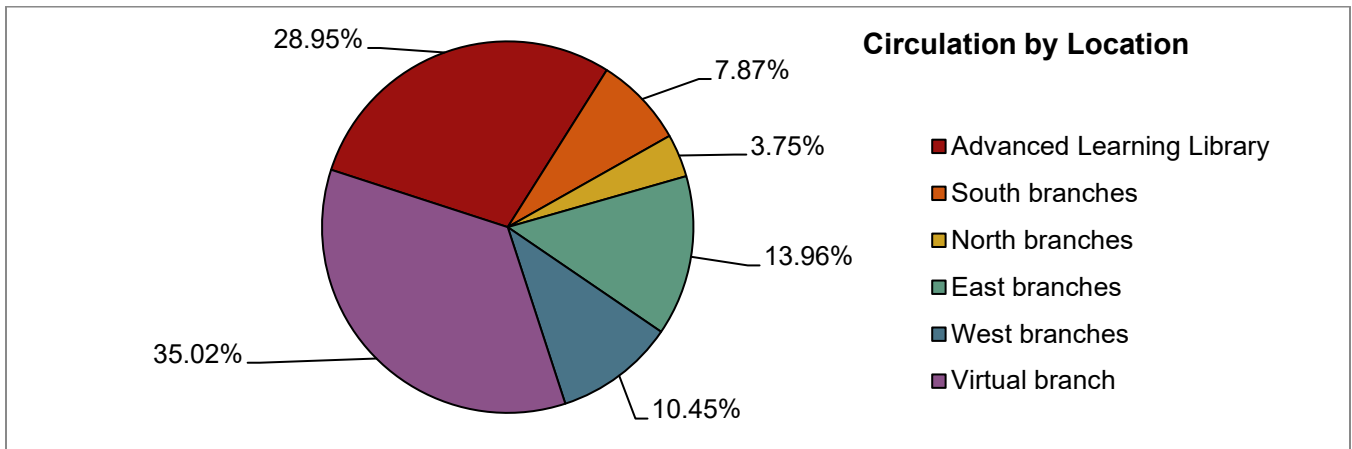
AUGUST			
	2024	2023	% change
Door Counts	59,509	59,840	-0.55%
Catalog Log-ins	37,773	39,297	-3.88%
Website Visits	59,744	66,541	-10.21%
CONTENTdm Users	372	831	-55.23%
Total	157,398	166,509	-5.47%

CHECKOUTS

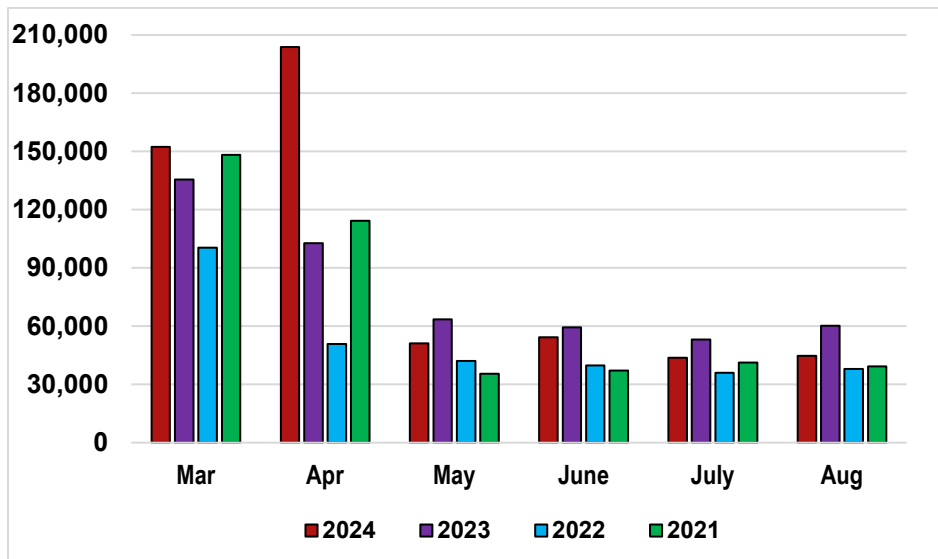


AUGUST			
	2024	2023	% change
Physical Circulation	90,838	99,622	-8.82%
Virtual Circulation	48,955	50,109	-2.30%
<i>WPL</i>	48,955	42,559	15.03%
<i>State</i>	-	7,550	N/A
Total	139,793	149,731	-6.64%

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



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

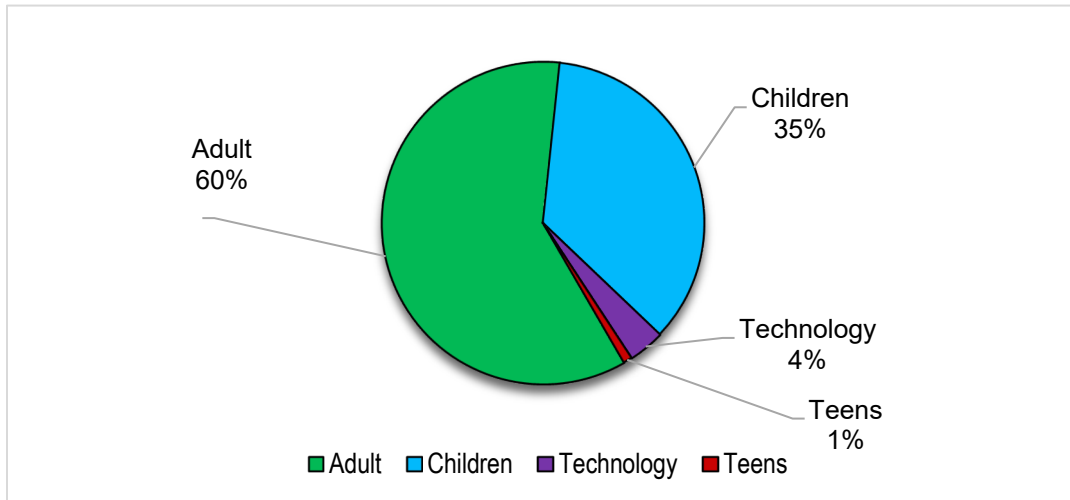


AUGUST

	2024	2023	% change
Reference Questions	6,062	5,239	15.71%
Database Searches	35,298	51,781	-31.83%
Technology Assistance	2,972	2,843	4.54%
Book-A-Librarian Appointments	346	283	22.26%
Total	44,678	60,146	-25.72%

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

PROGRAM ATTENDANCE

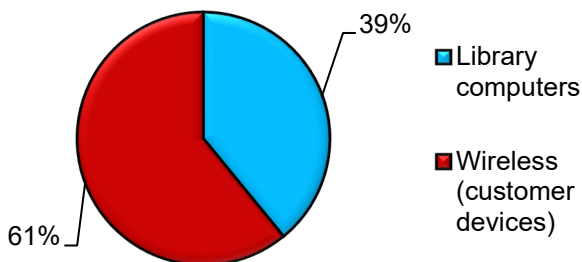


AUGUST ATTENDANCE

	2024	2023	% change
Adult events	1,500	3,772	-60.23%
Children's events	887	392	126.28%
Technology training	91	134	-32.09%
Teen events	22	6	266.67%
TOTAL	2,500	4,304	-41.91%

PUBLIC COMPUTING

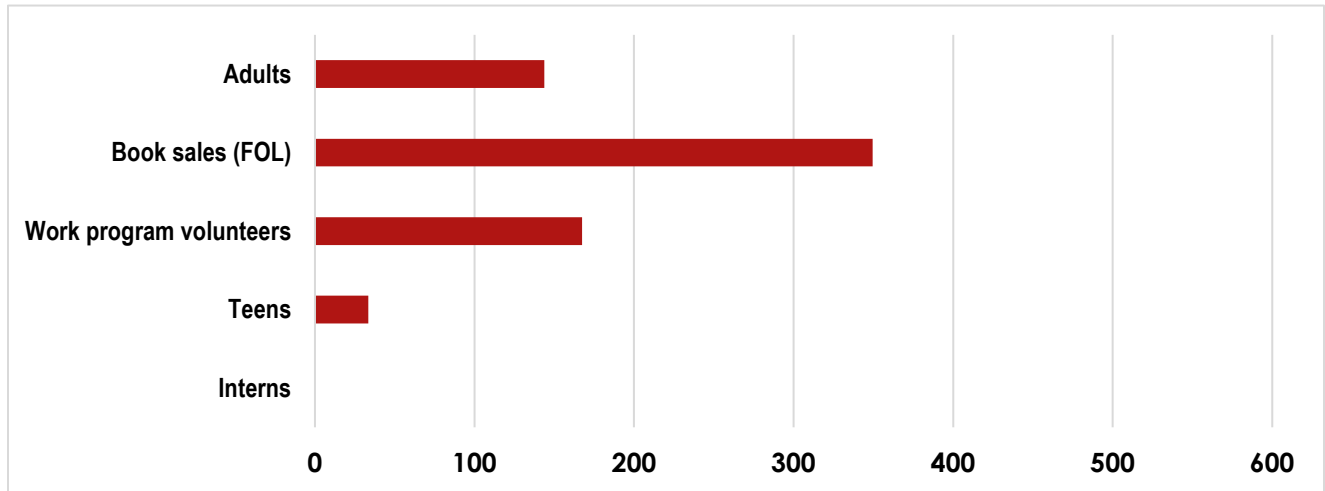
Method of Computing Access (by session)



AUGUST

	2024	2023	% change
Workstation Sessions	7,025	7,183	-2.20%
Wi-Fi Sessions	10,955	12,113	-9.56%
Number of Users	1,537	1,677	-8.35%
Hours of Access	12,637	12,720	-0.65%

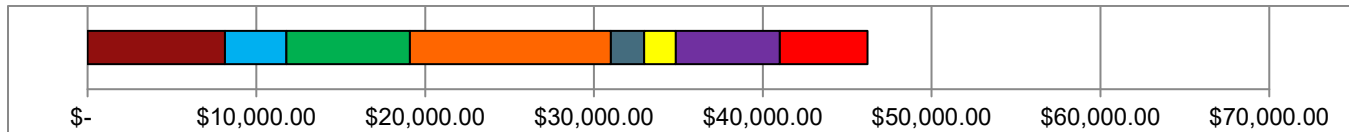
VOLUNTEERS (hours of service)



Number of volunteers YTD = 117

Hours of service YTD = 6,719

MATERIALS DONATIONS (value if purchased)



Year to date total = \$46,192.14

Items added to Library collections YTD = 2,935

Service Snapshot: Recent Raving Fans Stories

A customer approached the front desk of the Rockwell Library to get a replacement library card. They had their temporary paper ID with them, but it had expired over three weeks prior and the card had not yet arrived in the mail. Youth Services Librarian Katrina was able to work with the customer to find they had a photo on their phone of their current Passport, which in combination was sufficient ID and proof of address to get a replacement card. The customer was concerned that because they had to get a new card number with the replacement, their prior information and current holds would be lost. Katrina reassured them that most everything transferred automatically, and that she would be able to request their Libby accounts be merged within a day or two to prevent interruptions there. The customer was very excited and remarked that they “had come in with so many problems and you just made it all work.”

A woman came into the Alford branch library asking for help printing a legal document from her phone. She told Library Assistant Ben that she had trouble operating her phone due to medical issues. When she asked about filling out the document and sending it, Ben told her about all the ways staff could

help, including scanning. She said the staff were “lifesavers” and that she had driven to town from Udall to help a friend who couldn’t use a computer or smartphone at all.

A Westlink branch library customer was asking about a hold she had placed. Senior Library Assistant Eileen looked up the item and noticed it was unavailable and Westlink had the only copy. Eileen believed the book was most likely in a box in Westlink’s storage (there are hundreds of them). Since Library Assistant Andrea has become very adept at using the RFID wand, Eileen asked her if she could use the wand to locate the box it was in. PRESTO! By moving the wand around the boxes, the book was located in a box and is now on hold for a very happy customer.

A student in the Canva classes in August wrote “The instructors are very thorough and good at explaining things”, referring to Tech Trainers Janelle and Misti.

A patron called Adult Literacies Librarian Kelly Fabrizius, inquiring about the collaboration rooms that the library offers. Their small group isn't able to afford a meeting space and she was so excited to find out that we offer these rooms for free. She said they will be using the rooms often and she didn't know why more people didn't know about this amazing service.

Adult Literacies Librarian Jenny Durham helped a patron who is in her first year of high school get a state library e-card for one of her classes so she could access research databases to do her homework. The student didn't have a Wichita Public Library card and was unsure about the difference between the two cards, so Jenny went over the differences and advantages with her. After getting her registered for both, Jenny walked her through the State Library's website and how to find databases as well as e-books and e-audiobooks. After this, the patron told Jenny how helpful she had been and thanked her for explaining everything so thoroughly. She said she felt lost when she came in but that she now felt much more confident about using these resources.



The Learning Lab is such a great stop for the library book bus. This past visit, we welcomed the USD 259’s Creative Minds School for a bus visit. It’s a micro-school with about 20 students from kindergarten through sixth-grade learning from one teacher. The bus was a big hit even though it wasn’t EXACTLY like the Magic School Bus.

WICHITA PUBLIC LIBRARY

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

The hybrid meeting of the Library Board of Directors was held on Tuesday August 20, 2024 at the Advanced Learning Library with the following present in person: Ms. Sarah Balderas, Ms. Michelle Garrett, Ms. Lauren Hirsh, Ms. TaDonne Neal, Ms. Brandi Newry, Mr. Kurt Oswald, Ms. Karyn Shorter, Ms. Robin Templin, Ms. Susie Ternes, and Mr. Jonathan Winkler.

Call to Order

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

Introductions

Director Nix introduced new board member Brandi Newry and new Evergreen/Angelou Branch Manager Sierra Kelly.

Approval of the Agenda

Karyn Shorter moved (Templin) to approve the agenda as published. **Motion carried unanimously.**

Public Comment

Clayton Pearson spoke on the use of bike racks at the library and how providing accessible parking for bikes can benefit customers. He also noted that cyclists prefer to park in high-visibility locations to minimize the risk of theft, and flagged a couple of areas where the loop-type racks at the ALL cannot easily be seen from within the building.

Staff Presentation

Director Nix reviewed policy ORG-001 Library Board of Directors, which lays out bylaws, governance arrangements, and responsibilities for the Board. Feedback was sought from board members as to the continued relevance of these provisions and whether changes should be considered. In the ensuing discussion, various concerns were brought up, including that the board did not lead in the recruitment of the current Director. Review of the policy will continue with a goal of identifying any needed changes.

Approval of Minutes

Minutes of the regular meeting held on July 16, 2024 were presented. Karyn Shorter moved (Balderas) to approve the minutes as included in board packets. **Motion carried unanimously.**

Unfinished Business

None

New Business

On behalf of the Finance Committee, Jonathan Winkler moved (Oswald) to approve the June finance report and supplemental bills in the following amounts: General Fund bills of \$842,325.10 and Grant Fund bills of \$56,470.54, for a total of \$898,470.54. **Motion carried unanimously.**

On behalf of the Finance Committee, TaDonne Neal moved (Winkler) to approve the invoice from OCLC for \$84,359.79.00. **Motion carried unanimously.**

Finance Committee Report

Did not meet.

Operations Committee Report

Committee chair TaDonne Neal reviewed a series of policy updates by staff. These included:

- REF-009 Meeting Room Facilities
- CUS-001 Customer Code of Conduct

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

Sarah Balderas left.

Planning & Facilities Committee Report

Director Nix reported that the groundbreaking at the Rockwell Branch went well. A further \$2.2 million has been added to the overall budget for branch renovations.

Public Affairs Committee Report

Kurt Oswald reported that the committee met and discussed upcoming fall programs.

Special Committee Reports

Friends of the Library – No report

Library Foundation – Kourtney Carson reported that work continues on the capital campaign and grant applications.

Wichita Genealogical Society (WGS) – Vickie Everitt reported that the last monthly meeting set a post-Covid record with over 87 attendees. WGS memorials have brought in over \$600

worth of books into the Library collection this year.

Director of Libraries Report

Director Nix reported that work continues with LegacyWorks and Workforce Alliance to develop a business model for the café space at the Advanced Learning Library.

There has been a steady increase in the circulation of e-books, which comprised almost 60% of items checked out as of July 2024.

The Library is part of a grant with One Small Step/StoryCorps that will be effective for 18 months and focuses on civic engagement. Strategic conversations on civic engagement continue with the Kansas Leadership Center.

The city has issued a request for proposals for artwork for the branch remodels.

Following recent conversations with Hutton Construction, the timeline for the Angelou renovation has moved up and will entail a full closure between October 2024 and January 2025. Once Angelou reopens, Rockwell will close for the remodeling of its interior.

Announcements

None

Adjournment

The meeting was adjourned at 1:16 pm.

The next regularly scheduled meeting will be September 17, 2024.

Respectfully submitted,

Jaime Nix

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Finance Committee Agenda
Tuesday, September 17, 2024, 11:30am
Board Room
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

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

General Fund Bills	\$1,199,363.94
Grant Fund Bills	\$16,559.74
Gift & Memorial Fund Bills	-
Total	\$1,215,923.68

3. Annual Subscription Costs
4. Discussion with Finance Manager Elizabeth Goltry
5. Items from the committee

YTD

FOR 2024 08

JOURNAL DETAIL 2020 1 TO 2020 1

ACCOUNTS FOR:	ORIGINAL	REVISED					AVAILABLE	PCT
100 General Fund	APPROP	BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
10000080 wichita Public Library								
422110 Library Desk Receipts (Fines)	-75,000	-75,000	-45,866.15	-6,837.56	.00	-29,133.85	61.2%	
422111 Library Desk - Faxes	-10,000	-10,000	-6,394.00	-637.00	.00	-3,606.00	63.9%	
422112 Library Desk - Passports	-25,000	-25,000	-20,670.00	-2,385.00	.00	-4,330.00	82.7%	
423030 Meeting Room Rentals	-30,000	-30,000	-14,385.00	-1,235.00	.00	-15,615.00	48.0%	
424011 Copy Charges	-11,000	-11,000	-9,422.98	-1,088.30	.00	-1,577.02	85.7%	
424101 Public Computing Charges	-20,000	-20,000	-12,788.28	-1,370.30	.00	-7,211.72	63.9%	
646981 State Setoff Collections	-68,000	-68,000	-40,487.28	-805.35	.00	-27,512.72	59.5%	
646990 Other Non-Operating Revenue	0	0	-296.48	.00	.00	296.48	100.0%	
TOTAL wichita Public Library	-239,000	-239,000	-150,310.17	-14,358.51	.00	-88,689.83	62.9%	
TOTAL General Fund	-239,000	-239,000	-150,310.17	-14,358.51	.00	-88,689.83	62.9%	

YTD

FOR 2024 08

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	-150,310.17	-14,358.51	.00	-88,689.83	62.9%

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

YTD

REPORT OPTIONS

Sequence 1	Field #	Total	Page Break	Year/Period: 2024/ 8
Sequence 2	1	Y	Y	Print revenue as credit: Y
Sequence 3	9	Y	N	Print totals only: Y
Sequence 4	11	Y	N	Suppress zero bal accts: Y
	0	N	N	Print full GL account: N

Report title:
 YTD

Print Full or Short description: F
 Print MTD Version: Y
 Print Revenues-Version headings: N
 Format type: 1
 Print revenue budgets as zero: N
 Include Fund Balance: N
 Include requisition amount: N
 Multiyear view: D

Carry forward code: 1
 Print journal detail: Y
 From Yr/Per: 2020/ 1
 To Yr/Per: 2020/ 1
 Include budget entries: Y
 Incl encumb/liq entries: Y
 Sort by JE # or PO #: J
 Detail format option: 1

Find Criteria

Field Name	Field Value
Org	10000080
Object	
Project	
Rollup code	
Account type	Revenue
Account status	

General Fund Summary August 2024

ACCOUNT DESCRIPTION	BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
511000 Base Compensation	\$ 5,826,152.00	\$ 4,307,691.74	\$ 720,461.25	\$ -	\$ 1,518,460.26	74%
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	\$ 34,279.59	\$ 7,891.89	\$ -	\$ (30,079.59)	816%
512051 Mileage Reimbursement	\$ -	\$ 1,490.18	\$ 267.94	\$ -	\$ (1,490.18)	#DIV/0!
513000 Overtime Compensation	\$ -	\$ 4,253.30	\$ 844.07	\$ -	\$ (4,253.30)	#DIV/0!
518200 Employer Wage Taxes & W	\$ 503,962.00	\$ 361,862.61	\$ 60,614.27	\$ -	\$ 142,099.39	72%
518300 Employer Share EE Insur	\$ 1,078,324.00	\$ 723,167.49	\$ 126,217.73	\$ -	\$ 355,156.51	67%
518400 Employer Share Pension/	\$ 727,056.00	\$ 514,835.42	\$ 86,523.55	\$ -	\$ 212,220.58	71%
Total Personnel Services	\$ 6,946,296.00	\$ 5,765,944.27	\$ 1,002,820.70	\$ -	\$ 1,180,351.73	83%
521011 Electricity - EDI	\$ 305,438.00	\$ 176,840.99	\$ 30,462.29	\$ -	\$ 128,597.01	58%
521021 Natural Gas - EDI	\$ 41,824.00	\$ 46,917.46	\$ 3,268.22	\$ -	\$ (5,093.46)	112%
521030 Water Service	\$ 13,375.00	\$ 12,870.92	\$ 1,847.41	\$ -	\$ 504.08	96%
521050 Trash Service	\$ 5,404.00	\$ -	\$ -	\$ -	\$ 5,404.00	0%
521051 Recycling Service	\$ -	\$ 300.00	\$ -	\$ -	\$ (300.00)	#DIV/0!
521055 Trash Service - EDI	\$ -	\$ 4,034.88	\$ 504.36	\$ -	\$ (4,034.88)	#DIV/0!
521060 Local Telephone Service	\$ 8,000.00	\$ 416.55	\$ 49.30	\$ -	\$ 7,583.45	5%
521070 Internet Service	\$ 10,971.00	\$ 5,485.20	\$ -	\$ -	\$ 5,485.80	50%
522010 PBX Line Charges	\$ 11,806.00	\$ 8,283.37	\$ 1,045.00	\$ -	\$ 3,522.63	70%
522020 PBX Instrument Charges	\$ 19,414.00	\$ 13,300.00	\$ 1,662.50	\$ -	\$ 6,114.00	69%
522040 Long Distance & Telecon	\$ 1,000.00	\$ 311.45	\$ 43.45	\$ -	\$ 688.55	31%
522060 Air Cards (Mobile Conne	\$ -	\$ 864.65	\$ 105.00	\$ -	\$ (864.65)	#DIV/0!
522070 Voicemail	\$ 3,968.00	\$ 2,720.00	\$ 340.00	\$ -	\$ 1,248.00	69%
522080 Automatic Call Distribu	\$ 786.00	\$ 524.00	\$ 65.50	\$ -	\$ 262.00	67%
522990 Other Communications Ch	\$ 296.00	\$ -	\$ -	\$ -	\$ 296.00	0%
523010 Building & Contents Ins	\$ 172,088.00	\$ 86,044.00	\$ -	\$ -	\$ 86,044.00	50%
523020 Vehicle Liability Premi	\$ 870.00	\$ 435.00	\$ -	\$ -	\$ 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	\$ -	\$ 703.34	\$ -	\$ -	\$ (703.34)	#DIV/0!
525013 Drug Screening	\$ -	\$ 3,485.00	\$ 231.00	\$ -	\$ (3,485.00)	#DIV/0!

525070 Background Checks	\$ -	\$ 457.85	\$ 39.85	\$ -	\$ (457.85)	#DIV/0!
525083 Textile Rental & Laundr	\$ 1,925.00	\$ 156.01	\$ -	\$ -	\$ 1,768.99	8%
525086 Interpreter Services	\$ -	\$ 1,475.85	\$ 376.00	\$ -	\$ (1,475.85)	#DIV/0!
525094 Collection Agency Fees	\$ -	\$ 6,642.50	\$ -	\$ -	\$ (6,642.50)	#DIV/0!
525990 Other Professional Serv	\$ 31,361.00	\$ 2,779.80	\$ 530.00	\$ -	\$ 28,581.20	9%
526010 Motor Pool Scheduled Ch	\$ 3,720.00	\$ 2,480.00	\$ 310.00	\$ -	\$ 1,240.00	67%
526020 Building Repair & Maint	\$ 7,240.00	\$ -	\$ -	\$ -	\$ 7,240.00	0%
526042 Pest Control Services	\$ 13,000.00	\$ 7,987.56	\$ 928.28	\$ -	\$ 5,012.44	61%
526044 Security & Fire Service	\$ 420.00	\$ 2,574.24	\$ -	\$ -	\$ (2,154.24)	613%
526051 Sign Production & Insta	\$ -	\$ 150.00	\$ -	\$ -	\$ (150.00)	#DIV/0!
526070 Equipment Repair & Main	\$ 5,421.00	\$ 13,576.98	\$ 175.00	\$ -	\$ (8,155.98)	250%
526092 Rent-Real Property	\$ 52,060.00	\$ 32,705.92	\$ 4,088.24	\$ -	\$ 19,354.08	63%
529010 Bank Charges	\$ 5,000.00	\$ 2,314.44	\$ 387.56	\$ -	\$ 2,685.56	46%
529020 Postage	\$ 4,000.00	\$ 2,141.50	\$ 408.00	\$ -	\$ 1,858.50	54%
529030 Shipping & Freight	\$ -	\$ 415.07	\$ -	\$ -	\$ (415.07)	#DIV/0!
529031 Delivery/Pick up	\$ -	\$ 13,040.00	\$ -	\$ -	\$ (13,040.00)	#DIV/0!
529040 Subscriptions	\$ -	\$ 189.70	\$ 52.20	\$ -	\$ (189.70)	#DIV/0!
529051 Library Software/Licens	\$ -	\$ 115,816.19	\$ 19,950.00	\$ -	\$ (115,816.19)	#DIV/0!
529052 Library Subs-Electronic	\$ -	\$ 102,647.68	\$ 30,500.76	\$ -	\$ (102,647.68)	#DIV/0!
529061 Organizational Membersh	\$ 10,960.00	\$ 325.00	\$ -	\$ -	\$ 10,635.00	3%
529070 Printing/Copying/Scanni	\$ 23,472.00	\$ 19,676.50	\$ 2,350.52	\$ -	\$ 3,795.50	84%
529090 Shredding & Recycling S	\$ -	\$ 1,941.00	\$ 238.00	\$ -	\$ (1,941.00)	#DIV/0!
529110 Advertising	\$ -	\$ 33.69	\$ -	\$ -	\$ (33.69)	#DIV/0!
529141 Software License & Main	\$ 550.00	\$ 9,685.93	\$ (13,572.09)	\$ -	\$ (9,135.93)	1761%
529150 Data Center Charges	\$ 1,187,806.00	\$ 791,877.44	\$ 98,984.68	\$ -	\$ 395,928.56	67%
529160 Licenses & Permits	\$ -	\$ 85.00	\$ -	\$ -	\$ (85.00)	#DIV/0!
529990 Other Contractuals	\$ 92,583.00	\$ 1,043.86	\$ 60.00	\$ -	\$ 91,539.14	1%
Total Contractuals	\$ 2,039,498.00	\$ 1,495,824.65	\$ 185,431.03	\$ -	\$ 543,673.35	73%
531010 Computing Supplies	\$ 900.00	\$ 909.60	\$ -	\$ -	\$ (9.60)	101%
531020 Office Supplies	\$ 50,575.00	\$ 32,576.29	\$ 3,528.75	\$ -	\$ 17,998.71	64%
531030 Custodial Supplies	\$ 4,000.00	\$ 1,745.30	\$ -	\$ -	\$ 2,254.70	44%
531150 Food Supplies	\$ -	\$ 3,125.00	\$ -	\$ -	\$ (3,125.00)	#DIV/0!
532020 Automotive Parts & Supp	\$ 450.00	\$ 54.63	\$ -	\$ -	\$ 395.37	12%

532202 Office Equipment Parts	\$ -	\$ 1,920.98	\$ -	\$ -	\$ (1,920.98)	#DIV/0!
539012 Gasoline	\$ 7,234.00	\$ 3,543.80	\$ 514.92	\$ -	\$ 3,690.20	49%
549010 Furniture & Fixtures <\$	\$ 9,990.00	\$ -	\$ -	\$ -	\$ 9,990.00	0%
549020 Data Processing Equip <	\$ 9,665.00	\$ 611.68	\$ -	\$ -	\$ 9,053.32	6%
549030 Communication Equip <\$5	\$ -	\$ 5,514.60	\$ 57.40	\$ -	\$ (5,514.60)	#DIV/0!
549110 Library Materials	\$ 997,088.13	\$ 181,471.02	\$ 7,011.14	\$ -	\$ 815,617.11	18%
Total Commodities	\$ 1,079,902.13	\$ 231,472.90	\$ 11,112.21	\$ -	\$ 848,429.23	21%
Grand Total	\$ 10,065,696.13	\$ 7,493,241.82	\$ 1,199,363.94	\$ -	\$ 2,572,454.31	74%

**Grant Fund Summary Report
August 2024**

Grant	Balance 8/1/2024	Revenue Received	Admin Charges	Contractuals	Materials	Supplies & Petty Cash	Equipment	Total Expenditures	Encumbrances	Remaining Balance 8/31/24
SCKLS 2023	\$ 28,897.30	\$ -	\$ -	\$ 5,562.11	\$ (5,000.00)	\$ -	\$ -	\$ 562.11	\$ -	\$ 28,335.19
SA 2024	\$ 56,364.61	\$ -	\$ -	\$ 15,386.99	\$ 425.00	\$ 185.64	\$ -	\$ 15,997.63	\$ -	\$ 40,366.98
SCKLS 2024	\$ 131,400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 131,400.00
Totals	\$ 216,661.91	\$ -	\$ -	\$ 20,949.10	\$ (4,575.00)	\$ 185.64	\$ -	\$ 16,559.74	\$ -	\$ 200,102.17

Wichita Public Library General Fund Bills

August 2024

Org: 10000080

10001 - Library - Personnel

1B - Base Compensation

511000 Base Compensation

Payroll, PP08.02.24	\$237,242.53
Payroll, PP08.16.24	\$239,904.04
Payroll, PP08.28.24	\$0.00
Payroll, PP08.30.24	\$243,314.68

Total 511000 Base Compensation	\$720,461.25
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Total 1B - Base Compensation	\$720,461.25
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1F - Special Compensation

512000 Special Compensation

Payroll, PP08.02.24	\$6,841.24
Payroll, PP08.16.24	\$595.84
Payroll, PP08.30.24	\$454.81

Total 512000 Special Compensation	\$7,891.89
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512051 Mileage Reimbursement

Payroll, 1681	\$26.66
Payroll, 2185	\$241.28

Total 512051 Mileage Reimbursement	\$267.94
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Total 1F - Special Compensation	\$8,159.83
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1J - OT Compensation

513000 Overtime Compensation

Payroll, PP08.02.24	\$418.97
Payroll, PP08.16.24	\$112.94
Payroll, PP08.30.24	\$312.16

Total 513000 Overtime Compensation	\$844.07
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Total 1J - OT Compensation	\$844.07
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1N - Employee Benefits

518200 Employer Wage Taxes & WC

Payroll, PP08.02.24	\$20,330.43
Payroll, PP08.16.24	\$19,995.46
Payroll, PP08.28.24	\$0.00
Payroll, PP08.30.24	\$20,288.38

Total 518200 Employer Wage Taxes & WC	\$60,614.27
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518300 Employer Share EE Insurance

Payroll, PP08.02.24	\$41,906.58
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Wichita Public Library General Fund Bills

August 2024

Payroll, PP08.16.24	\$41,820.39
Payroll, PP08.30.24	\$42,490.76

Total 518300 Employer Share EE Insurance	\$126,217.73
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518400 Employer Share Pension/Retire

Payroll, PP08.02.24	\$28,356.79
Payroll, PP08.16.24	\$28,843.39
Payroll, PP08.28.24	\$0.00
Payroll, PP08.30.24	\$29,323.37

Total 518400 Employer Share Pension/Retire	\$86,523.55
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Total 1N - Employee Benefits	\$273,355.55
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Total 10001 - Library - Personnel	\$1,002,820.70
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10002 - Library - Contractuals

2B - Utilities

521011 Electricity - EDI

EVERGY KANSAS SOUTH INC	\$30,462.29
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Total 521011 Electricity - EDI	\$30,462.29
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521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC	\$65.71
ENCORE ENERGY SERVICES	\$1,635.77
ONE GAS INC	\$1,566.74

Total 521021 Natural Gas - EDI	\$3,268.22
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521030 Water Service

City of Wichita	\$1,847.41
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Total 521030 Water Service	\$1,847.41
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521055 Trash Service - EDI

WASTE CONNECTIONS OF KANSAS INC	\$504.36
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Total 521055 Trash Service - EDI	\$504.36
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Total 2B - Utilities	\$36,082.28
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2F - Technology Charges

521060 Local Telephone Service

T-MOBILE USA INC	\$49.30
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Total 521060 Local Telephone Service	\$49.30
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522010 PBX Line Charges

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

August 2024

522020 PBX Instrument Charges

City of Wichita	\$1,662.50
Total 522020 PBX Instrument Charges	\$1,662.50

522040 Long Distance & Teleconference

City of Wichita	\$43.45
Total 522040 Long Distance & Teleconference	\$43.45

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

Total 2F - Technology Charges	\$102,295.43
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2R - Professional Svcs

525013 Drug Screening

KELLY COMPLIANCE INC	\$71.00
P-CARD ONE-TIME PAY	\$160.00
Total 525013 Drug Screening	\$231.00

525070 Background Checks

TRUVIEW BSI LLC	\$39.85
Total 525070 Background Checks	\$39.85

525086 Interpreter Services

SIGN LANGUAGE INTERPRETING SERVICES	\$376.00
Total 525086 Interpreter Services	\$376.00

525990 Other Professional Services

P-CARD ONE-TIME PAY	\$530.00
Total 525990 Other Professional Services	\$530.00

Total 2R - Professional Svcs	\$1,176.85
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Wichita Public Library General Fund Bills

August 2024

2V - Bldg & Equip Charges

526010 Motor Pool Scheduled Charges

City of Wichita	\$310.00
Total 526010 Motor Pool Scheduled Charges	\$310.00

526042 Pest Control Services

P-CARD ONE-TIME PAY	\$928.28
Total 526042 Pest Control Services	\$928.28

526070 Equipment Repair & Maint

SANDIFER ENGINEERING AND CONTROLS INC	\$175.00
Total 526070 Equipment Repair & Maint	\$175.00

526092 Rent-Real Property

CO CO PROPERTIES LLC	\$4,088.24
Total 526092 Rent-Real Property	\$4,088.24

Total 2V - Bldg & Equip Charges	\$5,501.52
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2Z - Other Contractuals

529010 Bank Charges

City of Wichita	\$387.56
Total 529010 Bank Charges	\$387.56

529020 Postage

P-CARD ONE-TIME PAY	\$408.00
Total 529020 Postage	\$408.00

529040 Subscriptions

P-CARD ONE-TIME PAY	\$52.20
Total 529040 Subscriptions	\$52.20

529051 Library Software/Licenses

City of Wichita	\$19,950.00
Total 529051 Library Software/Licenses	\$19,950.00

529052 Library Subs-Electronic Matls

KANOPY INC	\$2,847.00
ONLINE COMPUTER LIBRARY CENTER INC	\$3,920.98
P-CARD ONE-TIME PAY	\$23,732.78
Total 529052 Library Subs-Electronic Matls	\$30,500.76

529070 Printing/Copying/Scanning

City of Wichita	\$2,350.52
Total 529070 Printing/Copying/Scanning	\$2,350.52

Wichita Public Library General Fund Bills

August 2024

529090 Shredding & Recycling Service

INTERNATIONAL PAPER COMPANY	\$220.00
P-CARD ONE-TIME PAY	\$18.00

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

SYMPRO INC	(\$13,572.09)
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Total 529141 Software License & Maint Fees	(\$13,572.09)
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529990 Other Contractuals

P-CARD ONE-TIME PAY	\$60.00
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Total 529990 Other Contractuals	\$60.00
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Total 2Z - Other Contractuals	\$40,374.95
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Total 10002 - Library - Contractuals	\$185,431.03
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10003 - Library - Commodities

3B - Supplies

531020 Office Supplies

City of Wichita	\$1,994.64
P-CARD ONE-TIME PAY	\$1,534.11

Total 531020 Office Supplies	\$3,528.75
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Total 3B - Supplies	\$3,528.75
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3N - Fuel

539012 Gasoline

City of Wichita	\$514.92
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Total 539012 Gasoline	\$514.92
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Total 3N - Fuel	\$514.92
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4Z - Non-Capital Outlay

549030 Communication Equip <\$5k

P-CARD ONE-TIME PAY	\$57.40
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Total 549030 Communication Equip <\$5k	\$57.40
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549110 Library Materials

P-CARD ONE-TIME PAY	\$7,011.14
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Total 549110 Library Materials	\$7,011.14
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Total 4Z - Non-Capital Outlay	\$7,068.54
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Total 10003 - Library - Commodities	\$11,112.21
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Grand Total **\$1,199,363.94**

Y3801 - SCKLS 23-South Central KS Library S

2 - Contractuals

2N - Employee Development

524020 Travel & Training

JAIME NIX \$276.50

P-CARD ONE-TIME PAY \$266.20

Total 524020 Travel & Training	\$542.70
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Total 2N - Employee Development	\$542.70
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2Z - Other Contractuals

529040 Subscriptions

City of Wichita \$5,000.00

Total 529040 Subscriptions	\$5,000.00
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529070 Printing/Copying/Scanning

City of Wichita \$19.41

Total 529070 Printing/Copying/Scanning	\$19.41
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Total 2Z - Other Contractuals	\$5,019.41
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Total 2 - Contractuals	\$5,562.11
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3 - Commodities

4Z - Non-Capital Outlay

549110 Library Materials

City of Wichita (\$5,000.00)

Total 549110 Library Materials	(\$5,000.00)
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Total 4Z - Non-Capital Outlay	(\$5,000.00)
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Total 3 - Commodities	(\$5,000.00)
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Total Y3801 - SCKLS 23-South Central KS Library S	\$562.11
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Y4800 - Library-State Grants-in-Aid 2024

2 - Contractuals

2z - Other Contractuals

529051 Library Software/Licenses

City of Wichita (\$19,950.00)

Total 529051 Library Software/Licenses	(\$19,950.00)
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529052 Library Subs-Electronic Matls

P-CARD ONE-TIME PAY \$35,336.99

Total 529052 Library Subs-Electronic Matls	\$35,336.99
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Total 2z - Other Contractuals	\$15,386.99
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Total 2 - Contractuals	\$15,386.99
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3 - Commodities

3B - Supplies

531020 Office Supplies

P-CARD ONE-TIME PAY \$185.64

Total 531020 Office Supplies	\$185.64
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Total 3B - Supplies	\$185.64
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4Z - Non-Capital Outlay

549110 Library Materials

EXPLORATION PLACE \$425.00

Total 549110 Library Materials	\$425.00
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Total 4Z - Non-Capital Outlay	\$425.00
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Total 3 - Commodities	\$610.64
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Total Y4800 - Library-State Grants-in-Aid 2024	\$15,997.63
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Total – Library Grants

\$16,559.74

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Operations Committee Agenda
Tuesday, September 10, 2024
Board Room / MS Teams 3:30pm
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order
2. Approval of August 13, 2024 Minutes
3. Managed Call Center – update
4. Branch remodel timelines – update
5. Performance metrics and mid-year statistics – discussion
6. Board Operations knowledge – discussion
7. Items from the committee

**Wichita Public Library Board of Directors
Operations Committee
August 13, 2024**

In attendance: TaDonne Neal, Robin Templin and Jonathan Winkler

1. Call to Order
2. Approval of July 2024 minutes (approved)
3. Managed Call Center update
 - a. Open window for RFPs is underway. A selection team that comprises Library, Law and Finance will review applications and determine if any proposal meets business needs identified (price, approach, support, training, etc)
4. Policy Revisions:
 - a. Discussed review of all policies in the Reference Services and Customer Rights and Responsibilities sections per normal quarterly reviews. Leadership Team recommends updates to the following:
 - i. REF-009: discussed updated language to reflect online meeting reservations instead of paper contracts. (approved)
 - ii. CUS-001: discussed updated language to reflect change to remove reference of Security Officer; include language about leaving animals unattended; clarify language about customer attire. (approved)
5. Adjournment (4:32 p.m.)

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Planning and Facilities Committee Agenda
Thursday, September 11, 2024, 1:00pm
Board Room / MS Teams
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order
2. Approval of August 14, 2024 Minutes
3. Westlink Updates
4. Alford, Angelou, and Rockwell Updates
5. Foundation and City Maintenance MOU – discussion
6. Items from the committee

**Wichita Public Library Board of Directors
Planning and Facilities Committee Meeting
August 14, 2024**

1. Call to Order
 - a. 1:02 p.m.
 - b. Members present: Lauren Hirsh, Karyn Shorter
 - c. Staff present: Jaime Nix
2. Approval of the July 9 minutes
3. Update on Angelou and Alford schematics
 - a. Continued work on building designs with a 90% design completion by the end of August to establish budgets.
 - b. Work continues to identify timelines to ensure summer disruptions are minimal
4. Update on Managed Call Center
 - a. An RFP for services is open and will be reviewed to establish a three-year contract for incoming telephone services to be answered first by a third party that is trained in all WPL processes, policies, and customer service expectations
5. Family Place Libraries
 - a. Jaime provided an overview of the elements to officially certify six additional locations as Family Place Libraries. Branch remodels include spaces for play activities and parenting collections. Additional steps include Librarian and Manager trainings in addition to establishing Parent/Educator workshops. The first series at ALL was tremendously popular and received strong evaluations regarding the impact of participation. Each workshop provides over \$270 in free educational value to families and caregivers. The costs incurred by the organization to certify includes training and play equipment. The group discussed aiming at getting branches certified within the next two years to maximize the impact this program will have on generations.
6. Other items from committee members
7. Adjourn: 1:58 p.m.

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Public Affairs Committee Agenda
Thursday, September 12, 2024, 4:00pm
Board Room / MS Teams
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order
2. Approval of August 8, 2024 Minutes
3. Update on August Media Activities
4. Raising Awareness:
 - pre-work discussion
 - board retreat planning
5. Other items from Committee Members

**Wichita Public Library Board of Directors
Public Affairs Committee
August 8, 2024**

Present: Kurt, Susie, Michelle, Sean, Jaime

Absent: Robin

1. Call to Order (4:04 p.m.)
2. Approval of July 11 minutes (passed)
3. Update on July Media Activities
 - a. Focus on Local Author Day
 - b. Coverage on Solar Benches
 - i. Request to add connectivity range markers around benches
4. Fall Content Calendar and Promotional Sneak Peek
 - a. Kansas Reads to Preschoolers
 - b. Banned Books Week
 - c. DIY Day
 - d. Volunteer Fair
 - e. Adult Spelling Bee
5. Strategic Agenda Directions – Raising Awareness (moved to next meeting)
6. Other Items from Committee Members
 - a. Jaime: we will be sending letters to school principals highlighting Summer Reading Program participation for their schools and ask that they continue to help promote library services throughout the year
 - b. Susie: attended district meetings and talked about the services offered by the library
 - c. Would Annette Lawless (formerly with KAKE) be interested in helping with library awareness
7. Adjournment (4:31 p.m.)