

A G E N D A

**Wichita Public Library Board of Directors Meeting
Tuesday, September 21, 2021 – 12:00 p.m.
Conference Room B & C
Advanced Learning Library, First Floor
711 W 2nd, Wichita KS 67203**

1. Call to Order
 - a) Staff Presentation: None
2. Approval of the Agenda
3. Public Comment
4. Minutes of the August 17, 2021 Meeting
5. Unfinished Business
 - a) Evergreen Facility Naming
6. New Business
 - a) August 2021 Finance Report and Bills

General Fund Bills	\$669,563.82
Grant Fund Bills	\$29,441.14
Gift & Memorial Fund Bills	\$595.87
<u>Total</u>	\$699,600.83

- b) Materials Invoices Exceeding \$10,000-EBSCO
 - c) Updates to Policy Manual
 - CIR-001 Customer Registration
 - CIR-009 Holds
 - CUS-001.2 Suspension of Privileges for Health and Safety Reasons
 - ORG-002.1 Collection Development Division
 - ORG-002.2 Customer Service Division
 - ORG-002.4 Education and Engagement Division
 - ORG-002.5 Support Services Division
 - PER-007 Staff and Volunteer Benefits
 - REF-009 Meeting Room Facilities
7. Special Committee Reports -None
8. Support Organization Reports
9. Director of Libraries Report
10. Announcements
11. Adjournment

Monthly Activity Report

August 2021

Service Highlights

Library staff created welcome packets in English, Spanish, French and Vietnamese for Immigration Support Services Network (ISSN). Each year in September, ISSN hosts Welcome Week, a week dedicated to introducing new residents to Wichita and its services. The Library is a longstanding partner. These welcome packets will be made available for new residents, and Library staff is working on a short introductory video to be played at this year's virtual Welcome Week event.

The Collection Development division began adding materials to the Research Pavilion donated by the Wichita Eagle earlier this year. This donation includes thousands of microfilm rolls and a significant number of Wichita City and Suburban Directories. One directory, 1940, was an especially exciting find. Unlike other years, no one had digitized and shared the volume online, leading our local historian to believe no directory had been published that year.

The Library will soon add five more telescopes to its Library of Things program through funds provided by the Georgia Eakins family through the Wichita Public Library Foundation. This will help reduce the hold list so that customers can more quickly use a telescope. As of this week, there are about 144 holds.

Wichita E-Reads had outstanding circulation in August, with 26,337 checkouts of materials. This is the second highest number of checkouts in a single month from Wichita E-Reads. It is also a 12% increase over August 2020.

The Library is working on new ways to reach educators and young adult customers by developing webpages with content curated for these audiences. The first page is an educator's page that provides easy access to information about the Library's collections and services that can benefit students and teachers. The second webpage will help teens and young adults connect to the Library through research databases, blogs, digital resources and more.



The contractor for the Evergreen remodel finished the drywall and began painting this month. The service desk area is shown in the photo.

Other News

Kristi Dowell was recognized as a 2021 Women in Business Awards honoree through the Wichita Business Journal. She will receive her award at a luncheon in October.

Westlink Branch Manager Tracie Partridge visited Park West Retirement Community to give a presentation about library services to residents. She provided information about the physical and digital materials available with a library card, along with the new Library of Things collections the Library began offering over the summer. The organizer of the program expressed interest in the Library's book sets (for book clubs) and the possibility of taking a monthly trip to the Westlink Branch.

Several Library staff participated in Overdrive's bi-annual conference, Digipalooza. The virtual conference gave staff members information about best practices in e-material ordering, marketing, programming and upcoming changes to the Libby app. Libby, by Overdrive, is the Library's e-book and e-audiobook platform.

Special Collections Manager Michelle Enke submitted the City of Wichita's application to be named Kansas's American World War II Heritage City. This is an honor designated by the Director of the National Park Services. Wichita's application was submitted with a letter of support signed by the entire Kansas Congressional Delegation, and additional letters of support from Mayor Whipple, Denise Sherman (The Kansas African American Museum), Dr. Jay Price (Wichita State University), Patty Gnefkow (Vet-to-Vet Support Command, Inc.) and Margaret Kline (Wichita Genealogical Society).

In order to be considered for designation as an American World War II Heritage City, the application needs to demonstrate Wichita's contributions to the war effort, including defense manufacturing, local enlistments, Armed Forces bases located in the city, community volunteerism and support of the troops. The application also needs to show continued efforts to preserve the heritage and legacy of the city's contributions to the war effort and efforts to continue to honor the legacy of World War II today.

The Special Collections division had out-of-state visitors from Illinois, Kentucky, Oklahoma, Oregon, South Dakota and the country of Eritrea.

Technology Trainers completed 192 Book-A-Librarian appointments in August. Assistance was given for unemployment filing, resume posting and printing, passport applications, printing court documents, phone assistance, tax forms and online security issues.

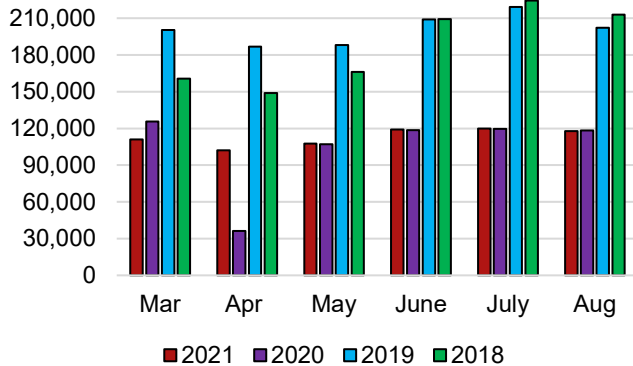
The E-rate funds reimbursement for January-June Cox internet charges for branch libraries has been received in the amount of \$55,961.82.

John Cleary (Advanced Learning Library) worked with six SCORE/Small Business Administration clients this month, helping to collect business information for business plan startup, market research, industry and demographic information. Areas researched were trash services, drone real estate services, office center, bar and lounge, pressure washing and nonprofit.

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 service offerings 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.

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

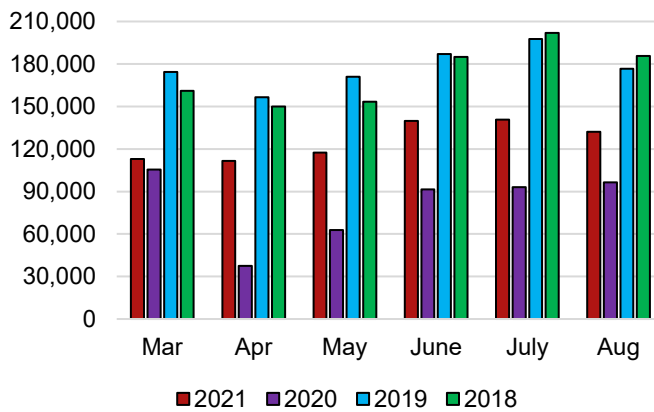


AUGUST

	2021	2020	% change
Door Counts	39,133	33,363	17.29%
Catalog Log-ins	36,073	41,979	-14.07%
Website Visits	42,583	43,039	-1.06%
Total	117,789	118,381	-0.50%

Due to equipment failure, the door count for the Alford Branch is artificially low in August 2021.

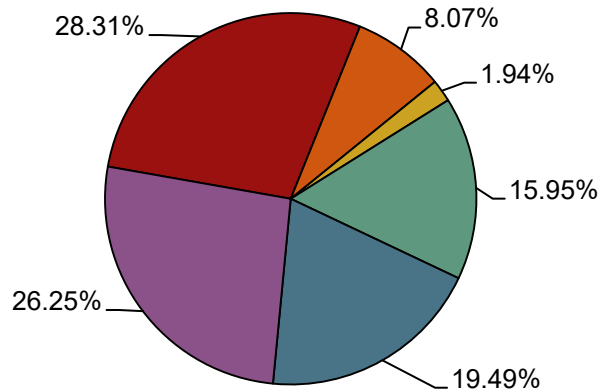
CHECKOUTS



AUGUST

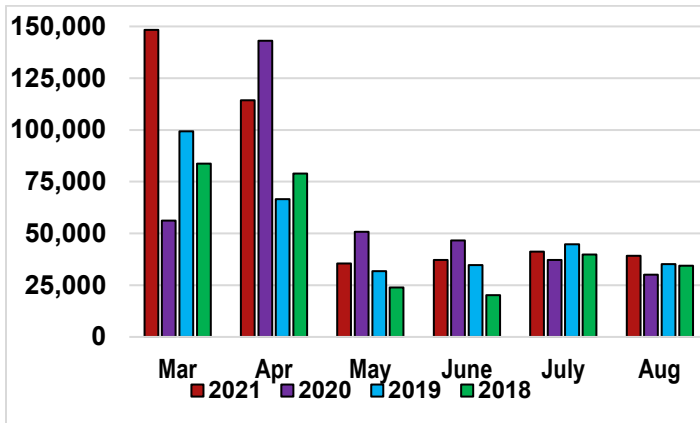
	2021	2020	% change
Physical Circ	97,428	62,398	56.14%
Virtual Circ	34,674	34,108	1.66%
WPL	27,334	24,511	11.52%
State	7,340	9,597	-23.52%
Total	132,102	96,506	36.88%

Circulation by Location



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

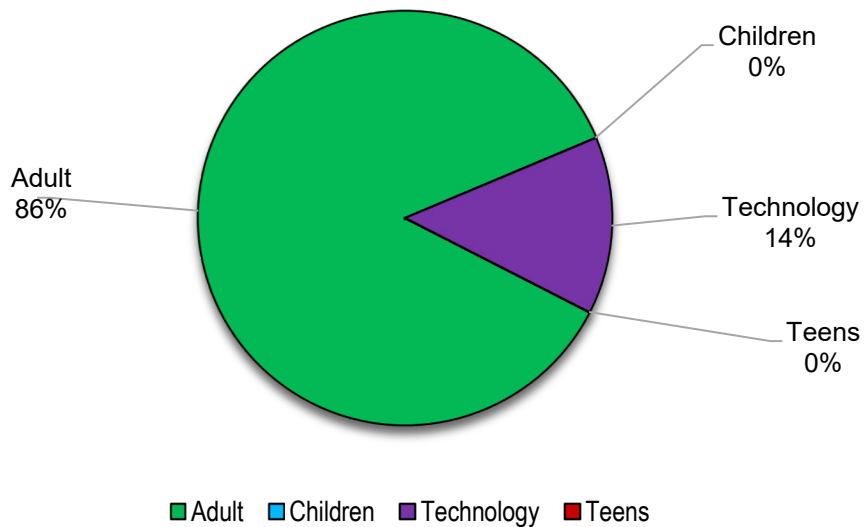
QUESTIONS ANSWERED (by staff in person/phone and through online services)



AUGUST			
	2021	2020	% change
Reference Questions	6,501	1,966	230.67%
Database Searches	29,997	27,132	10.56%
Technology Assistance	2,538	961	164.10%
Book-A-Librarian Appointments	192	77	149.35%
Total	39,228	30,136	30.17%

Some locations did not report the number of reference questions answered or technology assistance provided between June-December 2020.

PROGRAM ATTENDANCE

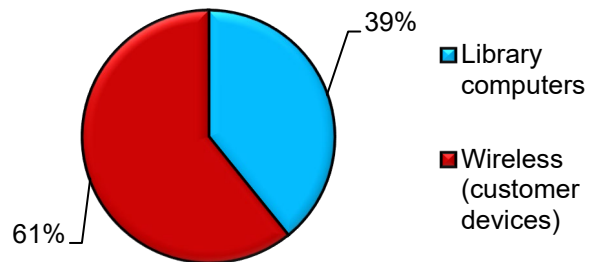


AUGUST ATTENDANCE

	2021	2020	% change
Adult events	616	387	59.17%
Children's events	0	0	N/A
Technology training	99	0	N/A
Teen events	0	0	N/A
TOTAL	715	387	84.75%

PUBLIC COMPUTING

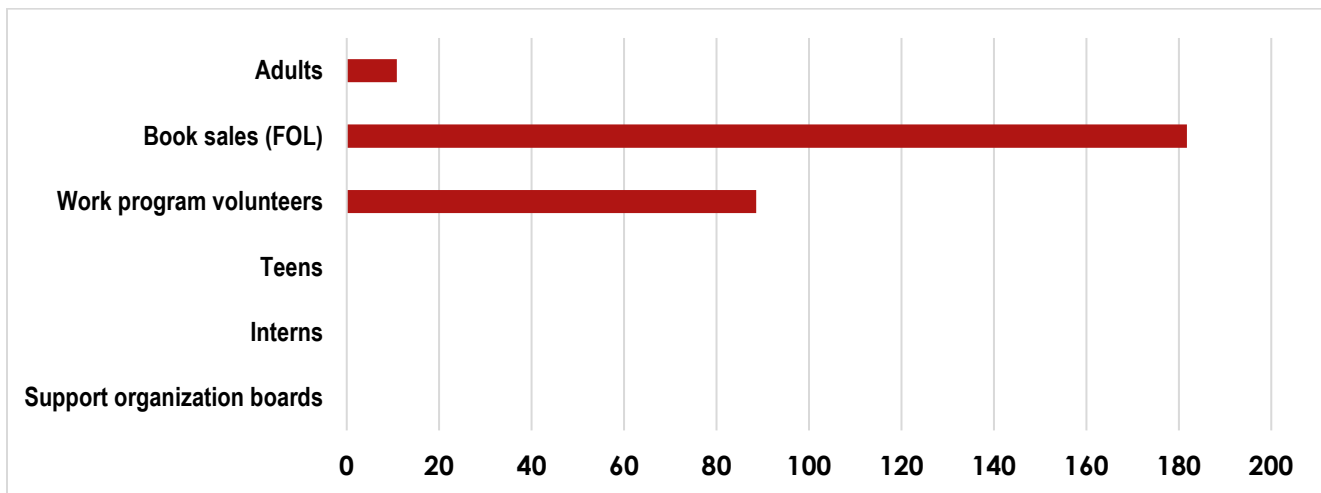
**Method of Computing Access
(by session)**



AUGUST

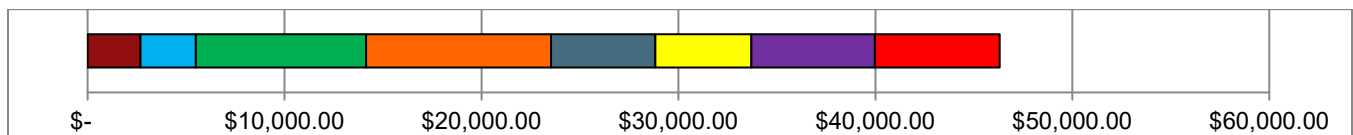
	2021	2020	% change
Workstation Sessions	4,503	5,117	-12.00%
Wi-Fi Sessions	6,987	4,585	52.39%
Number of Users	941	560	68.04%
Hours of Access	7,822	5,521	41.68%

VOLUNTEERS (hours of service)



Number of volunteers YTD = 52 Hours of service YTD = 1,644

MATERIALS DONATIONS (value if purchased)



Year to date total = \$46,306.08 Items added to Library collections YTD = 2,634

Service Snapshot: Recent Raving Fans Stories

While in the process of closing the branch, Eileen Ball (Westlink) noticed an older customer standing in front of the locked door. Eileen opened the door and the customer explained she had promised her daughter she would pick up a hold for her. Eileen took the customer's card number, got the item checked out to her, and brought it to the door. The customer expressed her gratitude and told her how great the library is.

A parent of one of the Teen Library Ambassadors contacted Sara Moesel (Advanced Learning Library) to let her know how much she appreciated the volunteer opportunity for her teen. She saw her teen's skills in time and task management improve throughout the summer and enjoyed how practical the program was in encouraging teens to develop workplace-relevant skills. She hopes to see the program continue.

Misti Hoheisel (Alford) was helping a customer complete their Kansas Unemployment assistance program online. The customer had to upload a resume to the website, and was having a difficult time with the instructions. Misti was able to walk the customer through the process of uploading the required documents and completing the questionnaires. It took more than an hour to help, but it was worth it because the customer was happy the Library was able to help her through the process.

Dawn Shelton (Westlink) helped a pre-med student find an online version of a book she needed for a class. The Library didn't have a print or digital format available, but Dawn checked CloudLibrary, one of the State Library's e-book resources, and saw that they had a digital copy. Dawn set her up with a State Library card so she could complete her paper.

A customer told Rockwell staff that her granddaughter was taken to Oklahoma University and evaluated for verbal skills, self-guided play and other social skills. She said her granddaughter was the only child who lasted the hour, between new adults, toys and skills. The grandmother said she felt that it was because of the child's past attendance at story times at the Library, and she wanted to thank the Rockwell staff.

A phone customer called and exclaimed, "I'm calling because I can't believe this! A friend read that the Library has telescopes to rent – is that really true?" Cassie Fahey (Advanced Learning Library) told the customer about the new Library of Things, referring her to some of the informational videos on YouTube. The customer said, "Thank you so much! You guys mean so much to the City of Wichita."

Jennifer Durham (Advanced Learning Library) assisted a customer over the phone who wanted access to Cloud Library but couldn't remember her username or password. When Jennifer told her she would be able to help her, the customer responded, "I love the staff here! You guys are magicians! Even when I think I won't be able to find a piece of information, you will keep looking until you find it, and everyone has always treated me so well!"

Ben Ropp (Advanced Learning Library) received a compliment after a Book-A-Librarian session: "The help I received today was completely unexpected! The assistance in preparing my resume was invaluable! Excellent direction and suggestions. Extremely pleased! I came to use the computer unaware of this assistance!"

WICHITA PUBLIC LIBRARY

Minutes of a Virtual Meeting of the Library Board of Directors
August 17, 2021.

The hybrid meeting of the Library Board of Directors was held on Tuesday, August 17, 2021 at the Advanced Learning Library with the following present in person: Mr. Kevin McWhorter, Ms. Shelby Petersen, and Mr. Jonathan Winkler. The following attended virtually: Dr. Justin Henry, Ms. Lauren Hirsh, Ms. Shannon Littlejohn, Ms. TaDonne Neal, and Mr. Chuck Schmidt.

Call to Order

President Kevin McWhorter called the meeting to order at 12:09 p.m., a quorum being present.

Approval of the Agenda

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

Public Comment

None

Approval of Minutes

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

Unfinished Business

Tiayla Maholmes, project coordinator for Real Men, Real Heroes, presented the new design for the proposed mural at the Maya Angelou branch. The original design was first presented in March 2020 but due to suggested changes by the Design Council and the ongoing pandemic it was postponed. The new design has been accepted by the Design Council and now needs approval by the Library Board to move forward. The next step will be for the City Council to approve the design at the next City Council meeting. If approved, Real Men Real Heroes plans to complete the project in September. Local artist Priscella Brown will be working with area youth to complete the project.

TaDonne Neal moved (Littlejohn) to accept the updated design as presented. **Motion carried unanimously.**

New Business

On behalf of the Finance Committee, Kevin McWhorter moved (Littlejohn) to approve the July 2021 finance report and supplemental bills in the following amounts: General Fund bills of

\$640,635.37; Grant Fund Bills of \$32,434.89; and Gift and Memorial Fund bills of \$1,072.73 for a total of \$674,142.99. **Motion carried unanimously.**

Interim Director Kristi Dowell provided a brief summary of the WPL Foundation's request for access to names from the Library customer database for end of year fundraising purposes. The Foundation will create a mail merge letter that would then be given to staff who will submit that as well as the contact information to the mail printer. This process ensures that the Foundation only receives the names of individuals who make contributions or ask to be added to the Foundation mailing list.

TaDonne Neal moved (Hirsh) to authorize staff to support the year-end solicitation of the Library Foundation by supplying the requested customer account information. **Motion carried unanimously.**

Finance Committee Report

None

Operations Committee Report

None

Planning & Facilities Committee Report

None

Public Affairs Committee Report

None

Special Committee Reports

Friends of the Library – Amanda Shankle reported that the Friends have started receiving some donations but are not promoting this to the public yet due to limited capacity. An in-person used book sale is being considered for some time in September but may be switched to a virtual sale depending on the pandemic.

Library Foundation – Kristi Oberg shared efforts the Foundation is making to engage and re-engage donors in annual giving. The four key areas to growing the annual giving program are to acquire new donors, keep current donors engaged to increase their support, re-engage lapsed donors, and to appreciate lapsed and current major gift donors.

Wichita Genealogical Society (WGS) – Julie Crawford informed board members that plans are still in place to move forward with the WGS Annual Conference at the Wichita State University's Hughes Metroplex on October 9. Monthly meetings and interest groups are still doing well meeting on Zoom.

Director of Libraries Report

Interim Director Dowell reported that the Library has received an ARPA grant valued at \$14,286 that will be used to update the functionality of the laptop dispenser at the Advanced Learning Library.

A roof leak in the children's pavilion at the Advanced Learning Library has been repaired. The planes providing shade over the children's garden have begun to be installed. Four planes have been painted and delivered for installation with the three remaining planes being shipped to Spirit in the near future for painting.

The air conditioning unit on the north side of the Advanced Learning Library has been repaired.

The owner of the building housing the Walters branch has approved the installation of ADA automated door openers. City funding has already been approved. A grand opening for the Walters branch is set for September 18.

Announcements

None

Adjournment

The meeting was adjourned at 12:51 p.m.

The next regularly scheduled meeting will be September 21, 2021.

Respectfully submitted,

Kristi Dowell



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Kristi Dowell, Interim Director of Libraries *Kristi Dowell*
SUBJECT: Evergreen Facility Naming Recommendation
DATE: September 21, 2021

Background: At the July 20th Wichita Public Library Board of Director's meeting Library Board members narrowed down over seventy unique names for the Evergreen facility received through community input, to their top five choice of names for the next round of community feedback.

El Norte (The North)

Evergreen (current name; meaning "always growing")

Arteaga (for Cirilo Arteaga, community member known for creating a recreation center in the El Pueblo neighborhood)

El Pueblo (The Village)

Adelante (go ahead or move forward)

Analysis: Following the July 20th Library Board of Directors' meeting the community was given the opportunity to complete a ranked choice vote of the names by ranking them in order of their favorites. This input is designed to guide the Library Board in making a decision on a recommended name for the facility but does not constitute a winning selection by the Board.

The community engagement ranked choice process resulted in the following resulting scores;

Evergreen-3.36

El Pueblo-3.26

El Norte-3.06

Arteaga-2.80

Adelante-2.63

Legal Considerations: None

Recommendations/Actions: The Library Board of Directors serving as the Naming Advisory Committee is being asked to review the community ranked choice results and to make a recommendation for the name of the Evergreen facility to be presented to the City Council for approval.

Attachment: Survey results and supplemental FaceBook feedback received from Council Member Claycomb.

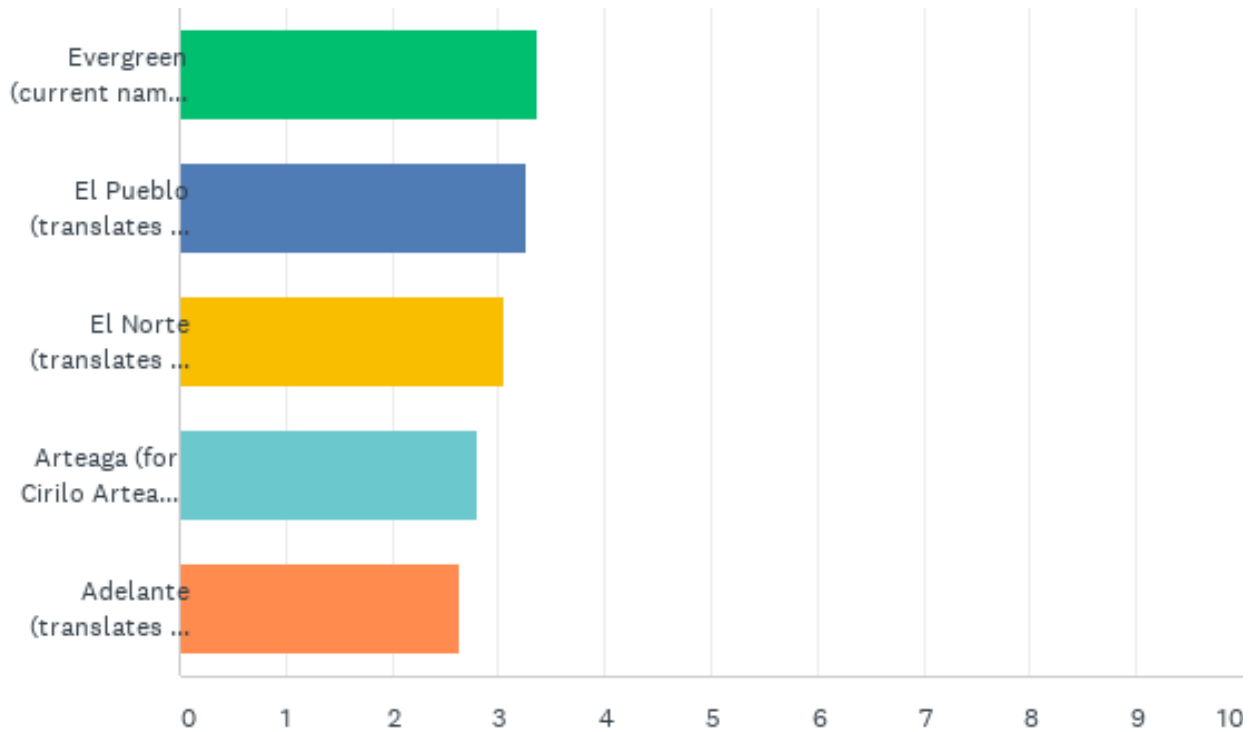
Community Center Naming Survey

July 21-August 31, 2021

Total Responses: 663 (643 English, 20 Spanish)

Rank (in order of preference) your naming recommendations (1 being your most favorite, 5 being your least favorite).

Answered: 663, Skipped: 0



	1	2	3	4	5	TOTAL	SCORE
Evergreen (current name of the library and neighborhood resource center; exemplifies the idea of “always growing”)	41.70% 274	10.96% 72	10.65% 70	15.37% 101	21.31% 140	657	3.36
El Pueblo (translates to “the village” in Spanish; the community center is located in the El Pueblo neighborhood of the North End)	16.72% 104	28.62% 178	27.65% 172	18.33% 114	8.68% 54	622	3.26
El Norte (translates to “the north” in Spanish; the community center is located in the historic North End)	14.65% 91	26.89% 167	24.64% 153	17.39% 108	16.43% 102	621	3.06
Arteaga (for Cirilo Arteaga, a community member known for creating a recreation center in the El Pueblo neighborhood)	16.29% 101	18.87% 117	19.35% 120	19.84% 123	25.65% 159	620	2.80
Adelante (translates to “go ahead” or “move forward” in Spanish; the resources and services provided in the community center will advance residents of the North End)	14.31% 89	14.95% 93	16.72% 104	27.17% 169	26.85% 167	622	2.63

Council Member Cindy Claycomb was given the following Facebook thread that was posted by a resident promoting the naming campaign for the community center in District VI.

--

The City of Wichita- Government needs your input! The community center, our future home, is currently undergoing renovation and is in the process of being named. The five names being considered based off of community are:

El Pueblo (The Village)

El Norte (The North)

Adelante (To move forward)

Arteaga (Cirilo Arteaga, a community member known for creating a recreation center in the El Pueblo neighborhood)...

Catherine - Arteaga! He was my neighbor growing up and he was such an incredible man! (1 like)

Marc - North Riverside Community Center. Name the center what it actually is. A name like this is all inclusive, indisputable, timeless, and says what the complex is. No question. I see the aforementioned names as being very exclusive on an ethnic basis as well as confusing as to what it actually is. (13 likes)

Amelia - Marc Haynes its confusing to you, but to someone the primarily speaks spanish El Norte would serve the same purpose. (2 likes)

Chris - Marc Haynes Evergreen is not in North Riverside neighborhood.

David - Leave the name the same and spend this effort on something worthwhile for the community like fix the splash pad that wasn't done right in the first place (11 likes)

Jody - Adelante.

John - Evergreen, we've known it as such for years and years,,,, leave it alone... The other names only represent one ethnicity, there are many here,,, quit ignoring us, try including us, we've been here all along, I was born, raised and still here but feel I... like and treated like I should leave....Evergreen,,,, (7likes)

Scorpia - Evergreen community center. (5 likes)

Landis - I've a neighbor who just asked if changing the name to which would identify with only one ethnicity that this will deter #tourism.

Joann - I love Evergreen. It is ever growing, reflects nature, nurture! (1 like)

Bobbi - Evergreen! (1 like)

Mike - Does not need a name change Evergreen is what we know it as. Waste of time and energy. (1 like)

Bobbi - Mike, & money to revamp marketing! I get the local person being thrown in the mix; however, we have a tremendous amount of locals that have done so much for the community. That's why I choose we keep Evergreen. (1 like)

Susan - Evergreen. And Claire votes for Evergreen. Let's name a room inside or art work for Mr. Arteaga

REVENUE REPORT - AUGUST 2021

OBJECT	ACCOUNT DESCRIPTION	BUDGET	MONTHLY REVENUE TARGET	RECEIVED IN MONTH	RECEIVED YTD	% RECEIVED YTD
422110	Library Desk Receipts (Fines)	\$ 310,929.00	\$ 24,874.32	\$ 20,114.12	\$ 116,970.27	37.62%
423030	Meeting Room Rentals	\$ 32,875.00	\$ 2,465.63	\$ -	\$ -	0.00%
424011	Copy Charges	\$ 13,088.00	\$ 1,047.04	\$ 1,539.45	\$ 6,086.45	46.50%
424101	Public Computing Charges	\$ 34,237.00	\$ 2,738.96	\$ 1,811.61	\$ 9,459.91	27.63%
646981	State Setoff Collections	\$ 96,500.00	\$ 7,720.00	\$ 10,253.13	\$ 50,793.58	52.64%
646990	Other Non-Operating Revenue	\$ -	\$ -	\$ -	\$ 87.47	0.00%
646998	Cash Over/Short	\$ -	\$ -	\$ -	\$ (0.05)	0.00%
	TOTAL	\$ 487,629.00	\$ 38,845.95	\$ 33,718.31	\$ 183,397.63	37.61%

GENERAL FUND SUMMARY REPORT
AUGUST 2021

OBJECT	ACCOUNT DESCRIPTION	APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
511000	Base Compensation	\$ 5,074,464.00	\$ 362,442.13	\$ -	\$ 3,079,170.56	\$ 1,995,293.44	61%
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	\$ -	\$ 7,067.21	\$ (5,111.21)	361%
512051	Mileage Reimbursement	\$ 2,400.00	\$ 157.66	\$ -	\$ 891.86	\$ 1,508.14	37%
513020	Premium Overtime	\$ -	\$ 203.54	\$ -	\$ 2,456.25	\$ (2,456.25)	#DIV/0!
518200	Employer Wage Taxes & WC	\$ 458,684.00	\$ 30,399.35	\$ -	\$ 259,139.89	\$ 199,544.11	56%
518300	Employer Share EE Insurance	\$ 1,005,737.00	\$ 72,248.73	\$ -	\$ 580,921.05	\$ 424,815.95	58%
518400	Employer Share Pension/Retire	\$ 601,878.00	\$ 40,205.14	\$ -	\$ 341,821.62	\$ 260,056.38	57%
521011	Electricity	\$ 298,449.00	\$ 30,671.75	\$ -	\$ 304,816.58	\$ (6,367.58)	102%
521021	Natural Gas	\$ 41,004.00	\$ 3,004.76	\$ -	\$ 62,017.36	\$ (21,013.36)	151%
521030	Water Service	\$ 11,004.00	\$ 2,965.82	\$ -	\$ 14,975.30	\$ (3,971.30)	136%
521050	Trash Service	\$ 4,404.00	\$ 389.00	\$ -	\$ 2,686.27	\$ 1,717.73	61%
521060	Local Telephone Service	\$ 21,636.00	\$ 610.00	\$ -	\$ 5,124.04	\$ 16,511.96	24%
522010	PBX Line Charges	\$ 11,058.00	\$ 940.50	\$ -	\$ 7,506.58	\$ 3,551.42	68%
522020	PBX Instrument Charges	\$ 17,460.00	\$ 1,576.25	\$ -	\$ 12,604.79	\$ 4,855.21	72%
522030	IT Moves & Changes	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	0%
522040	Long Distance & Teleconference	\$ 900.00	\$ 21.70	\$ -	\$ 360.05	\$ 539.95	40%
522070	Voicemail	\$ 1,512.00	\$ 326.00	\$ -	\$ 2,608.00	\$ (1,096.00)	172%
522080	Automatic Call Distribution	\$ -	\$ 65.50	\$ -	\$ 524.00	\$ (524.00)	#DIV/0!
522990	Other Communications Charges	\$ (8,120.00)	\$ -	\$ -	\$ 640.00	\$ (8,760.00)	-8%
523010	Building & Contents Insurance	\$ 92,632.00	\$ -	\$ -	\$ 23,157.96	\$ 69,474.04	25%
523020	Vehicle Liability Premiums	\$ 870.00	\$ -	\$ -	\$ 217.50	\$ 652.50	25%
524010	Recruitment & Hiring	\$ 3,140.00	\$ -	\$ -	\$ -	\$ 3,140.00	0%
524020	Employee Travel & Training	\$ 1,600.00	\$ -	\$ -	\$ -	\$ 1,600.00	0%
525013	Drug Screening	\$ -	\$ 288.00	\$ -	\$ 384.00	\$ (384.00)	#DIV/0!
525083	Textile Rental & Laundry Svcs	\$ 2,925.00	\$ 142.24	\$ -	\$ 1,058.99	\$ 1,866.01	36%
525990	Other Professional Services	\$ 37,970.00	\$ 729.45	\$ -	\$ 15,663.45	\$ 22,306.55	41%
526010	Motor Pool Scheduled Charges	\$ 3,720.00	\$ 310.00	\$ -	\$ 2,480.00	\$ 1,240.00	67%
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	\$ 670.50	\$ -	\$ 4,057.00	\$ 8,943.00	31%
526044	Bldg Security & Fire Services	\$ -	\$ -	\$ -	\$ 420.00	\$ (420.00)	#DIV/0!
526070	Equipment Repair & Maint	\$ 5,421.00	\$ 2,226.00	\$ -	\$ 2,235.00	\$ 3,186.00	41%
526080	Grounds Maintenance	\$ -	\$ -	\$ -	\$ 4,710.00	\$ (4,710.00)	#DIV/0!

GENERAL FUND SUMMARY REPORT
AUGUST 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	\$ -	\$ 35,205.92	\$ 13,854.08	72%
529010	Bank Charges	\$ 5,000.00	\$ 591.35	\$ -	\$ 3,530.28	\$ 1,469.72	71%
529141	Software License & Maint Fees	\$ -	\$ 547.70	\$ -	\$ 547.70	\$ (547.70)	#DIV/0!
529020	Postage	\$ -	\$ -	\$ -	\$ 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)	#DIV/0!
529061	Organizational Memberships	\$ 3,195.00	\$ -	\$ -	\$ -	\$ 3,195.00	0%
529070	Printing & Copying	\$ 23,472.00	\$ 848.47	\$ -	\$ 7,256.33	\$ 16,215.67	31%
529110	Advertising	\$ -	\$ -	\$ -	\$ 42.00	\$ (42.00)	#DIV/0!
529150	Data Center Charges	\$ 991,088.00	\$ 83,454.29	\$ -	\$ 667,634.32	\$ 323,453.68	67%
529990	Other Contractuals	\$ 77,583.00	\$ 502.09	\$ -	\$ 37,675.68	\$ 39,907.32	49%
531010	Computing Supplies	\$ 900.00	\$ -	\$ -	\$ 356.13	\$ 543.87	40%
531020	Office Supplies	\$ 48,575.00	\$ 3,055.72	\$ -	\$ 19,092.03	\$ 29,482.97	39%
531030	Custodial Supplies	\$ 6,000.00	\$ -	\$ -	\$ 2,153.60	\$ 3,846.40	36%
532020	Automotive Parts & Supplies	\$ -	\$ 11.94	\$ -	\$ 155.22	\$ (155.22)	#DIV/0!
532990	Other Equip Parts & Supplies	\$ 450.00	\$ -	\$ -	\$ 23.88	\$ 426.12	5%
539012	Gasoline	\$ 1,800.00	\$ 317.13	\$ -	\$ 2,001.10	\$ (201.10)	111%
549010	Furniture & Fixtures <\$5k	\$ 9,990.00	\$ 205.60	\$ -	\$ 5,759.60	\$ 4,230.40	58%
549020	Data Processing Equip <\$5k	\$ 9,665.00	\$ 164.97	\$ -	\$ 2,779.65	\$ 6,885.35	29%
549100	Laboratory Equip <\$5K	\$ -	\$ -		\$ 99.05	\$ (99.05)	#DIV/0!
549110	Library Materials	\$ 627,530.00	\$ 24,682.30	\$ -	\$ 241,762.50	\$ 385,767.50	39%
	Expense Total	\$ 9,239,033.00	\$ 669,563.82	\$ -	\$ 5,681,009.53	\$ 3,558,023.47	61%

**Grant Fund Summary Report
AUGUST 2021**

Grant	Beginning Balance 08/01/2021	Revenue Received	Admin Charges	Contractuals	Materials	Supplies & Petty Cash	Equipment	Total Expenditures	Encumbrances	Remaining Balance 08/31/2021
SCKLS 2020	\$ 72,322.42	\$ -	\$ -	\$ 195.00	\$ 13,599.74	\$ -	\$ -	\$ 13,794.74	\$ -	\$ 58,527.68
SCKLS 2021	\$ 182,816.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 182,816.00
State Aid 2021	\$ 64,753.26	\$ -	\$ -	\$ 9,114.42	\$ 6,531.98	\$ -	\$ -	\$ 15,646.40	\$ -	\$ 49,106.86
Totals	\$ 319,891.68	\$ -	\$ -	\$ 9,309.42	\$ 20,131.72	\$ -	\$ -	\$ 29,441.14	\$ -	\$ 290,450.54

Wichita Public Library General Fund Bills

August 2021

Org: 10000080

10001 - Library - Personnel

1B - Base Compensation

511000 _Base Compensation

Payroll, ADJ8.06.21 \$183,837.29

Payroll, ADJ8.20.21 \$178,604.84

Total 511000 _Base Compensation	\$362,442.13
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Total 1B - Base Compensation	\$362,442.13
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1F - Special Compensation

512000 _Special Compensation

Payroll, ADJ8.06.21 \$325.00

Payroll, ADJ8.20.21 \$175.00

Total 512000 _Special Compensation	\$500.00
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512051 Mileage Reimbursement

Payroll, 1336 \$73.43

Payroll, 1595 \$3.81

Payroll, 1815 \$80.42

Total 512051 Mileage Reimbursement	\$157.66
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Total 1F - Special Compensation	\$657.66
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1J - OT Compensation

513000 _Overtime Compensation

Payroll, ADJ8.06.21 \$113.95

Payroll, ADJ8.20.21 \$89.59

Total 513000 _Overtime Compensation	\$203.54
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Total 1J - OT Compensation	\$203.54
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1N - Employee Benefits

518200 Employer Wage Taxes & WC

Payroll, ADJ8.06.21 \$15,410.00

Payroll, ADJ8.20.21 \$14,989.35

Total 518200 Employer Wage Taxes & WC	\$30,399.35
---------------------------------------	-------------

518300 Employer Share EE Insurance

Payroll, ADJ8.06.21 \$36,390.79

Payroll, ADJ8.20.21 \$35,857.94

Total 518300 Employer Share EE Insurance	\$72,248.73
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518400 Employer Share Pension/Retire

Payroll, ADJ8.06.21 \$20,118.38

Wichita Public Library General Fund Bills

August 2021

Payroll, ADJ8.20.21	\$20,086.76
Total 518400 Employer Share Pension/Retire	\$40,205.14
Total 1N - Employee Benefits	\$142,853.22
Total 10001 - Library - Personnel	\$506,156.55

10002 - Library - Contractuals

2B - Utilities

521011 Electricity - EDI

EVERGY KANSAS CENTRAL INC \$30,671.75

Total 521011 Electricity - EDI	\$30,671.75
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521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC \$70.32

ONE GAS INC \$1,007.73

SYMMETRY ENERGY SOLUTIONS LLC \$1,926.71

Total 521021 Natural Gas - EDI	\$3,004.76
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521030 Water Service

City of Wichita \$2,965.82

Total 521030 Water Service	\$2,965.82
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521050 Trash Service

BEST VALUE SERVICES LLC \$389.00

Total 521050 Trash Service	\$389.00
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Total 2B - Utilities	\$37,031.33
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2F - Technology Charges

521060 Local Telephone Service

City of Wichita \$610.00

Total 521060 Local Telephone Service	\$610.00
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522010 PBX Line Charges

City of Wichita \$940.50

Total 522010 PBX Line Charges	\$940.50
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522020 PBX Instrument Charges

City of Wichita \$1,576.25

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

August 2021

522040 Long Distance & Teleconference

City of Wichita \$21.70

Total 522040 Long Distance & Teleconference	\$21.70
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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	\$86,994.24
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2R - Professional Svcs

525013 Drug Screening

KELLY COMPLIANCE INC \$288.00

Total 525013 Drug Screening	\$288.00
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525083 Textile Rental & Laundry Svcs

ARAMARK UNIFORM & CAREER \$104.84

APPAREL GRP INC

CINTAS CORPORATION \$37.40

Total 525083 Textile Rental & Laundry Svcs	\$142.24
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525990 Other Professional Services

SIGN LANGUAGE INTERPRETING SERVICES \$84.00

UNIQUE MANAGEMENT SERVICES INC \$645.45

Total 525990 Other Professional Services	\$729.45
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Total 2R - Professional Svcs	\$1,159.69
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2V - Bldg & Equip Charges

526010 Motor Pool Scheduled Charges

City of Wichita \$310.00

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

P-CARD ONE-TIME PAY \$670.50

Total 526042 Pest Control Services	\$670.50
------------------------------------	----------

526070 Equipment Repair & Maint

DANIKSCO OFFICE INTERIORS \$96.00

Wichita Public Library General Fund Bills

August 2021

P-CARD ONE-TIME PAY \$2,130.00

Total 526070 Equipment Repair & Maint	\$2,226.00
---------------------------------------	------------

526092 Rent-Real Property

CO CO PROPERTIES LLC \$4,088.24

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

Total 2V - Bldg & Equip Charges	\$7,294.74
---------------------------------	------------

2Z - Other Contractuals

529010 Bank Charges

City of Wichita \$591.35

Total 529010 Bank Charges	\$591.35
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529070 Printing & Copying

City of Wichita \$848.47

Total 529070 Printing & Copying	\$848.47
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529141 Software License & Maint Fees

CDW GOVERNMENT INC \$547.70

Total 529141 Software License & Maint Fees	\$547.70
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529990 Other Contractuals

ARAMARK UNIFORM & CAREER \$56.40

APPAREL GRP INC

P-CARD ONE-TIME PAY \$427.69

UNDERGROUND VAULTS & STORAGE
INC \$18.00

Total 529990 Other Contractuals	\$502.09
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Total 2Z - Other Contractuals	\$2,489.61
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Total 10002 - Library - Contractuals	\$134,969.61
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10003 - Library - Commodities

3B - Supplies

531020 Office Supplies

City of Wichita \$1,381.77

P-CARD ONE-TIME PAY \$1,673.95

Total 531020 Office Supplies	\$3,055.72
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Total 3B - Supplies	\$3,055.72
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3F - Components & Parts

532020 Automotive Parts & Supplies

City of Wichita \$11.94

Total 532020 Automotive Parts & Supplies	\$11.94
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Total 3F - Components & Parts	\$11.94
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Wichita Public Library General Fund Bills

August 2021

3N - Fuel

539012 Gasoline

City of Wichita \$317.13

Total 539012 Gasoline	\$317.13
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Total 3N - Fuel	\$317.13
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4Z - Non-Capital Outlay

549010 Furniture & Fixtures <\$5k

HENRY HELGERSON CO INC \$205.60

Total 549010 Furniture & Fixtures <\$5k	\$205.60
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549020 Data Processing Equip <\$5k

P-CARD ONE-TIME PAY \$164.97

Total 549020 Data Processing Equip <\$5k	\$164.97
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549110 Library Materials

P-CARD ONE-TIME PAY \$24,682.30

Total 549110 Library Materials	\$24,682.30
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Total 4Z - Non-Capital Outlay	\$25,052.87
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Total 10003 - Library - Commodities	\$28,437.66
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Grand Total

\$669,563.82

Wichita Public Library Grant Bills

August 2021

Y0801 - South Central Kansas Library Sys 20

2 - Contractuals

2N - Employee Development

524020 Employee Travel & Training

(\$39.00)

P-CARD ONE-TIME PAY

\$234.00

Total 524020 Employee Travel & Training \$195.00

Total 2N - Employee Development \$195.00

Total 2 - Contractuals \$195.00

3 - Commodities

4Z - Non-Capital Outlay

549110 Library Materials

City of Wichita

\$13,599.74

Total 549110 Library Materials \$13,599.74

Total 4Z - Non-Capital Outlay \$13,599.74

Total 3 - Commodities \$13,599.74

Total Y0801 - South Central Kansas Library Sys 20

\$13,794.74

Wichita Public Library Grant Bills

August 2021

Y1800 - Library-State Grant-in-Aid 2021

2 - Contractuals

2F - Technology Charges

521070 Internet Service

COX COMMUNICATIONS INC

\$5,370.66

Total 521070 Internet Service

\$5,370.66

Total 2F - Technology Charges

\$5,370.66

2Z - Other Contractuals

529141 Software License & Maint Fees

DEMCO INC

\$3,743.76

Total 529141 Software License & Maint Fees

\$3,743.76

Total 2Z - Other Contractuals

\$3,743.76

Total 2 - Contractuals

\$9,114.42

3 - Commodities

4Z - Non-Capital Outlay

549110 Library Materials

P-CARD ONE-TIME PAY

\$6,531.98

Total 549110 Library Materials

\$6,531.98

Total 4Z - Non-Capital Outlay

\$6,531.98

Total 3 - Commodities

\$6,531.98

Total Y1800 - Library-State Grant-in-Aid 2021

\$15,646.40

Wichita Public Library Grant Bills

August 2021

Y1801 - South Central Kansas Library Sys 21		
3 - Commodities		
4Z - Non-Capital Outlay		
549110 Library Materials		
City of Wichita		(\$13,599.74)
P-CARD ONE-TIME PAY		\$13,599.74
Total 549110 Library Materials		\$0.00
Total 4Z - Non-Capital Outlay		\$0.00
Total 3 - Commodities		\$0.00
Total Y1801 - South Central Kansas Library Sys 21		\$0.00
Grand Total		\$29,441.14

GIFT AND MEMORIAL FUND

RECEIPTS/REIMBURSEMENTS

Baird (interest)	\$21.15
Flower Fund (Staff Donations)	\$100.00
Friends of the Library (Monthly Donation)	\$404.05
TOTAL RECEIPTS	\$525.20

EXPENDITURES

Ingram (Materials)*	\$21.59
Kroger (Staff Flower Fund)	\$105.30
Wichita Public Library Foundation/Amazon.com	\$468.98
TOTAL EXPENDITURES	\$595.87

*Reimbursed expenses



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Sarah Kittrell
SUBJECT: Ebsco Invoice – Approval of invoices over \$10,000
DATE: September 2, 2021

Background: Ebsco, a magazine subscription manager, is used to manage nearly all of the Library's magazine and newspaper subscriptions. Current subscriptions expire at various points throughout the year, but Ebsco is able to bundle these renewals together, allowing the Library to pay one invoice rather than 350. The renewal must be processed before the end of the year to avoid a gap in services for the titles that renew in January 2022.

Analysis: Magazines and newspapers remain an important part of the Library's information service delivery, although service changes relating to COVID-19 continue to impact how these materials may be accessed and used. The Library made significant cuts to magazine and periodical budgets in 2020 for a multitude of reasons:

- The need to offset the addition of the Flipster digital magazine service;
- The \$100,000 materials budget cut in 2020, \$6,000 of which needed to come from periodical subscriptions;
- Temporary suspension of all Evergreen periodicals due to their upcoming refurbishment;
- Temporary suspension of all daily periodicals that could not effectively be used by customers during the period the Library was quarantining all materials and, later, when the Library was only offering grab and go services.

For this renewal, due to the addition of \$100,000 back into the materials budget, the return of lounge seating, and with Evergreen's reopening on the horizon, the Library added many of the dropped periodicals back to our order. This includes out-of-state newspapers and a new slate of subscriptions for Evergreen.

Financial Considerations: The cost to renew the 350 magazine subscriptions managed by Ebsco is \$24,637.76, reflecting a \$9,146.97 increase from the 2020 annual renewal invoice.

Legal Considerations: None.

Recommendations/Actions: It is recommended that the Board approve the invoice from EBSCO in the amount of \$24,637.76 for the subscription renewals.

Attachments: None.



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Kristi Dowell, Interim Director of Libraries *Kristi Dowell*
SUBJECT: Proposed Policy Updates
DATE: September 21, 2021

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 Organization section of the Library Policy Manual, a small number of corrections and needed updates were identified. In addition, the recently adopted revised 2021 City budget included the elimination of materials hold fees which required updates in several policies. A change has also been made in management of the Research Pavilion. After operating the Advanced Learning Library for more than two years and going through a recent reorganization due to budget cuts, it has been decided to bring the Edward and Elizabeth Burns Historical Research Pavilion under the purview of the Collection Development division. This change will add better oversight and coordination to projects as many involve collection work. It will add depth to staffing the Research Pavilion with collection development staff, and it will add supervisory depth to the Collection Development section with Research Pavilion staff.

CIR-001 Customer Registration

- Removed reference to hold fees for Friends of Library card and Volunteer card

CIR-009 Holds

- Removes references to hold fees

CUS-001-2 Suspension of Privileges for Health and Safety Reasons

- Adds reference to bed bugs regarding suspension of borrowing privileges

ORG-002.1 Collection Development Division

- Moves Edward and Elizabeth Burns Historical Research Pavilion under this division

ORG-002.2 Customer Service Division

- Updates references of Linwood to Walters branch

ORG-002.4 Education and Engagement Division

- Removes Edward and Elizabeth Burns Historical Research Pavilion from this division

ORG-002.5 Support Services Division

- Updates wording

PER-007 Staff and Volunteer Benefits

- Removes volunteer benefits due to elimination of hold fees

REF-009 Meeting Room Facilities

- Updates estimated capacity for Keeney Stevens Board Room

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.

Attachments: Proposed policy updates.

A Library card will be issued to any registering customer who provides proof of identity with name and proof of 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 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 2021~~ August 2021

CIR-009 HOLDS

Holds for Library materials may be made by telephone, mail, in person or using the on-line catalog by any Library customer. Customers who ask staff to place holds may be limited to up to five requests, as staff time allows.

~~A service fee of \$0.25 will be charged for each item that is placed on hold using the Library catalog or that is transferred between locations. This \$0.25 fee is assessed when the item arrives at the pickup location.~~

The Library will notify customers that holds are available. If an item is not picked up by the unclaimed date, a total of \$1.00 will be assessed to the requesting customer's account. ~~Hold fees will be waived for customers who cancel their filled holds before the unclaimed date.~~

Last Review: ~~May 2021~~ August 2021

ORG-002.1 COLLECTION DEVELOPMENT DIVISION

The Collection Development Division is responsible for the selection, acquisition, cataloging, and processing of all new Library materials as well as the maintenance of Library collections and the Edward and Elizabeth Burns Historical Research Pavilion.

Selections team members oversee Library material selections and purchases as well as taking a leading role in ensuring that damaged and outdated items are removed from collections and replaced when appropriate. The **Acquisitions** staff oversees ordering of materials for the collection as well as monitoring subscriptions.

Before materials can be circulated, they must be cataloged and processed with appropriate labeling, protective coverings, and/or security measures. The **Cataloging** staff completes all of these tasks, making items available as quickly as possible while also ensuring that the availability of materials is correctly listed within the Library catalog.

The **Edward and Elizabeth Burns Historical Research Pavilion** provides reference services in the areas of genealogy, Kansas, and local history. The Research Pavilion houses over 32,000 genealogy books covering the entire nation, over 17,000 books on all topics regarding Kansas and the Great Plains, and the Foulk Indian Collection. The Research Pavilion has an extensive collection of microfilm including census rolls and local newspapers such as the Wichita Eagle and Wichita Beacon. Microfilm readers and printers are located here and a digital microfilm scanner allows researchers to scan and email or save their images. Among the special collections are a clipping file of local news events, an extensive collection of local photographs, and monographs and periodicals pertaining to Wichita and Kansas history. The Research Pavilion is a FamilySearch Center affiliate.

Last Review: August 2021

It is the responsibility of the Wichita Public Library to maintain a healthy and clean environment for all Library users and to protect the City's investment in Library collections, equipment and property. In order to fulfill this responsibility, the Library may restrict a user's ability to borrow materials and/or to visit Library facilities when such use may jeopardize the health and cleanliness of Library facilities, collections and users.

Examples of situations where borrowing of materials may be suspended include, but are not limited to:

- Evidence that items on loan to a customer may have been returned with insects that are known to be damaging to library materials, or that can result in pest infestations in library facilities, e.g. roaches, silverfish, bed bugs and some types of beetles

Examples of situations where access to Library facilities may be suspended include, but are not limited to:

- Customers or customer possessions with fleas, lice, or bed bugs
- Customers with clothing that is stained with urine or feces

Should it become necessary to suspend Library privileges of a customer in order to protect Library collections, facilities or other users, notification of the suspension will be made by the Director of Libraries or Collection Development Division Manager.

Any customer that has privileges suspended under the terms of this policy may request a re-evaluation of the suspension under the terms of the reinstatement of Library privileges policy, CUS-002.

Last Review: September 2019/August 2021

Online Manual Listing: <http://wichitalibrary.org/About/Policies/Pages/customer-code.aspx#health>

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Selections team members oversee Library material selections and purchases as well as taking a leading role in ensuring that damaged and outdated items are removed from collections and replaced when appropriate. The **Acquisitions** staff oversees ordering of materials for the collection as well as monitoring subscriptions.

Before materials can be circulated, they must be cataloged and processed with appropriate labeling, protective coverings, and/or security measures. The **Cataloging** staff completes all of these tasks, making items available as quickly as possible while also ensuring that the availability of materials is correctly listed within the Library catalog.

The **Edward and Elizabeth Burns Historical Research Pavilion** provides reference services in the areas of genealogy, Kansas, and local history. The Research Pavilion houses over 32,000 genealogy books covering the entire nation, over 17,000 books on all topics regarding Kansas and the Great Plains, and the Foulk Indian Collection. The Research Pavilion has an extensive collection of microfilm including census rolls and local newspapers such as the Wichita Eagle and Wichita Beacon. Microfilm readers and printers are located here and a digital microfilm scanner allows researchers to scan and email or save their images. Among the special collections are a clipping file of local news events, an extensive collection of local photographs, and monographs and periodicals pertaining to Wichita and Kansas history. The Research Pavilion is a FamilySearch Center affiliate.

Last Review: August 2021

The Customer Service Division is comprised of all branch libraries and the Advanced Learning Library's Circulation and Interlibrary Loan functions.

The **Circulation Section** oversees the loan and return of Library materials and holds processing for the Advanced Learning Library. Circulation staff registers new customers and has sole responsibility for the creation and maintenance of firm accounts. It manages hold and overdue notices, mail and e-mail. This section is also responsible for shelving materials throughout the Advanced Learning Library. The Circulation Section Manager serves as a liaison with the Library's collection agency and processes accounts with special needs. Interlibrary Loan, which lends materials to libraries nationwide and borrows them from other libraries for Wichita Public Library customers, is part of the Circulation Section.

Each branch of the Wichita Public Library is an important resource for the neighborhoods it serves. Focus areas of each branch are tailored to match the unique challenges and needs of the individual services areas. The main role of the **neighborhood branches** is to provide high demand popular materials to customers in the immediate areas surrounding the branch. Limited children's programming and small meeting rooms are provided where space allows. Public computer workstations provide access to Internet, software applications, and electronic resources. Wi-Fi access is available in each of these branches which are up to 10,000 square feet in size, operated by part-time paraprofessionals and supervised by branch managers assigned to each quadrant of the City.

- The Maya Angelou Northeast Branch Library focuses on literacy and school readiness, African-American culture, and digital inclusion with a secondary focus on workforce development.
- The **Linwood Park Dr. Ronald W. Walters** Branch Library functions as a computing hub and popular materials center.

Three **district branches** provide full service to a larger community than neighborhood branches, including popular materials, adult and children's programs, Internet/PC workstations, meeting rooms, Wi-Fi access and a greater level of educational support and reference services. These branches operate under the supervision of professionally trained branch managers and children's librarians. District branches are 10,000 to 15,000 square feet in size.

- The **Evergreen District Branch Library** serves north Wichita, focusing on literacy, Hispanic education and digital inclusion with secondary areas of emphasis on small business support and workforce development. The manager for the Evergreen Branch also oversees the services of the Maya Angelou Northeast branch.
- The **Ford Rockwell District Branch Library** serves east Wichita.
- The **Westlink District Branch Library** serves west Wichita. Westlink is the most heavily used branch in the Wichita Public Library system.

The Rockwell and Westlink branches each focus on service for children and families, digital inclusion, lifelong learning and leisure services.

Regional branches are facilities with more than 15,000 square feet. Through even more space for collections and programming, regional branches service larger areas of the City. Wichita's only regional branch is the **Lionel Alford Regional Branch Library** which serves south-central and southwest Wichita and focuses on early literacy and school readiness, K-12 student achievement, and workforce development. In addition

to the meeting room, this branch has two study rooms available for use by individuals or small groups and a lounge reading area with vending machines. The manager for the Lionel Alford Regional Branch also oversees the services of the ~~Linwood Park~~ Dr. Ronald W. Walters branch.

Last Review: August 2021

The Education and Engagement Division consists of the Adult Programming Section, and the Youth Services Section and the Edward and Elizabeth Burns Historical Research Pavilion. Education and Engagement staff help customers find materials and answer questions. The division is responsible for leading tours of the Advanced Learning Library, proctoring tests, and assisting with collection management and programming. The Division Manager ensures that the Library is represented in community coalitions working on activities aligned with the mission and goals of the Library as well as developing and implementing strategic partnerships and community engagement initiatives that leverage Library resources.

The **Adult Programming Section** plans and executes programs and interactive learning events for adults. Programs such as Tuesday Topics, Senior Wednesdays, SCORE business workshops, Learning Circles, the Academy Award Shorts film series and the Big Read Wichita are among activities managed by this staff team. The Section also provides reference service in the Streetscape and Learning pavilions of the Advanced Learning Library and support for the Nazar Foundation Collection (print and electronic), test proctoring, and book discussion sets. Staff develop and maintain fiction and non-fiction materials displays to highlight collections, attract readers, and increase circulation.

The **Youth Services Section** provides readers advisory services, programming, and outreach for customers birth to 18, their caregivers, and educators. Staff are responsible for supervising activities in the Children's Pavilion and the Mona Pike Corrin Teen Pavilion in the Advanced Learning Library. Youth Services staff present storytimes, lead tours, teach research skills, provide outreach to local childcares and schools, and guide youth in learning and discovery. A variety of developmentally appropriate materials and services are made available to youth and their families to encourage literacy and promote learning.

The **Edward and Elizabeth Burns Historical Research Pavilion** provides reference services in the areas of genealogy, Kansas, and local history. The Research Pavilion houses over 32,000 genealogy books covering the entire nation, over 17,000 books on all topics regarding Kansas and the Great Plains, and the Foulk Indian Collection. The Research Pavilion has an extensive collection of microfilm including census rolls and local newspapers such as the Wichita Eagle and Wichita Beacon. Microfilm readers and printers are located here and a digital microfilm scanner allows researchers to scan and email or save their images. Among the special collections are a clipping file of local news events, an extensive collection of local photographs, and monographs and periodicals pertaining to Wichita and Kansas history. The Research Pavilion is a FamilySearch Center affiliate.

Last Review: August 2021

The Support Services Division is responsible for overseeing Library operations and administration.

Division staff members are responsible for numerous **administrative activities** on behalf of the department including preparing and monitoring budgets overseeing physical facilities and equipment, including cleaning, and building improvements, and is responsible for building security.

At the Advanced Learning Library, division staff are responsible for managing meeting room reservations and scheduling. **Custodial and event setup** services are provided to help keep operations running smoothly.

Deliveries are a vital component to the smooth flow of operations as materials and mail flow among branch locations and between the Library and City Hall.

Volunteer coordination and management is another important responsibility of the Division.

Communications and marketing activities are managed through this division and in coordination with the City of Wichita's Communications Team.

~~Support Services team members fulfill **clerical** functions by providing clerical, accounting, receiving, payroll, reception and switchboard services, and supply ordering and dispersal system wide.~~

*Support Services team members provide **accounting** services by preparing the systems daily deposits, processing accounts payables and receivables, inputting time entry for payroll processing, and ordering and dispersing supplies.*

Last Review: August 2021

In addition to any benefits provided through the City of Wichita, employees of the Wichita Public Library enjoy several privileges.

Staff is not charged ~~hold or~~ overdue fees for Wichita Public Library materials, although continued abuse of this privilege may result in disciplinary action. Staff will be charged unclaimed hold fees and overdue fees for interlibrary loans.

Continuing education opportunities may be available for staff.

~~Active permanent volunteers will not be charged a hold fee for their library owned materials in recognition of their service to the library. Permanent volunteers are those who have worked at the Library at least four hours per month for a minimum of three months. Service must be ongoing and not seasonal. A “volunteer” who receives compensation from another organization or whose service is mandated by another organization or the courts does not qualify for this privilege. An individual who continues to volunteer freely after completing volunteer objectives for another organization may then qualify.~~

Related Forms

None

Last Review: ~~August 2021~~

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.

Meeting Room	Capacity	Nonprofit / Government Fee	Business/ Individual Fee
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 2930	\$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
Rockwell Branch	88 people	\$25.00	\$50.00/hour
Walters Branch	43 people	\$20.00	\$50.00/hour
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: ~~May 2021~~ August 2021

Media Report: August 2021

Television:

- August 6, 2021 / KCTU: Library Programming Update
- August 12, 2021 / KAKE: Kids Corner – Battle of the Books
- August 13, 2021 / KCTU: Library Programming Update
- August 20, 2021 / KCTU: Library Programming Update

Print:

- August 27, 2021 / The Wichita Eagle: Big Read 2022 & mama.film program

The Library is in communication with KWCH to host a regular segment during the week at 9:30 a.m. or 12:30 p.m. on KSCW to communicate current library programming.



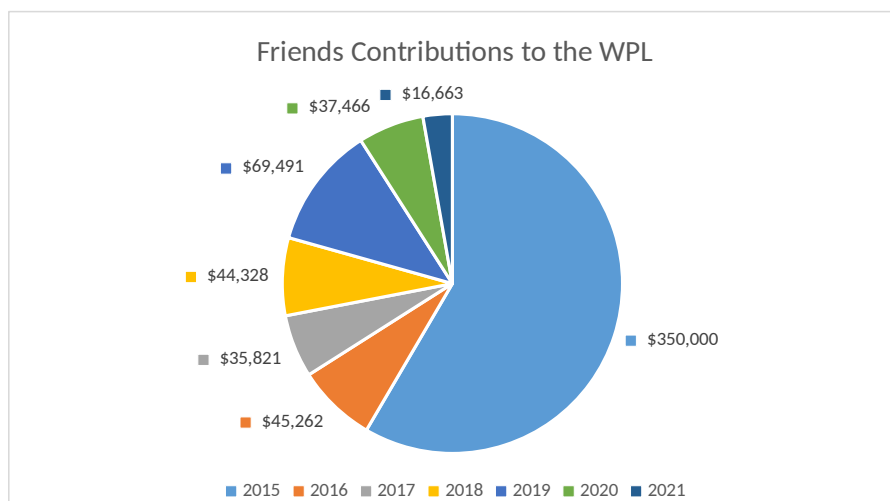
Greetings Friends!

This month we have some exciting news to share with all of you. The Library department is eliminating hold fees for ALL library customers! This is a big win for all library advocates! Your support of the Friends of the Wichita Public Library has helped make this happen.

What does this mean for the Friends? It is worth mentioning that this new change will not affect those who hold a Basic Membership. However, it will affect those who have a Gold or Platinum Membership, as free holds are just one of the many benefits we currently offer for these two levels. Our Membership Committee is currently focusing on the effects for these two tiers and how we can adjust our benefit offerings. Please keep in mind that through your support of the Friends you are also supporting MANY different activities and programs currently offered at the library.

What does your funding support? We want to remind everyone that as a Friend all of your contributions are funneled back into the library. This funding helps support large programs like the Summer Reading Program and the Big Read, but it also supports a multitude of smaller, but vital, activities and services. Here is a breakdown of how much funding our organization has given back to the Wichita Public Library over the past 6 years. The two bulleted items, shown below, are worth mentioning on their own.

- In 2015, the Friends of the Wichita Public Library (YOU) provided \$350,000 to the Library as a challenge grant for construction of the ALL.
- In 2019, the Friends provided an additional \$25,000 to the Foundation as a challenge grant.



We know that this update will result in some changes to the Friends Membership structure. We are reviewing data from past surveys and consulting with board members and others to decide how we should move forward. We will communicate any changes with all of you. To coincide with the upcoming changes, we have decided to update the term "Friends Members" to Friends Advocates. We want to recognize the fact that our contributors are advocates. Thank you for being a Friend!

We hope that you continue to support our organization, and through us, the Wichita Public Library.

Sincerely,

The Friends of the Wichita Public Library Board Members

From: Julie Crawford, WGS

To: WPL Board

Date: September 12, 2021

Our August meeting on Zoom was presented by local radio personality Orin Frieden. He spoke about country and western music in Wichita and about his new book, *Honky-Tonkers and Western Singers*.

Our September meeting will be ***Native American Indian Genealogy***, presented by Jason Felihkatubbe on Zoom. This presentation will focus on American Indian genealogy with an emphasis on those tribes currently based in Oklahoma.

We continue to prepare for our Annual Conference to be held October 9.

/jac