

# A G E N D A

## **Wichita Public Library Board of Directors Meeting Tuesday, June 15, 2021 – 12:00 p.m. Virtual Meeting**

Due to the COVID-19 pandemic, members of the public are unable to attend Board of Directors meetings in person. Meeting materials are available at <https://wichitalibrary.org/About/Pages/board-of-directors.aspx>. The meeting will be available for listening and viewing on YouTube, accessible through the Wichita Public Library channel or <http://wichitalibrary.org/stream>.

Residents with a question or comment relevant to agenda items may type them into the chat on the YouTube live stream. They may also participate by emailing comments or questions to [kdowell@wichita.gov](mailto:kdowell@wichita.gov), providing their name, address and the agenda item(s) they are speaking toward, followed by their comments. A member of the Library staff will read emailed comments during the meeting. To ensure comments are included, all emails must be submitted by 5 p.m. Monday June 14.

1. Call to Order
  - a) Staff Presentation: Sara Dixon, Programming Manager; Wichita's Diverse History of Baseball
2. Approval of the Agenda
3. Public Comment
4. Minutes of the May 18, 2021 Meeting
5. Unfinished Business
  - a) Evergreen Center Naming Process-Jonathan Winkler update
6. New Business
  - a) May 2021 Finance Report and Bills

General Fund Bills	\$859,530.86
Grant Fund Bills	\$20,730.56
Gift & Memorial Fund Bills	\$2,351.31
<b><u>Total</u></b>	<b>\$882,612.73</b>

- b) Updates to Policy Manual
      - CIR-001 Customer Registration
      - CIR-006 Interlibrary Loan
      - CIR-007.1 Circulation Parameters
      - CIR-008 Circulation of Reference Materials
      - CIR-011.1 Lost and Damaged Items Fee Schedule
      - COL-002 Materials Selection Policy
      - REF-009 Meeting Room Facilities
      - REF-009.2 Advanced Learning Library AV Maker Studio
7. Special Committee Reports -None
8. Support Organization Reports

9. Director of Libraries Report
10. Announcements
11. Adjournment



# Monthly Activity Report

## May 2021

### **Service Highlights**

The Library launched STEAM To Go! Kits on Monday, May 17 thanks to a generous donation from the Georgia Eakins family. These kits are for children in grades 4+ and include a book and several hands-on activities that allow students to explore science, technology, engineering, art and mathematics at home. Twelve kits (23 items total) are available for checkout.

Library customers can now directly contact staff through live chat via the Library's website or via text messages from the smartphone or other devices. The Library started the chat service as a response to the continuing need for customers to contact staff without coming into facilities. In addition, most urban libraries offer some type of live chat service. The Library is using LibraryH3lp, a specialty chat software specifically for libraries. The chat and texting software was made available through a generous grant from the Friends of the Library. Staff are using the donation to gather information to determine if a permanent chat service is needed.

Several divisions worked together to launch the 2021 Summer Reading Program. Digital Services staff completed their work by creating a custom webpage for the program, transcribing and captioning many video performances of varying lengths, and building a Vimeo account to host videos that need password protection, like storytimes. Library Communications built and launched a robust campaign using print and digital tactics to reach multiple audiences to register for the program. Youth Services staff created a full schedule of programming for kids and teens this summer and worked to make sure branch locations were equipped with necessary materials to operate the Program.

The Library created a special eight-page guide for this year's Summer Reading Program which includes tracking forms needed to count hours read or activities completed. In-person school promotion was not possible this year, but teacher resources were posted on the website and teachers could request a Zoom presentation from a Youth Services Librarian. The Summer Reading Program launched June 1 and continues through July 29.

Two new sidewalk projects were completed: a new sidewalk at the Alford Branch replaced the stepping stones that were a potential tripping hazard (the stones have been placed in a nearby garden), and a sidewalk at the Advanced Learning Library between the north and west parking lots.

One thing Library staff enjoy is discussing book club options with customers. On Monday, May 3, Librarian Sara McNeil presented "Book Club Reboot," a virtual program that discussed opportunities for book clubs to reinvigorate attendance for their book clubs. Participants asked questions about book sets available at the Library, how to choose books and logistics for running a successful book club.

## **Other News**

Rockwell Branch Manager Savannah Ball completed the Wichita State University Mini MPA program this month. The program is a semester-long intensive training series designed for working professionals in local government.

Renovations continue at the Evergreen Branch Library, which is being transformed into the new Evergreen community center. The naming recommendations campaign has generated 129 submissions. [Click here](#) to learn more about the project.

Seventeen Teen Library Ambassadors have received training, who will help promote Library programs and services this summer. While COVID restrictions prevented the Library from offering the traditional Teen Volunteer program, the Ambassador program gives teens a way to keep busy this summer, to give back to the Library, and to learn more about how the Library serves the community. Work done from home by teens will include social media promotion, sharing book reviews for teens, and other activities in support of the Library.

Library staff is participating in a data driven storytelling project through a partnership with the Wichita Community Foundation, Envision and Sonify. The idea is to take data sets and turn them into sound so blind and visually impaired customers can receive information that's typically seen in an audible format. For the most recent project, the Library used data collected during the COVID-19 pandemic to show the shift in Library operations, specifically with Wi-Fi usage, public computing sessions, physical and e-material circulation at the Advanced Learning Library.

Technology training staff continue to be busy as customers become more comfortable with in-person services. Staff completed 142 book a librarian appointments in May. Customers were given assistance with resumes, printing vaccine vouchers, and filing for unemployment. The section also taught four technology classes on Zoom with 42 virtual students in attendance.

Customers continue to discover the Library through the "Read. Return. Repeat: A ReadICT Podcast." Since its launch in March, with positive reaction, the podcast continues to grow. May's episode, *Birds of a Feather*, had Adult Programming Librarian Sara McNeil discussing books about animals with Todd Volkmann, exhibit caretaker at the Kansas Wildlife Exhibit. The podcast is available on all major podcast platforms, including Spotify and Apple Podcast.

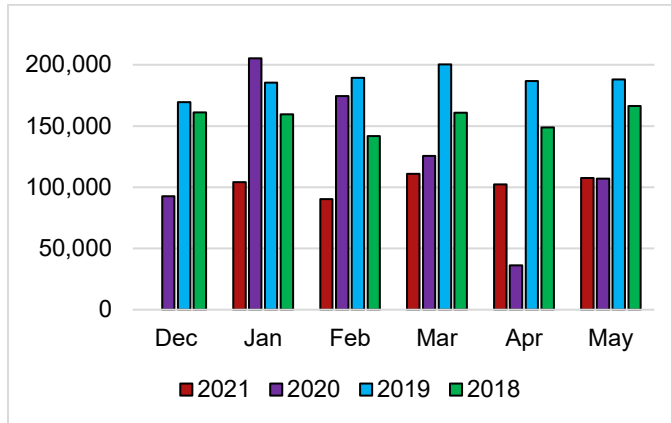
Librarian Daniel Pewewardy led a tour of the Advanced Learning Library for Melanie Addington, the new executive director for the Tallgrass Film Festival. She was impressed with the Conference Center and the multimedia equipment available for the community. Her goal at Tallgrass is to make the annual film festival an Academy Award® qualifying event, and she feels that the Library's Academy Award® Shorts program is a good example why Wichita should have this qualification.

Librarian John Cleary worked with six SCORE/SBA clients this month and collected business information for business plan start-up, market research, industry and demographic information. Areas researched were software development, collection agency services, metal working, auto leasing services, laundry services and nonprofits.

## Service Dashboard

All Library buildings were closed to the public from March 17-May 25, 2020. From November 25, 2020-March 7, 2021, all locations were limited to curbside and drive-up services. Although services have expanded, they are still reduced from pre-COVID levels. The Evergreen Branch closed on November 30, 2020 for renovations and a temporary outlet opened on December 21 at the Evergreen Recreation Center. The Linwood Park Branch closed on January 15, 2021 and the Walters Branch opened on February 1.

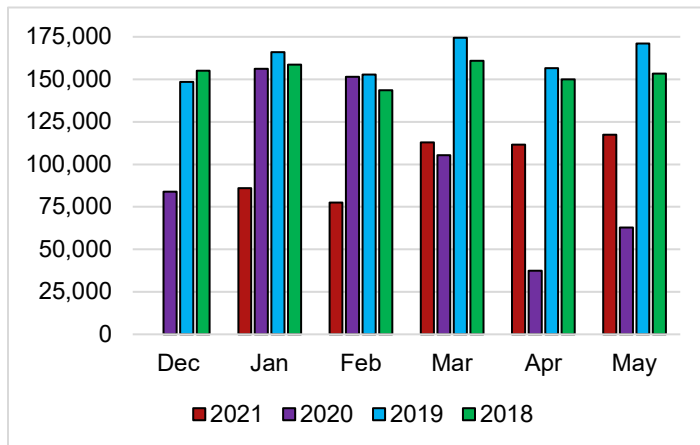
### LIBRARY VISITS (door count, catalog sessions, and website visits)



MAY			
	2021	2020	% change
Door Counts	29,501	28,088	5.03%
Catalog Log-ins	34,096	33,726	1.10%
Website Visits	44,037	45,165	-2.50%
Total	107,634	106,979	0.61%

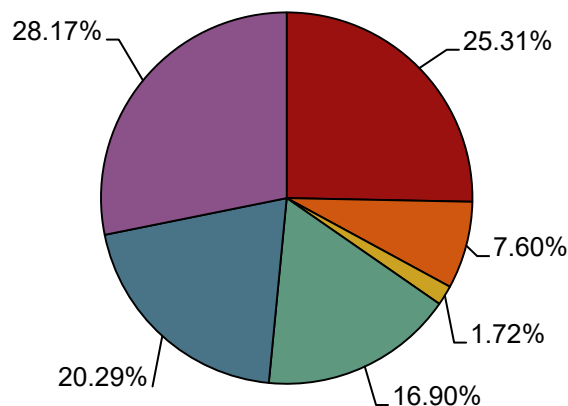
Due to equipment failure, the door count for the Angelou Northeast Branch is artificially low in April and May 2021.

### CHECKOUTS



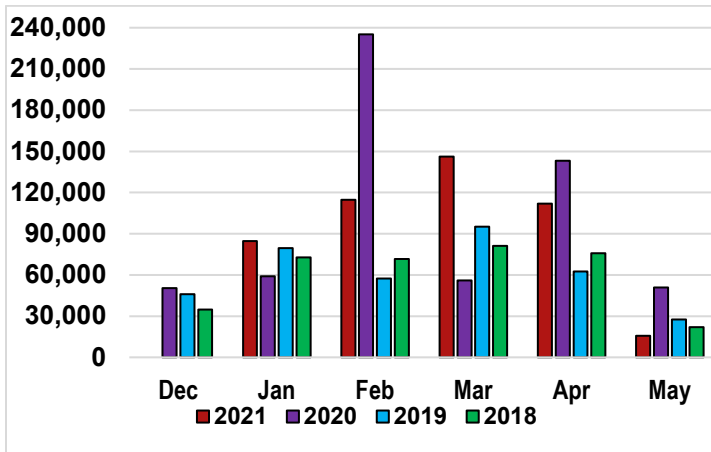
MAY			
	2021	2020	% change
Physical Circ	84,340	27,929	201.98%
Virtual Circ	33,077	34,978	-5.43%
WPL	25,801	25,641	0.62%
State	7,276	9,337	-22.07%
Total	117,417	62,907	86.65%

### Circulation by Location



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

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

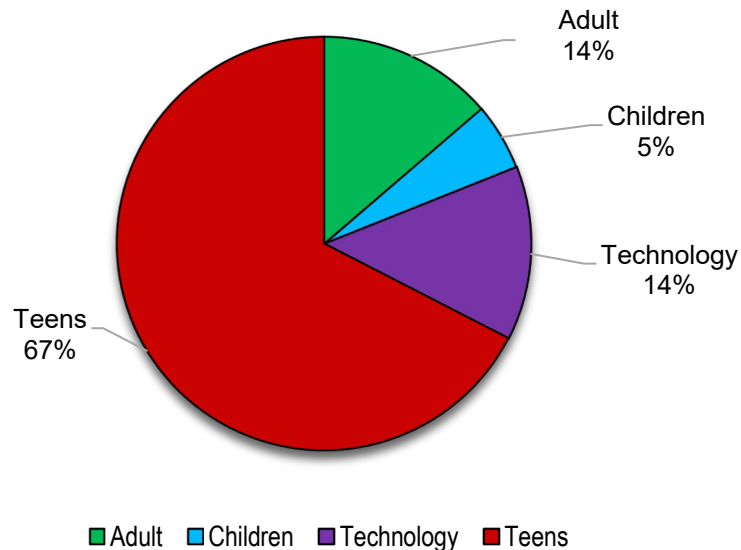


MAY			
	2021	2020	% change
In person	4,858	N/A	N/A
Online	10,870	50,840	-78.62%
Total	15,728	50,840	-69.06%

Database usage in April 2021 was slightly over-reported in last month's report. It has been corrected beginning with this month's report.

Due to an issue with a database vendor, usage is known to be under-reported for May.

## PROGRAM ATTENDANCE

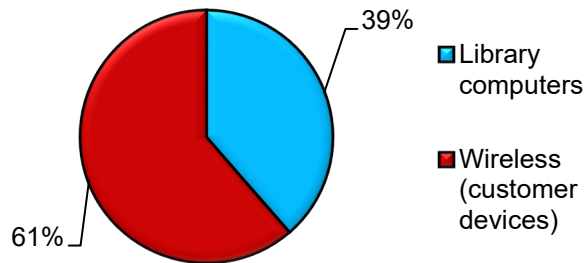


### MAY ATTENDANCE

	2021	2020	% change
Adult events	187	0	N/A
Children's events	71	0	N/A
Technology training	184	18	922.22%
Teen events	915	0	N/A
TOTAL	1,357	18	7,438.89%

## PUBLIC COMPUTING

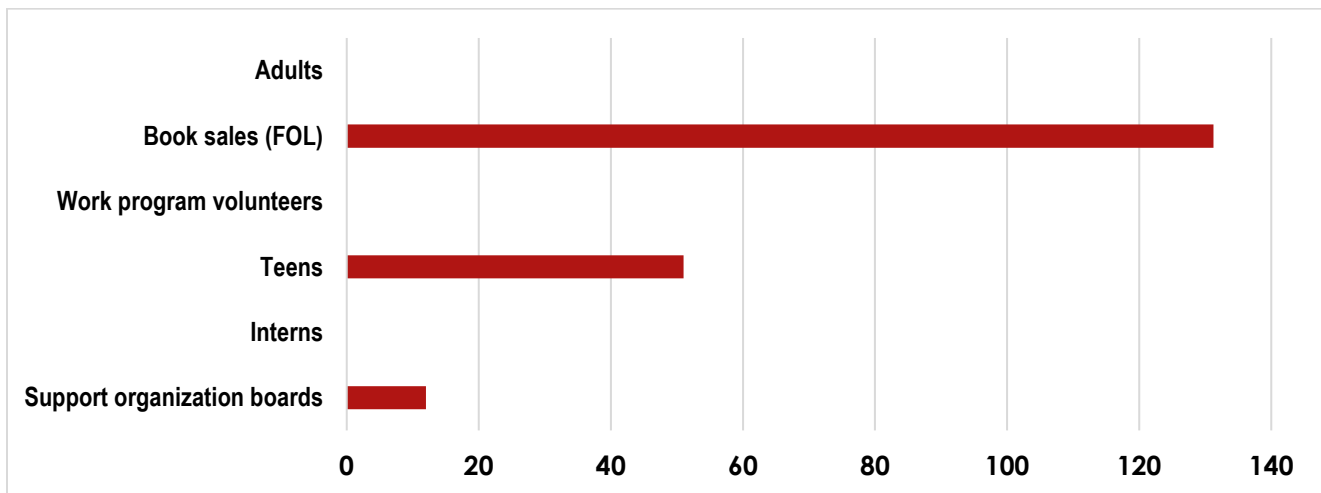
**Method of Computing Access  
(by session)**



**MAY**

	2021	2020	% change
Workstation Sessions	3,519	703	400.57%
Wi-Fi Sessions	5,593	1,527	266.27%
Number of Users	507	192	164.06%
Hours of Access	5,365	2,434	120.42%

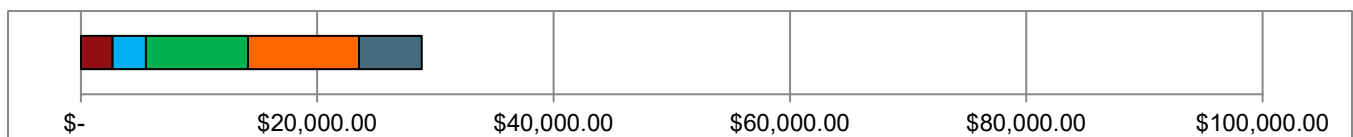
## VOLUNTEERS (hours of service)



**Number of volunteers YTD = 45    Hours of service YTD = 649**

Some volunteer hours from previous months were not submitted to the Library until this report. Those hours have been added retroactively.

## MATERIALS DONATIONS (value if purchased)



**Year to date total = \$28,836.19    Items added to Library collections YTD = 1,637**

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

A customer was hesitant to bring her autistic son into the Advanced Learning Library because he cannot wear a mask and she wasn't sure how he would do inside. Clerk Connie Brake was able to help her at the drive up window and call the Children's Pavilion for assistance in checking out a Launchpad for the customer. Library Assistant Bill Rohde brought a couple to choose from while Connie issued the customer a new library card. She also told the customer how she can place holds in the catalog so she can pick them up without waiting. The customer appreciated the help Connie and Bill provided to meet her needs without having to come into the building.

A grandmother from out of town was caring for her grandsons while their parents were on a trip. They wanted to borrow books but the boys did not have their own accounts and the parents did not leave a library card for their use. Youth Services staff member Elizabeth Colflesh mentioned that non-residents could receive a non-resident card and check out two items. The customer went to the Customer Service desk, got a non-resident card and was able to leave the Advanced Learning Library with a couple of books for her grandsons - a nice compromise.

Libraries can play a big part in civic engagement when it comes to helping citizens who want to learn more about issues that affect them. A customer was concerned about water contamination and wanted to alert local officials to water purification alternatives that do not use chemicals like chlorine. She asked library staff to help her find out about a town she heard about on the radio that uses chemical free processes. Daniel Pewewardy was able to find an NPR story that was on the topic the customer needed and helped her print off several copies. The customer then wanted the contact information for the Wichita City Council so she could send the article to each member. The customer expressed her gratitude to Daniel for taking his time to help her and said she appreciated what libraries do for the community.

At the Westlink Branch Library, Library Clerk Bryan Hodgkins was pulling and processing holds for customers. When checking them in, he found that two of the items requested were for the same customer but being held at different locations. The customer was contacted in order to ensure this was desired. It was not. Her son had been placing holds on items using her card and forgot to change the pickup location for one item. Staff changed the pickup location and sent the item on its way. The customer was very grateful for Bryan's attention to detail.

Special Collections Manager Michelle Enke helped a retired Wichita State University professor begin his family research. She explained available resources and was able to send him several newspaper articles on his father. He was pleased with the information and wrote: *"Wow, Michelle! You hit a home run on your quick search on my Dad. The story on his baseball heroics is a wonderful find. I have limited access to newspapers.com through Ancestry.com but was unaware of the publisher's extra version. I will look into that. Thanks for giving my inquiry quick attention. I will get back to you if I have questions."*

Jennifer Durham helped a patron who was trying to locate some wiring diagrams for an older model Cavalier. Unfortunately the library no longer carries the book he needed. Jennifer used this opportunity to walk the patron through using the Auto Repair Source Database and show him how to search, view and print wiring diagrams - even from home! The patron was extremely pleased and commended the WPL staff for how knowledgeable they are about the auto repair manuals and that this resource often saves him expensive repair bills!

Technology Trainer, Brock Rhodes, assisted a customer in the TTC by gaining access to her locked laptop. The customer needed to install Skype on her computer and Brock was able to help her navigate the process. The customer thanked him for his assistance and said that she had previously had a tech person help her install Zoom who later charged her \$50 and said, "If I had known I could do it for free at the library, I would have come [to the library] first! People need to know about that!"



## **WICHITA PUBLIC LIBRARY**

Minutes of a Virtual Meeting of the Library Board of Directors  
May 18, 2021

The regular meeting of the Library Board of Directors was held on Tuesday, May 18, 2021 at the Advanced Learning Library with the following present: Ms. Abi Boatman, Ms. Erinn Bock, Ms. Donna Douglas, Ms. Jennifer Goheen, Dr. Justin Henry, Ms. Lauren Hirsh, Mr. Randall Johnston, Ms. Shannon Littlejohn, Mr. Kevin McWhorter, Ms. TaDonne Neal, Ms. Shelby Petersen, Mr. Chuck Schmidt, and Mr. Jonathan Winkler.

### **Call to Order**

President Kevin McWhorter called the meeting to order at 12:02 p.m., a quorum being present.

### **Staff Presentation**

Youth Services Manager Erin Howerton provided information about the 2021 Summer Reading Program, Tails & Tales. Preregistration has begun with the program running from June 1 to July 29. Customers will be able to choose from three different zones based on age: Baby Bookworms (ages 0-2 years), Kids Read (ages 3-11 years), and Teen Read (ages 12-18 years). There are four goal levels set at 200, 400, 1,000, and 2,000 minutes with each achieved goal earning the reader a prize. Participants who reach the 2,000 minute goal will be entered into the drawing for the grand prize. Sponsors for this year include the Friends of the Library, Spangles, Carlos O'Kelly's and more. Programming this year will be a mix of virtual and in person. Storytimes will be available on Mondays in person at Naftzger Park in the morning and Clapp Park in the afternoon.

### **Approval of the Agenda**

Shannon Littlejohn moved (Neal) to approve the agenda as published. **Motion carried unanimously.**

### **Public Comment**

None

### **Approval of Minutes**

Minutes of the regular meeting held on April 20, 2021 were presented. Chuck Schmidt moved (Douglas) to approve the minutes as included in board packets. **Motion carried unanimously.**

### **Unfinished Business**

Jonathan Winkler provided an update on the Evergreen naming process, which launched online through Facebook, Twitter, and the City of Wichita's website on April 29 and was presented at

the Mayor's briefing the same day with coverage from media outlets KSN and KSCW.

*Randall Johnston arrived.*

Print advertisements and forms both in paper and online have been created in both English and Spanish to reach a wider range of community members. As of May 11, 81 entries had been received; those alone should provide a good selection of names to choose from.

### **New Business**

On behalf of the Finance Committee, Kevin McWhorter moved (Schmidt) to approve the April 2021 finance report and supplemental bills in the following amounts: General Fund bills of \$972,777.47; Grant Fund bills of \$6,358.85; and Gift and Memorial Fund bills of \$11,685.81 for a total of \$990,822.13. **Motion carried unanimously.**

Jonathan Winkler read the report of the Nominating Committee, which has recommended the following slate for the 2021-2022 year: President Kevin McWhorter; First Vice-President TaDonne Neal; Second Vice-President Erinn Bock; Secretary Shannon Littlejohn; Treasurer Jonathan Winkler; Assistant Secretary-Treasurer Kristi Dowell. There were no additional nominations. Winkler moved (Petersen) to approve the slate of officers. **Motion carried unanimously.**

A review and affirmation of the Library's Internet Access and Acceptable Use Policy is required at least once every three years for compliance with the Kansas Children's Internet Protection Act. Jonathan Winkler moved (Neal) to affirm REF-004 Internet Access and Acceptable Use Policy and to direct staff to report completion of the policy review to the State Library of Kansas. **Motion carried unanimously.**

### **Finance Committee Report**

No report

### **Operations Committee Report**

No report

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

No report

### **Public Affairs Committee Report**

No report

### **Special Committee Reports**

*Friends of the Library* – Amanda Shankle reported that the bookstore has been doing well since the reopening. Help is being coordinated to assist in organizing the storeroom while

opportunities to have more book sales is being researched.

*Library Foundation* – Kristi Oberg thanked library staff for assisting in the submission of a federal grant worth \$50,000 through the American Rescue Plan. Collection Development Manager Sarah Kittrell advised that the grant funds will be used to create an online space for digital items in the Special Collections Department. The company BitCo Inc. will assist in digitizing the photo collection and aerial maps.

Ms. Oberg advised that the next grant to be worked on will be one for the City of Wichita Cultural Arts program. Recent years have shown a decrease in the amount of funding approved for this grant due to the way in which the grant application was worded. Work is being done to determine how to improve the writing of the application for this grant in order to increase funding.

The Foundation received \$20,000 to go toward a new hotspot program for the library. Digital Services Manager Jeff Tate advised that the 50 hotspots will be pushed out for circulation in mid-June.

*Wichita Genealogical Society (WGS)* – Julie Crawford advised that the April meeting had 81 attendees and the May meeting had 31 attendees. Plans are going forward to host the annual WGS Conference normally held in October at the Wichita State University Hughes Metroplex.

### **Director of Libraries Report**

Interim Director Dowell reported that Vice Mayor Brandon Johnson has appointed Daisha Eaton as the Library Board member representing District I.

Staff is working with Public Works to touch up the paint on the first floor of the Advanced Learning Library. Doorstops have been placed on the sliding doors of the Research Pavilion to hold them open. Sycamore Street has reopened allowing the east entrance to be open as well. The sidewalk replacing the stone pavers at the Alford branch has been completed, and the installation of a sidewalk at the Advanced Learning Library connecting the north and west parking lots will begin soon.

The building owner of the Walters branch has given approval to install a bike rack at the location. The owner additionally advised that flowers or landscaping will be planted at the branch as well.

Permits have been received in order to begin construction at the Evergreen Neighborhood Resource Center that will be housing the new library branch.

Board members were asked to please turn in Conflict of Interest forms if they had not already done so.

Department directors will be meeting with the City Manager to discuss current CDC guidelines and how they will affect mask and social distancing requirements at city buildings. Board members were asked for their input on moving forward with these requirements so concerns could be addressed at the meeting with the City Manager. Board members shared their

concerns relating to how staff feel about lifting mask requirements, enforcement of policies, and encouraging the public to be self-aware and continue to follow safety standards. Interim Director Dowell advised she would include these concerns in her statement at this meeting.

**Announcements**

None

**Adjournment**

The meeting was adjourned at 1:05 p.m.

The next regularly scheduled meeting will be June 15, 2021.

Respectfully submitted,

Kristi Dowell

## **Evergreen Community Center Naming Update**

**For:** Library Board of Directors

**Date:** Tuesday, June 15, 2021

The distribution of door hangers in District VI to communicate the naming campaign was delayed due to the door hangers being delivered to a different location than agreed upon. Door hangers have been distributed.

Library and City staff propose an extension to the community engagement piece regarding the ranking/poll for the top five names. We want to ensure we do a thorough job of gathering resident feedback, and we are not on as tight a timeline as we were for the Walters Branch naming. Council Member Claycomb agrees that it would be a good idea to extend the timeline (see below).

For the community engagement piece for gathering ranked choice voting for the top five names, we were planning at minimum to do the following:

- Social media campaign
- Posters in District VI locations
- Door hangers in community
- MailChimp newsletter from Library
- Presentation at DAB 6 meeting
- Issue press release
- Mayor's media briefing
- Local news segments, including Good Day Kansas

We would like to propose the following updates to the timeline:

- June 30: End naming recommendation campaign
- July 22: Library Board meeting, narrow name recommendations to top five
- July 21-August 31: Top five campaign (five weeks, six days)
- September 21: Library Board meeting, select naming recommendation
- October 5: Name recommendation goes before City Council

This new timeline would give us more time to circulate the top five naming recommendations to the community.

As of June 4, when this report was compiled, there were 129 submissions.

## REVENUE REPORT - MAY 2021

OBJECT	ACCOUNT DESCRIPTION	BUDGET	MONTHLY REVENUE TARGET	RECEIVED IN MONTH	RECEIVED YTD	% RECEIVED YTD
422110	Library Desk Receipts (Fines)	\$ 310,929.00	\$ 15,546.45	\$ 13,102.21	\$ 61,035.85	19.63%
423030	Meeting Room Rentals	\$ 32,875.00	\$ 3,616.25	\$ -	\$ -	0.00%
424011	Copy Charges	\$ 13,088.00	\$ 785.28	\$ 815.30	\$ 2,904.80	22.19%
424101	Public Computing Charges	\$ 34,237.00	\$ 2,054.22	\$ 1,553.15	\$ 5,315.10	15.52%
646981	State Setoff Collections	\$ 96,500.00	\$ 5,790.00	\$ 3,896.39	\$ 29,011.55	30.06%
646990	Other Non-Operating Revenue	\$ -	\$ -	\$ -	\$ 54.51	0.00%
646998	Cash Over/Short	\$ -	\$ -	\$ -	\$ -	0.00%
	<b>TOTAL</b>	<b>\$ 487,629.00</b>	<b>\$ 27,792.20</b>	<b>\$ 19,367.05</b>	<b>\$ 98,321.81</b>	<b>20.16%</b>

GENERAL FUND SUMMARY REPORT  
MAY 2021

OBJECT	ACCOUNT DESCRIPTION	APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
511000	Base Compensation	\$ 5,074,464.00	\$ 367,113.36	\$ -	\$ 2,001,758.39	\$ 3,072,705.61	39%
511950	Year-end Payroll Accrual	\$ -	\$ -	\$ -	\$ (85,303.98)	\$ 85,303.98	#DIV/0!
511999	Planned Savings	\$ (401,269.00)	\$ -	\$ -	\$ -	\$ (401,269.00)	0%
512000	Special Compensation	\$ 1,956.00	\$ 500.00	\$ -	\$ 5,717.21	\$ (3,761.21)	292%
512051	Mileage Reimbursement	\$ 2,400.00	\$ 163.73	\$ -	\$ 497.94	\$ 1,902.06	21%
513020	Premium Overtime	\$ -	\$ 536.83	\$ -	\$ 1,387.72	\$ (1,387.72)	#DIV/0!
518200	Employer Wage Taxes & WC	\$ 458,684.00	\$ 30,805.79	\$ -	\$ 168,125.07	\$ 290,558.93	37%
518300	Employer Share EE Insurance	\$ 1,005,737.00	\$ 72,004.48	\$ -	\$ 397,819.11	\$ 607,917.89	40%
518400	Employer Share Pension/Retire	\$ 601,878.00	\$ 40,081.82	\$ -	\$ 221,453.77	\$ 380,424.23	37%
521011	Electricity	\$ 298,449.00	\$ 177,793.34	\$ -	\$ 228,700.64	\$ 69,748.36	77%
521021	Natural Gas	\$ 41,004.00	\$ 1,921.44	\$ -	\$ 47,605.81	\$ (6,601.81)	116%
521030	Water Service	\$ 11,004.00	\$ 2,489.78	\$ -	\$ 9,280.88	\$ 1,723.12	84%
521050	Trash Service	\$ 4,404.00	\$ 389.00	\$ -	\$ 1,519.27	\$ 2,884.73	34%
521060	Local Telephone Service	\$ 21,636.00	\$ 676.23	\$ -	\$ 3,297.61	\$ 18,338.39	15%
522010	PBX Line Charges	\$ 11,058.00	\$ 940.50	\$ -	\$ 4,685.08	\$ 6,372.92	42%
522020	PBX Instrument Charges	\$ 17,460.00	\$ 1,576.25	\$ -	\$ 7,876.04	\$ 9,583.96	45%
522030	IT Moves & Changes	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	0%
522040	Long Distance & Teleconference	\$ 900.00	\$ 31.35	\$ -	\$ 291.30	\$ 608.70	32%
522070	Voicemail	\$ 1,512.00	\$ 326.00	\$ -	\$ 1,630.00	\$ (118.00)	108%
522080	Automatic Call Distribution	\$ -	\$ 65.50	\$ -	\$ 327.50	\$ (327.50)	#DIV/0!
522990	Other Communications Charges	\$ (8,120.00)	\$ -	\$ -	\$ 640.00	\$ (8,760.00)	-8%
523010	Building & Contents Insurance	\$ 92,632.00	\$ -	\$ -	\$ -	\$ 92,632.00	0%
523020	Vehicle Liability Premiums	\$ 870.00	\$ -	\$ -	\$ -	\$ 870.00	0%
524010	Recruitment & Hiring	\$ 3,140.00	\$ -	\$ -	\$ -	\$ 3,140.00	0%
524020	Employee Travel & Training	\$ 1,600.00	\$ -	\$ -	\$ -	\$ 1,600.00	0%
525013	Drug Screening	\$ -	\$ -	\$ -	\$ 96.00	\$ (96.00)	#DIV/0!
525083	Textile Rental & Laundry Svcs	\$ 2,925.00	\$ 131.04	\$ -	\$ 622.14	\$ 2,302.86	21%
525990	Other Professional Services	\$ 37,970.00	\$ 8,048.60	\$ 15,000.00	\$ 27,642.95	\$ 10,327.05	73%
526010	Motor Pool Scheduled Charges	\$ 3,720.00	\$ 310.00	\$ -	\$ 1,550.00	\$ 2,170.00	42%
526020	Building Repair & Maint	\$ 13,630.00	\$ -	\$ -	\$ -	\$ 13,630.00	0%
526041	Janitorial Services	\$ 63,000.00	\$ -	\$ -	\$ -	\$ 63,000.00	0%
526042	Pest Control Services	\$ 13,000.00	\$ -	\$ -	\$ 1,375.00	\$ 11,625.00	11%
526044	Bldg Security & Fire Services	\$ -	\$ -	\$ -	\$ 420.00	\$ (420.00)	#DIV/0!
526070	Equipment Repair & Maint	\$ 5,421.00	\$ -	\$ -	\$ 9.00	\$ 5,412.00	0%
526080	Grounds Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!

GENERAL FUND SUMMARY REPORT  
MAY 2021

OBJECT	ACCOUNT DESCRIPTION	APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
526092	Facility Rental	\$ 49,060.00	\$ 4,088.24	\$ -	\$ 22,941.20	\$ 26,118.80	47%
529010	Bank Charges	\$ 5,000.00	\$ 463.21	\$ -	\$ 1,890.49	\$ 3,109.51	38%
529020	Postage	\$ -	\$ 43.21	\$ -	\$ 43.21	\$ (43.21)	#DIV/0!
529021	Express Mail	\$ 4,000.00	\$ -	\$ -	\$ -	\$ 4,000.00	0%
529030	Shipping & Freight	\$ (440.00)	\$ -	\$ -	\$ -	\$ (440.00)	0%
529040	Subscriptions	\$ -	\$ 480.00	\$ -	\$ 480.00	\$ (480.00)	#DIV/0!
529061	Organizational Memberships	\$ 3,195.00	\$ -	\$ -	\$ -	\$ 3,195.00	0%
529070	Printing & Copying	\$ 23,472.00	\$ 735.95	\$ -	\$ 4,748.70	\$ 18,723.30	20%
529110	Advertising	\$ -	\$ -	\$ -	\$ 42.00	\$ (42.00)	#DIV/0!
529150	Data Center Charges	\$ 991,088.00	\$ 83,454.29	\$ -	\$ 417,271.45	\$ 573,816.55	42%
529990	Other Contractuals	\$ 77,583.00	\$ 1,086.24	\$ 6,556.00	\$ 26,373.86	\$ 51,209.14	34%
531010	Computing Supplies	\$ 900.00	\$ -	\$ -	\$ 356.13	\$ 543.87	40%
531020	Office Supplies	\$ 48,575.00	\$ 2,005.33	\$ -	\$ 9,914.40	\$ 38,660.60	20%
531030	Custodial Supplies	\$ 6,000.00	\$ 409.10	\$ -	\$ 2,075.63	\$ 3,924.37	35%
532020	Automotive Parts & Supplies	\$ -	\$ 23.88	\$ -	\$ 95.52	\$ (95.52)	#DIV/0!
532990	Other Equip Parts & Supplies	\$ 450.00	\$ -	\$ -	\$ 23.88	\$ 426.12	5%
539012	Gasoline	\$ 1,800.00	\$ 233.81	\$ -	\$ 1,111.21	\$ 688.79	62%
549010	Furniture & Fixtures <\$5k	\$ 9,990.00	\$ 1,263.00	\$ -	\$ 4,291.00	\$ 5,699.00	43%
549020	Data Processing Equip <\$5k	\$ 9,665.00	\$ -	\$ -	\$ 610.31	\$ 9,054.69	6%
549110	Library Materials	\$ 627,530.00	\$ 37,783.56	\$ -	\$ 149,074.57	\$ 478,455.43	24%
	Expense Total	\$ 9,239,033.00	\$ 837,974.86	\$ 21,556.00	\$ 3,690,368.01	\$ 5,548,664.99	40%



**Grant Fund Summary Report  
MAY 2021**

Grant	Beginning Balance 05/01/2021	Revenue Received	Personnel Services	Contractuals	Materials	Supplies & Petty Cash	Equipment	Total Expenditures	Encumbrances	Remaining Balance 05/31/2021
<b>SCKLS 2020</b>	\$ 121,468.61	\$ -	\$ -	\$ 5,548.86	\$ 4,990.87	\$ -	\$ -	\$ 10,539.73	\$ -	\$ 110,928.88
<b>SCKLS 2021</b>	\$ -	\$ 182,816.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 182,816.00
<b>State Aid 2021</b>	\$ 110,841.85	\$ -	\$ -	\$ 10,190.83	\$ -	\$ -	\$ -	\$ 10,190.83	\$ -	\$ 100,651.02
<b>Totals</b>	<b>\$ 127,423.46</b>	<b>\$ 182,816.00</b>	<b>\$ -</b>	<b>\$ 15,739.69</b>	<b>\$ 4,990.87</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,730.56</b>	<b>\$ -</b>	<b>\$ 394,395.90</b>

# Wichita Public Library General Fund Bills

May 2021

Org: 10000080

## 10001 - Library - Personnel

### 1B - Base Compensation

#### 511000 \_Base Compensation

Payroll, ADJ5.21.21	\$1,138.58
Payroll, PP05.14.21	\$178,322.73
Payroll, PP05.28.21	\$187,652.05

Total 511000 _Base Compensation	\$367,113.36
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Total 1B - Base Compensation	\$367,113.36
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### 1F - Special Compensation

#### 512000 \_Special Compensation

Payroll, PP05.14.21	\$175.00
Payroll, PP05.28.21	\$325.00

Total 512000 _Special Compensation	\$500.00
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#### 512051 Mileage Reimbursement

Payroll, 7790	\$53.94
Payroll, 8234	\$61.16
Payroll, 8747	\$48.63

Total 512051 Mileage Reimbursement	\$163.73
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Total 1F - Special Compensation	\$663.73
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### 1J - OT Compensation

#### 513000 \_Overtime Compensation

Payroll, PP05.14.21	\$192.82
Payroll, PP05.28.21	\$344.01

Total 513000 _Overtime Compensation	\$536.83
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Total 1J - OT Compensation	\$536.83
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### 1N - Employee Benefits

#### 518200 Employer Wage Taxes & WC

Payroll, ADJ5.21.21	\$93.62
Payroll, PP05.14.21	\$14,980.10
Payroll, PP05.28.21	\$15,732.07

Total 518200 Employer Wage Taxes & WC	\$30,805.79
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#### 518300 Employer Share EE Insurance

Payroll, ADJ5.21.21	\$273.47
Payroll, PP05.14.21	\$35,865.46
Payroll, PP05.28.21	\$35,865.55

Total 518300 Employer Share EE Insurance	\$72,004.48
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# Wichita Public Library General Fund Bills

May 2021

## 518400 Employer Share Pension/Retire

Payroll, ADJ5.21.21	\$158.26
Payroll, PP05.14.21	\$19,938.81
Payroll, PP05.28.21	\$19,984.75

Total 518400 Employer Share Pension/Retire	\$40,081.82
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Total 1N - Employee Benefits	\$142,892.09
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Total 10001 - Library - Personnel	\$511,206.01
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## 10002 - Library - Contractuals

### 2B - Utilities

#### 521011 Electricity - EDI

City of Wichita	\$160,291.73
EVERGY KANSAS CENTRAL INC	\$17,501.61

Total 521011 Electricity - EDI	\$177,793.34
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#### 521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC	\$335.18
ONE GAS INC	\$1,586.26

Total 521021 Natural Gas - EDI	\$1,921.44
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#### 521030 Water Service

City of Wichita	\$2,489.78
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Total 521030 Water Service	\$2,489.78
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#### 521050 Trash Service

BEST VALUE SERVICES LLC	\$389.00
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Total 521050 Trash Service	\$389.00
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Total 2B - Utilities	\$182,593.56
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### 2F - Technology Charges

#### 521060 Local Telephone Service

AT&T	\$66.23
City of Wichita	\$610.00

Total 521060 Local Telephone Service	\$676.23
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#### 522010 PBX Line Charges

City of Wichita	\$940.50
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Total 522010 PBX Line Charges	\$940.50
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#### 522020 PBX Instrument Charges

City of Wichita	\$1,576.25
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Total 522020 PBX Instrument Charges	\$1,576.25
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# Wichita Public Library General Fund Bills

May 2021

## 522040 Long Distance & Teleconference

City of Wichita \$31.35

Total 522040 Long Distance & Teleconference	\$31.35
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## 522070 Voicemail

City of Wichita \$326.00

Total 522070 Voicemail	\$326.00
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## 522080 Automatic Call Distribution

City of Wichita \$65.50

Total 522080 Automatic Call Distribution	\$65.50
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## 529150 Data Center Charges

City of Wichita \$83,454.29

Total 529150 Data Center Charges	\$83,454.29
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Total 2F - Technology Charges	\$87,070.12
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## 2R - Professional Svcs

### 525083 Textile Rental & Laundry Svcs

ARAMARK UNIFORM & CAREER \$104.84

APPAREL GRP INC

CINTAS CORPORATION \$26.20

Total 525083 Textile Rental & Laundry Svcs	\$131.04
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### 525990 Other Professional Services

JOHN KEISTER & ASSOCIATES LLC \$22,500.00

SIGN LANGUAGE INTERPRETING \$84.00

SERVICES

UNIQUE MANAGEMENT SERVICES INC \$464.60

Total 525990 Other Professional Services	\$23,048.60
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Total 2R - Professional Svcs	\$23,179.64
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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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### 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	\$4,398.24
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## 2Z - Other Contractuals

### 529010 Bank Charges

City of Wichita \$463.21

Total 529010 Bank Charges	\$463.21
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# Wichita Public Library General Fund Bills

May 2021

## 529020 Postage

FEDERAL EXPRESS \$43.21

Total 529020 Postage	\$43.21
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## 529040 Subscriptions

P-CARD ONE-TIME PAY \$480.00

Total 529040 Subscriptions	\$480.00
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## 529070 Printing & Copying

City of Wichita \$735.95

Total 529070 Printing & Copying	\$735.95
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## 529990 Other Contractuals

ARAMARK UNIFORM & CAREER \$70.50

APPAREL GRP INC

GOOSE TROOPERS LLC \$300.00

KANSAS CITY METROPOLITAN LIBRARY \$6,556.00

P-CARD ONE-TIME PAY \$697.74

UNDERGROUND VAULTS & STORAGE \$18.00  
INC

Total 529990 Other Contractuals	\$7,642.24
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Total 2Z - Other Contractuals	\$9,364.61
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Total 10002 - Library - Contractuals	\$306,606.17
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## 10003 - Library - Commodities

### 3B - Supplies

#### 531020 Office Supplies

City of Wichita \$484.05

P-CARD ONE-TIME PAY \$1,521.28

Total 531020 Office Supplies	\$2,005.33
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#### 531030 Custodial Supplies

P-CARD ONE-TIME PAY \$409.10

Total 531030 Custodial Supplies	\$409.10
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Total 3B - Supplies	\$2,414.43
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### 3F - Components & Parts

#### 532020 Automotive Parts & Supplies

City of Wichita \$23.88

Total 532020 Automotive Parts & Supplies	\$23.88
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Total 3F - Components & Parts	\$23.88
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# Wichita Public Library General Fund Bills

May 2021

## 3N - Fuel

539012 Gasoline

City of Wichita

\$233.81

Total 539012 Gasoline	\$233.81
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\$233.81

Total 3N - Fuel	\$233.81
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\$233.81

## 4Z - Non-Capital Outlay

549010 Furniture & Fixtures <\$5k

P-CARD ONE-TIME PAY

\$1,263.00

Total 549010 Furniture & Fixtures <\$5k	\$1,263.00
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\$1,263.00

549110 Library Materials

P-CARD ONE-TIME PAY

\$37,783.56

Total 549110 Library Materials	\$37,783.56
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\$37,783.56

Total 4Z - Non-Capital Outlay	\$39,046.56
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\$39,046.56

Total 10003 - Library - Commodities	\$41,718.68
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\$41,718.68

**Grand Total**

**\$859,530.86**

# Wichita Public Library Grant Bills

May 2021

## Y0801 - South Central Kansas Library Sys 20

### 2 - Contractuals

#### 2F - Technology Charges

521070 Internet Service

COX COMMUNICATIONS INC \$5,144.86

Total 521070 Internet Service \$5,144.86

Total 2F - Technology Charges \$5,144.86

#### 2R - Professional Svcs

525050 Architectural Services

LK ARCHITECTURE INC \$404.00

Total 525050 Architectural Services \$404.00

Total 2R - Professional Svcs \$404.00

Total 2 - Contractuals \$5,548.86

### 3 - Commodities

#### 4Z - Non-Capital Outlay

549110 Library Materials

P-CARD ONE-TIME PAY \$4,990.87

Total 549110 Library Materials \$4,990.87

Total 4Z - Non-Capital Outlay \$4,990.87

Total 3 - Commodities \$4,990.87

Total Y0801 - South Central Kansas Library Sys 20

\$10,539.73

Wichita Public Library Grant Bills

May 2021

Y1800 - Library-State Grant-in-Aid 2021		
2 - Contractuals		
2F - Technology Charges		
521070 Internet Service		
COX COMMUNICATIONS INC	\$6,017.23	
P-CARD ONE-TIME PAY	\$4,173.60	
Total 521070 Internet Service	\$10,190.83	
Total 2F - Technology Charges	\$10,190.83	
Total 2 - Contractuals	\$10,190.83	
Total Y1800 - Library-State Grant-in-Aid 2021		\$10,190.83
Grand Total		\$20,730.56



## GIFT AND MEMORIAL FUND

**RECEIPTS/REIMBURSEMENTS**

Baird (interest)	\$14.75
Levand	\$80,000.00
Local History Photo Payments from Patrons	\$70.00
Memorial Donations	\$36.99
Premier Food Service (Vending Commissions)	\$198.95
<b>TOTAL RECEIPTS</b>	<b>\$80,320.69</b>

**EXPENDITURES**

Emprise Bank/Amazon (Wireless Extender/Antena/Keyboard/Mouse)	\$239.99
Emprise Bank/LibraryH3lp (Annual Subscription/SMS Add-on Package)*	\$1,255.00
Emprise Bank/Vimeo (Vimeo Business)	\$574.00
Ingram (Materials)*	\$170.62
Kroger (Staff Flower Fund)	\$73.70
Watermark Books & Café (Materials)*	\$38.00
<b>TOTAL EXPENDITURES</b>	<b>\$2,351.31</b>

\*Reimbursed expenses

Ms. Dowell:

You are hereby authorized to issue checks to the foregoing payees in the amounts indicated.

\_\_\_\_\_ President \_\_\_\_\_ Treasurer



## INTEROFFICE MEMORANDUM

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**TO:** Library Board of Directors  
**FROM:** Kristi Dowell, Interim Director of Libraries *Kristi Dowell*  
**SUBJECT:** Proposed Policy Updates  
**DATE:** June 15, 2021

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**Background:** To ensure efficiency and effectiveness of business activities, the Library policy manual is on a twelve month review cycle with one or more sections of the manual scheduled for review in each quarter of the year.

**Analysis:** During recent reviews of the Circulation, Collections and Reference sections of the Library Policy Manual, a small number of corrections and needed updates were identified. These include:

### **CIR-001 Customer Registration**

- Corrected title of CIR-004 policy reference
- Updates title change from Learning Services division to Education and Engagement

### **CIR-006 Interlibrary Loan**

- Increases the limit of ILL requests from 3 to 5 active requests per customer

### **CIR-007.1 Circulation Parameters**

- Increases loan limits for E-Books and E-Audio books from 5 to 8 titles
- Updates the Equipment item type loan period from 1-3 hours to 1 hour-28 days to reflect the different loan periods of types of equipment
- Adds new item types for Kits and Library of Things to include the new STEAM kits, telescopes, radon detectors and hotspots provided by newly received grants
- Increases loan limits for Playaways and Wonderbooks from 4 to 8 titles

### **CIR-008 Circulation of Reference Materials**

- Removes the specified length of time in which supervisors can make exceptions to loaning reference materials

### **CIR-011.1 Lost and Damaged Items Fee Schedule**

- Adds new item types to the schedule

### **COL-002 Materials Selection Policy**

- Updating wording to match policy for signing adults

### **REF-009 Meeting Room Facilities**

- Updates references to Linwood/Walters branch and correct fee structure for Walters

**REF-009.2 Advanced Learning Library AV Maker Studio**

- Addition of new equipment to fee schedule

Copies of all of the proposed changes are attached.

**Financial Considerations:** None

**Legal Considerations:** The proposed policy changes have been approved as to form by the Law Department.

**Recommendations or Actions:** It is recommended that the Board of Directors approve revisions to the policies as proposed by staff and included in packets.

## **CIR-001      Customer Registration**

A Library card will be issued to any registering customer who provides identification with name and current address, and who agrees to abide by the circulation policies of the Library.

A customer's first Library card is free. Replacement cards will be issued for lost, stolen or damaged cards at the cost of \$2.00 per card. Worn cards will be replaced with current cards free of charge. Customers must present some form of identification with documentation of a current address and fill out a new borrower's card application form before a new card will be issued. Adults are required to sign for minors' replacement cards and show proof of current address.

Library accounts that have been expired for three years with balances under \$10.00 and are free from messages that may prevent library use will be deleted.

There are different types of Library cards that may be issued to customers. Below is a list of these types and a brief explanation of each.

### **1. ADULT**

An adult Library card is issued to any person living in Kansas who is 18 years of age or older or an emancipated minor.

An adult who is under legal guardianship or conservatorship or who is a resident of a residential facility for the developmentally disabled (such as KETCH) may obtain a library card with the consent of the person who has legal control of that adult's finances. The legal guardian, conservator, or other person legally authorized to handle that adult's financial affairs must sign the registration form of that adult, accepting legal responsibility for use of the card.

### **2. E-CARD**

Adults over 18 years of age may receive an E-card in order to have access to computers, digital collections and electronic resources. An E-card may be issued by staff to groups or individuals for the purpose of paying meeting room fees online. E-cards do not permit a customer to check out material, place holds, or submit interlibrary loan requests. Address verification is not required for this card. Instead, photo identification and verification of birth date are required. E-cards expire annually.

### **3. FIRM**

A firm card is issued to any business or organization that provides a written request on letterhead stationery. Firms must agree to be responsible for all items borrowed on the agency account. Only those persons authorized to use the card will be allowed to charge materials on the firm card. Firm cards are only issued at the Advanced Learning Library and will be kept at the Advanced Learning Library, although accounts may be created to allow borrowing privileges from any Library location.

### **4. FRIENDS OF THE LIBRARY (FRIENDS)**

Issued for one year with a paid Gold or Platinum Membership to the Friends of the Library, the "gold or platinum card" type allows members three days grace on overdue materials owned by the Wichita Public Library and no holds charges. Unclaimed hold fees and any fees associated with Interlibrary Loan items still apply to Friends of the Library accounts.

### **5. HOMEBOUND**

Acceptance of new customers into the homebound delivery program was suspended in 2016 but services continue to customers previously registered for this program.

### **6. INTERLIBRARY LOAN (ILL)**

Libraries to which the Wichita Public Library sends materials through Interlibrary Loan protocols receive accounts with the ILL card type. Libraries within Sedgwick County receive a special subset of

ILL account to indicate that they make loan requests directly through the Library catalog rather than through traditional ILL protocols and systems.

#### 7. MINOR

A minor card is issued to any person living in Kansas who is under the age of 18 and who has not been emancipated. An adult with a Library account in good standing must sign the registration form of a minor, accepting legal responsibility for use of the card. The card will be associated on issuance as a means to hold the adult financially responsible for the minor's debt. Minors who are 16 years of age or over who are or have been married may show a marriage certificate in order to receive a library card without an adult's signature. Minors who have been conferred the rights of majority by a District Court must present a copy of the court's order before receiving a library card without an adult's signature.

#### 8. MINOR E-CARD

Youth under the age of 18 may receive a Minor E-card in order to have access to computers, digital collections and electronic resources. E-cards may not be used to borrow material, place holds, or submit interlibrary loan requests. Any Internet access provided to Minor E-card account holders must be filtered per terms of the Children's Internet Protection Act as it relates to Library eligibility for Universal Service (E-rate) discounts. Address verification is not required for this card. Instead, photo identification of the minor or authorizing adult is required. Minor E-cards expire annually. Minor E-cards may be issued to students upon the request of their teacher; in this case parents will have an opt-out option (See CIR-004 Issuing Cards to Tour Groups *and Classrooms*).

#### 9. NON-RESIDENT CARD

A non-resident card is issued to any customer who lives outside the state of Kansas. The customer will be limited to two items checked out at any time on their card.

#### 10. OUTREACH

Outreach cards will be issued to groups, schools, or agencies that are receiving bulk loans. Outreach cards are issued through the Learning Services *Education and Engagement* Division.

#### 11. SELF-REGISTERED

Customers who complete an online registration for a library card will be given a card type of Self Registered until the registration process is completed with library staff. Self-registered accounts expire in six months if they are not updated.

#### 12. STAFF

A staff Library card is issued to any current Wichita Public Library staff member. New employees will not need to re-register, but will be changed to a staff account during employee orientation. Staff status is removed from accounts at the conclusion of an employee's last day in pay status.

#### 13. VOLUNTEER

Volunteers who serve at least four hours per month for a minimum of three months qualify for Library accounts where holds may be placed at no charge. (See also PER-007 Staff and Volunteer Benefits.)

#### 14. WICHITA WORK RELEASE

Inmates of the Wichita Work Release Facility (WWRF) have access to the Wichita Public Library collection as required by state statute. Accounts are limited to use at the Advanced Learning Library and are for the loan of books. WWRF documentation is used to create these accounts.

#### 15. BANNED

The banned account type is used to track customers who have been permanently banned from Wichita Public Library facilities.

**Related City Codes and Ordinances**

City Code Section 5.92.020; City Ordinance No. 34-827 (part)

**Related Forms**

Registration Form; Internet Access Restriction Form

Last Review: May 2019 **2021**

## **CIR-006        INTERLIBRARY LOAN**

Interlibrary loan (ILL) is a worldwide sharing of materials. Items not held by the Wichita Public Library may be borrowed through ILL. When the only copy of an item held by the Wichita Public Library is lost, missing or overdue for more than 2 weeks, that item may also be borrowed through ILL. Unless otherwise noted within this policy, there is a fee of \$3.00 per ILL item borrowed from another library for a Wichita Public Library customer.

The customer must hold a current Wichita Public Library card in good standing. (See CIR-007 Circulation of Materials.)

Requests for photocopies are only taken if the following information is provided: the title of the source, the date and issue, either the title or author of the article to be photocopied and the page number(s) on which the article appears. Only specific items may be requested; the Library is unable to fill subject requests.

Requests for material outside of the United States are subject to shipment costs as well as the ILL borrowing fee.

The maximum cost the customer is willing to pay to receive the item or a photocopy of an article must be indicated on the ILL form when the request is taken. Customers will be notified of any charges beyond the ILL borrowing fee prior to the request being shipped. Any fees incurred by the Library for borrowing or photocopying interlibrary loan materials will be passed onto the customer.

A limit of ~~three~~ **five** requests may be active at the same time.

The ILL borrowing fee is not charged to customers in the following situations:

1. When a title is owned by the Wichita Public Library but the item is needed in a different format in order to make the information accessible to the customer (e.g. a print copy of an audio book for a customer with hearing impairments, a larger print/audio edition of a copy available only in regular print for a low vision customer, etc.)
2. When the last copy of a title owned by the Wichita Public Library is not currently available as a result of being missing, lost in circulation or unavailable for repair/rebinding/replacement.
3. When additional copies of a title are needed for a book club or organization with a current partnership agreement on file with the Library.

The lending library sets due dates for ILL materials. Fines will be charged for overdue items according to the circulation parameters set for ILL loans. ILL items may not be renewed. The replacement cost for lost ILL items is determined by the lending library and will be charged against the borrower's record in addition to a \$25.00 processing fee.

Any fees passed onto the library for ILL items and any late fees will apply to all accounts.

If a lending library places restrictions on an item's use, the Wichita Public Library will honor those restrictions.

Failure to comply with circulation policies will result in the loss of ILL privileges.

**Related Forms**

Interlibrary Loan form

Last Review: May 2019 **2021**



Item Type	Loan Period	Renewal Period	Charge Limit***	Fine / day	Max Fine	Default Cost
Big Book	28 days	28 days	150***	\$0.25	\$5.00	\$22.50
Blu-Ray	14 days	14 days	8 titles***	\$1.00	\$10.00	\$40.00
Board Book	28 days	28 days	150***	\$0.25	\$5.00	\$10.00
Book	0-28 days	0-28 days	150***	\$0.25	\$5.00	\$30.00
Book Set	42 days	None	20 titles***	\$0.25	\$5.00	\$13.00
Decorative Arts	None	None	None	\$0.00	\$0.00	\$100.00
DVD	14 days	14 days	150***	\$1.00	\$10.00	\$30.00
E-Books and E-Audio	7-21 days	None	5 8 titles	NA	NA	NA
E-Magazine	Varies	None	None	NA	NA	NA
Equipment ****	1-3 hours-1 hour – 28 days	None	2 items	\$0.00	\$0.00	\$35.00
E-Resource	None	None	None	\$0.00	\$0.00	\$0.00
Globe	None	None	None	\$0.00	\$0.00	\$75.00
Graphic Novel	28 days	28 days	150***	\$0.25	\$5.00	\$25.00
Hi/Lo	56 days	56 days	150***	\$0.25	\$5.00	\$10.00
ILL	21 days	None	3 titles***	\$1.00	\$30.00	\$75.00*
Image	None	None	None	\$0.00	\$0.00	\$100.00
Kit	14 days	None	1 item	\$1.00	\$10.00	\$80.00
Laptop ****	3 hours	None	1 item	\$15.00**	\$500.00	\$500.00
Large Print	14-28 days	14-28 days	150***	\$0.25	\$5.00	\$30.00
Library of Things	14 days	14 days	1 item	\$0.25-\$1.00	\$5.00-\$10.00	\$100.00
Magazine	0-14 days	0-14 days	150***	\$0.25	\$5.00	\$5.00
Manuscript	None	None	None	\$0.00	\$0.00	\$100.00
Map	None	None	None	\$0.00	\$0.00	\$15.00
Microform	None	None	None	\$0.00	\$0.00	\$25.00
Music CD	28 days	28 days	150***	\$0.25	\$5.00	\$17.00
New Blu-Ray	7 days	7 days	4 titles***	\$1.00	\$10.00	\$40.00
New DVD	7 days	7 days	8 titles***	\$1.00	\$10.00	\$30.00
Newspaper	None	None	None	\$0.00	\$0.00	\$1.00
Paperback	28 days	28 days	150***	\$0.25	\$5.00	\$8.00
Playaway/Playaway Wonderbook	28 days	28 days	4 8 titles***	\$0.25	\$5.00	\$60.00
Tablet	14 days	None	1 item	\$1.00	\$10.00	\$120.00
Spoken CD	28 days	28 days	150***	\$0.25	\$5.00	\$30.00
Schematics	14 days	14 days	150***	\$0.25	\$5.00	\$5.00
VHS	None	None	None	\$0.00	\$0.00	\$100

\*Final cost determined by lending library.

\*\*Hourly fee.

\*\*\*Some customer account types have more stringent loan limits.

\*\*\*\*May be Aavailable for circulation in library only.

Last Review: November 2020 May 2021

## **CIR-008      Circulation of Reference Materials**

Reference materials do not circulate. Rare exceptions may be granted at the discretion of the section or branch manager to loan materials ~~for a few hours, overnight or a week at the most~~. Consideration will be given to:

- Older editions, when newer editions are owned
- Materials that can be replaced
- Materials of modest monetary value

Last Review: May 2019 **2021**

**CIR-011.1 LOST AND DAMAGED ITEMS FEE SCHEDULE**

Item	Fee
Lost/Damaged Backpack Packaging	\$13.00
Lost/Damaged CD Booklet	\$2.00
Lost/Damaged CD Large Booklet	\$5.00
Lost/Damaged CD Case (music)	\$2.00
Lost/Damaged CD Case (spoken)	\$7.00
Lost/Damaged DVD or Blu-Ray Booklet	\$5.00 - \$8.00
Lost/Damaged DVD or Blu-Ray Case (up to 2 discs)	\$3.00
Lost/Damaged DVD Case or Blu-Ray (3 or more discs)	\$8.00
Lost/Damaged Hotspot	\$100.00
Lost/Damaged Hotspot Case	\$10.00
Lost/Damaged Hot Spot USB cord	\$10.00
Lost/Damaged Kit Components	**
Lost/Damaged Labels	\$0.50
Lost/Damaged Laptop	**
Lost/Damaged Launchpad AC Adapter	\$10.00
Lost/Damaged Launchpad Bumper	\$9.00
Lost/Damaged Launchpad packaging	\$13.00
Lost/Damaged Launchpad USB Cord	\$7.00
Lost/Damaged Map	\$5.00
Lost/Damaged Playaway Battery Cover (Each)	\$1.00
Lost/Damaged Playaway Case (Each)	\$2.50
Lost/Damaged Playaway Foam Insert (Each)	\$3.50
Lost/Damaged Radon Detector	\$180.00
Lost/Damaged Radon Detector Case	\$20.00
Lost/Damaged Supplemental CD/DVD	\$5.00*
Lost/Damaged Orion StarBlast Telescope & Components	Up to \$375.00
Lost/Damaged Celestron LensPen	\$10.95
Lost/Damaged Manual	\$10.00
Lost/Damaged National Audubon Society Pocket Guide: Constellations (978-0679779988)	\$13.95
Lost/Damaged Red/White Headlamp	TBD
Lost/Damaged Vertical File Envelope	\$2.00
Lost/Damaged Vertical File Item	\$5.00
Missing/Damaged Crystal Cover	\$1.00
Hardcover Damage	**
Mylar/Book Jacket Cover Damage	\$1.00
Page Damage	
Up to 5 pages – per page	\$0.25
More than 5 pages	**

\* Supplemental media may be included in some books. While the media accompanies a book, it is not integral to the content.

\*\* To be determined by designated staff.

Last Review: ~~August 2020~~ May 2021

## **COL-002      Materials Selection Policy**

The Library's core resource is its collection, which supports the mission and vision of the Library as approved by the Board of Directors and in accordance with city, state and federal laws. The Library provides materials in a variety of formats for a wide range of ages, interests, cultural and educational backgrounds and reading skills. New formats are considered when demand and viability warrant. Final responsibility for selection decisions rests with the Director of Libraries and the Library Board of Directors.

The Wichita Public Library subscribes to the Library Bill of Rights, the Freedom to Read Statement and the Freedom to View statement as adopted by the American Library Association. In accordance with these statements, the Library recognizes that some materials may be controversial and that any given item may concern some customers. Without anticipated approval or disapproval, selections will be made solely on the merits of the work in relation to the building of the collection and to serving the interests of Library customers. Responsibility for the reading, viewing and listening choices of minors rests with their parents or guardians. Limitations on access to public computer workstations or collections/formats may be requested for a minor child by that child's ~~parent or legal guardian~~ **signing adult**. No other age-based restrictions on access to Library materials will be enforced, except by statutory requirement.

Last Review: ~~May 2020~~ **May 2021**

Online Manual Listing: <http://wichitalibrary.org/About/Policies/Pages/collection-management.aspx#selection>

## **REF-009      Meeting Room Facilities**

The Wichita Public Library offers programs and events in its meeting rooms and makes these spaces available to the public. Meeting rooms are available to rent; however, priority for meeting room use is given to the Library and Library-sponsored organizations.

Granting permission to use facilities does not constitute an endorsement by the Library.

Meeting rooms are available to any group or individual, within the fee schedule established by the Library Board of Directors, with the following exceptions:

1. Groups or individuals whose intent is to use the room for retail sales or monetary gain, which includes the receipt or solicitation of contribution, donations, or attendees' personal information for future sales or solicitations. The Library Director may make exceptions for Library-related events.
2. Groups or individuals whose purpose is illegal.
3. Groups or individuals whose conduct would interfere with the proper functioning of Library business.
4. At the Advanced Learning Library, use of some meeting spaces is restricted to activities aligned with the special purposes of the rooms and/or the pavilions in which the rooms exist. These include the Dondlinger Children's Gallery and Children's Theatre within the Children's Pavilion, the Hyde Conference Room within the Burns Historical Research Pavilion, the Evergy Technology Training Center within the Digital Pavilion and the Eakins TEC-Innovation Room.

Persons attending the meeting are subject to all Library rules and regulations. The Director of Libraries is authorized to deny further use of the meeting rooms to individuals or groups who disregard Library regulations.

Library staff reserves the right to enter a meeting room at any time.

If a question is raised as to the goals and activities of any group using the meeting rooms, the Library Board of Directors shall be the final authority in granting or refusing permission for the use of the rooms.

### **Amenities and Rates**

Wireless Internet access is available in all meeting rooms and can be requested at the time of contracting the room.

The Library does not provide staff to operate any equipment. Equipment must be requested at the time of contracting the room. Changes to equipment needs will be accepted up to 48 hours prior to the meeting date.

Library organizations and Library-affiliated groups are not charged for the use of meeting rooms.

When Library meeting rooms are used by City of Wichita boards, commissions, departments, meetings of neighborhood and homeowners associations organized within the corporate limits of the City of Wichita, or elected officials representing some or all of the corporate limits of the City of Wichita for official business, rental fees will be waived. Fees may also be waived for business or community meetings of the Library's program partners. In order to qualify for the room fee waivers, a current partnership agreement must be on file.

Nonprofit organizations, other government agencies, and individuals and groups engaged in educational, civic, cultural, intellectual and charitable activities will be charged a fee that is outlined below.

Businesses, individuals, or groups that do not meet the nonprofit criteria will be charged an hourly fee that is outlined below. At branch locations, thirty minutes both prior to and after the contracted time is provided at no charge for set up and restoration of the room to its original condition.

Rooms may not be scheduled for use outside regular Library service hours unless noted in the fee schedule.

<b>Meeting Room</b>	<b>Capacity</b>	<b>Nonprofit / Government Fee</b>	<b>Business/ Individual Fee</b>
ALL Conference Room (single)	Est 100	\$50.00	\$50.00/hour
ALL Conference Room (double)	Est 200	\$75.00	\$75.00/hour
ALL Conference Room (triple)	Est 300	\$100.00	\$100.00/hour
ALL Allison Dondlinger Children's Gallery	Est 50	\$50.00	\$50.00/hour
ALL Allison Dondlinger Children's Reading Theatre	Est 50	\$50.00	\$50.00/hour
ALL Dondlinger Children's Gallery AND Reading Theatre	Est 100	\$75.00	\$75.00/hour
ALL John Hyde Conference Room	Est 30	\$50.00	\$50.00/hour
ALL Rolland Eakins TEC-Novation Room	Est 30	\$50.00	\$50.00/hour
ALL Keeney Stevens Board Room	Est 20	\$50.00	\$50.00/hour
Outdoor Terrace (regular hours)	N/A	\$150.00	\$150.00/hours
Outdoor Terrace (after hours)	N/A	\$200.00/hour	\$200.00/hour
Conference Center (after hours)	N/A	\$200.00/hour plus regular rental fees	\$200.00/hour plus regular rental fees
Alford Branch	130 people	\$30.00	\$50.00/hour
Angelou Northeast Branch	69 people	\$20.00	\$50.00/hour
Evergreen Branch – Arkansas Room	104 people	\$25.00	\$50.00/hour
Evergreen Branch – Parkview Room (dividable)	174 people	\$50.00	\$50.00/hour
Evergreen Branch – Parkview (A only)	87 people	\$25.00	\$50.00/hour
Evergreen Branch – Parkview (B only)	87 people	\$25.00	\$50.00/hour
<del>Linwood Park Branch</del>	<del>43 people</del>	<del>\$15.00</del>	<del>\$25.00/hour</del>
Rockwell Branch	88 people	\$25.00	\$50.00/hour
<i>Walters Branch</i>	<i>43 people</i>	<i>\$20.00</i>	<i>\$50.00/hour</i>
Westlink Branch	85 people	\$25.00	\$50.00/hour

A \$50.00 fee will be assessed to the individual who signs the meeting room contract if the room is not restored to its original condition.

Additional fees will be assessed to the individual who signs the meeting room contract if the room requires special cleaning or repair as a result of room usage. Fees will be based upon the Library's costs of repair or special cleaning needed to return the room to the condition existing prior to the rental use.

Fees for audiovisual items lost or damaged during the room rental will be based upon the Library's costs of repair or replacement. Customers are encouraged to make use of staff walkthroughs at the end of each rental session as a way to confirm that all items have been left in place and in working condition.

### **Reservations and Cancellations**

Reservations are accepted for the current calendar year. Reservations for the next calendar year will be accepted beginning in November. Reservations must be made by individuals who are 18 years of age or older.

Reservations are made on a first-come/first served basis by contacting the desired location.

Reservations are considered tentative until both a completed meeting room agreement and full payment are received. Tentative reservations will be cancelled after ten working days.

All rental fees will be refunded if a reservation is cancelled two or more days prior to the meeting date. Cancellations with less than two days' notice will result in a forfeiture of all rental fees. A refund will be issued if dangerous weather or other conditions necessitate the Library's unscheduled closing.

The Library has the right to preempt any event for Library use. In such rare instances, the Library will make every reasonable effort to assist the group in reserving another date or Library facility or meeting room. All rental fees will be reimbursed if the cancellation or space substitution results in the meeting room not being used.

### **Responsibilities and Regulations**

- All meeting room use must comply with fire codes and will not exceed the facilities' maximum capacity.
- Smoking in any part of the Library is prohibited. Candles and open flames are also prohibited.
- Unless contracted for after-hours use, meeting rooms must be vacated 15 minutes prior to closing time.
- Advanced Learning Library staff will be responsible for set-up and restoration of rooms in that building. Meeting room users should not alter the room set without prior approval of Library staff.
- At branch libraries, employees are not generally available to assist with meeting room set up. Meeting room users assume full responsibility for arranging the meeting room, restoring it to its original condition, and leaving it in good order.
- A \$50.00 fee will be assessed to the individual who signs the meeting room contract if the room is not restored to its original condition.
- The Library does not provide staff to operate any equipment, and staff may not be able to provide instruction on equipment use on the day of the rental. Renters may schedule an appointment with staff several days in advance of the meeting to test equipment.
- All publicity concerning meetings should make it clear that the Library is not the sponsor and must include the statement, "Not an official Wichita Public Library program." Neither the name nor address of the Wichita Public Library may be used as an organization's official address with the exception of Library-affiliated organizations or with the approval of the Director of Libraries.
- Refreshments, except alcoholic beverages, may be served in meeting spaces of all library locations if they are kept inside the meeting room.

- In branch libraries, the group or individual must provide all serving supplies.
- Reverie Roasters has a right of refusal agreement for all food and beverage services at the Advanced Learning Library. Outside refreshments may be served only if Reverie Roasters declines the opportunity to provide these items. For libraries where consumption of alcoholic beverages may be allowed under Section 4.04.045 of the City of Wichita Municipal Code of Ordinances, a supplemental meeting room agreement will be required.
- The individual who has signed the meeting room contract is responsible for reasonable care of the room and is liable for damaged or stolen equipment or damage to facilities. The Library is not responsible for the equipment, supplies, materials or other items owned by the group or individuals in the Library.
- All decorations or displays must be freestanding, pinned to bulletin boards in the room, or limited to tabletops. Material may be attached to the meeting room walls only if blue painter's tape is used. Directional signage related to the meeting requires approval by Library staff.

### **Advanced Learning Library Collaboration Rooms**

Collaboration rooms in the Advanced Learning Library may be reserved on a first-come/first served basis beginning one week before the desired date. One two-hour reservation may be scheduled per day. There is no charge for these reservations. When not previously reserved, rooms are available on a first-come/first served basis.

### **Related Form**

Meeting Room Agreement

Last Review: ~~September 2019~~ May 2021



## REF-009.2      **Advanced Learning Library AV Maker Studio**

The Advanced Learning Library AV Maker Studio may be reserved on a first-come, first-served basis up to seven days in advance of the desired use date. One three-hour reservation per day may be scheduled per individual or group. There is no charge for a reservation. When not previously reserved, rooms are available on a first-come, first served basis.

Customer reserving the AV Maker Studio must have a Wichita Public Library account in good standing. Unaccompanied usage of the Studio is limited to customers 14 years of age or older. Each studio user age 14 through 17 must have an individual Wichita Public Library account associated with an account in good standing of a responsible adult. Customers under 14 years of age must be accompanied by a responsible adult.

Fees for Studio audiovisual items and equipment lost or damaged during the usage period will be based upon the Library's costs of repair or replacement. Staff walkthroughs at the beginning and end of each usage period will be used as a way to confirm that all items have been left in place and in working condition.

Additional fees will be assessed if the Studio requires special cleaning or repair as a result of room usage. Fees will be based upon the Library's costs of repair or special cleaning needed to return the room to the condition existing prior to the rental use.

Library staff may prohibit usage inside the Studio of outside equipment, instruments, or other items when such use may disrupt others' use of the Library.

### **Equipment Replacement Fee Schedule**

<b>Equipment</b>	<b>Replacement Cost*</b>
Omnirax Presto Studio Workstation (Desk)	\$ 750.00
Middle Atlantic PD-1820R-RN Rack Mount Power	200.00
Chief MSSUB Medium Flat Panel Swivel Table Stand	450.00
NEC E326 32" LED Flat Panel Monitor	400.00
Dell Optiplex 7050 Computer	2,600.00
Black Magic Design Intensity Shuttle	200.00
Shuttle Xpress Video Edit Transport	60.00
Audio-Technica ATH-M50X Headphones	150.00
Art Pro Eight Output Stereo Headphone Amp	65.00
Focusrite 2 Channel USB audio interface FOS2/22G	150.00
Zoom 16 Track Recorder R16	400.00
JVC BLU-RAY Disc & HDD Recorder	2,000.00
HDMI Cable 6'	5.00
Mackie CR3 CR Series 3" Creative Reference Multimedia Speakers	80.00
Audio-Technica AT2020 Cardioid Condenser Studio XLR Microphone	100.00
Akai Professional MPK Mini MKII   25-Key Ultra-Portable USB MIDI Drum Pad & Keyboard Controller	100.00
Canon EOS Rebel T6i Digital SLR with EF-S 18-55mm IS STM Lens	600.00
TAKSTAR SGC-598 Interview Microphone	27.00

Wide Angle/Macro Lens for Canon	10.00
58mm 2.2x Telephoto Lens	7.00
Digital Slave Flash with Bracket	12.00
Whirlwind MK4 XLR Cable 25'	32.00
AmazonBasics Tripod Boom Microphone	20.00
Vivitar VPT3662 62-Inch Tripod	40.00
<i>Logitech C922x Pro Stream Webcam</i>	<i>120.00</i>
*If exact make/model cannot be purchased, cost will be based on closest model that has equal functionality	

Last Review: ~~September, 2019~~ *May 2021*

## **Media Report: May 2021**

### **Television:**

- May 7, 2021 / KCTU: Baseball Candid Conversations
- May 13, 2021 / KAKE: Summer Reading Program
- May 14, 2021 / KCTU: Library Programs
- May 21, 2021 / KCTU: Library Programs
- May 22, 2021 / KAKE: Baseball Candid Conversations; [https://youtu.be/0OgIKZe\\_QQs](https://youtu.be/0OgIKZe_QQs)
- May 28, 2021 / KCTU: Summer Reading Program

### **Print:**

- May 6, 2021 / The Community Voice: Baseball Candid Conversations
- May 10, 2021 / The Wichita Eagle: Senior Wednesday;  
<https://www.kansas.com/article251291274.html>
- May 18, 2021 / The Wichita Eagle: Evergreen community center;  
<https://www.kansas.com/news/local/article251398113.html>
- May 18, 2021 / The Wichita Eagle: Summer Reading Program;  
<https://www.kansas.com/living/family/article251401823.html>

### **Radio:**

- May 8, 2021 / KFDI: Baseball Candid Conversations;  
<https://www.kfdi.com/2021/05/08/wichita-public-library-to-offer-programs-on-baseball-history/>
- May 17, 2021 / KFDI: Summer Reading Program;  
<https://www.kfdi.com/2021/05/17/wichita-public-library-opens-early-enrollment-for-tales-tales-summer-reading-program-for-kids/>
- May 26, 2021 / KMUW: Summer Reading Program; <https://www.kmuw.org/post/next-best-thing-all-ages-start-summer>

From: Julie Crawford, WGS

To: WPL Board

Date: June 7, 2021

Our May meeting on Zoom was a presentation by Bonnie Johnson, who was in character as Susanna Madora Salter, the first female mayor in the U.S.

WGS board member Rosie Wiley will be discussing how to create a research guide for our June meeting. We continue to have meetings on Zoom for now.

Research is allowed in the pavilion by appointment.

/jac