

A G E N D A

**Wichita Public Library Board of Directors Meeting
Tuesday, December 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/Introductions
 - a) Staff Presentation: 2022 Library Workplan and Initiatives
2. Approval of the Agenda
3. Public Comment
4. Minutes of the November 16, 2021 Meeting
5. Unfinished Business
6. New Business
 - a) November 2021 Finance Report and Bills

General Fund Bills	\$800,699.68
Grant Fund Bills	\$10,502.28
Gift & Memorial Fund Bills	\$217,933.95
<u>Total</u>	\$1,029,135.91

- b) Policy Updates
 - c) 2022 Library Workplan and Initiatives
 - d) Close SCKLS 2020
7. Special Committee Reports
8. Support Organization Reports
9. Director of Libraries Report
10. Announcements
11. Adjournment

Monthly Activity Report

November 2021

Service Highlights

Customers have a great new way to get connected to internet services. The Library created internet bundles for customers to check out. Each internet bundle consists of a hotspot with unlimited data and a Chromebook, providing customers everything they need for internet access at home, work, or any location. The goal of the service is to provide internet to those without any or limited internet access. The Library received \$145,762.50 from the Emergency Connectivity Fund (ECF) to help provide internet connectivity to Library customers. Staff completely processed 100 internet bundles for initial customer checkout and will have the remaining 150 completed early in December. The bundles are already popular with 80 of the internet bundles checked out within the first two days.

Angelou staff members Anne Ethen and Sara McNeil attended the Northeast Community Partners meeting and discussed topics crucial in the Angelou service area, including education and food insecurity. The group will meet soon to discuss topics in greater detail.

Rockwell Youth Services Librarian Katrina York held a library scavenger hunt from November 15-24. Children solved riddles relating to library materials and locations. This program helped children (and adults) discover new areas of the branch they hadn't explored before, and also helped them learn more about the library system.

Construction at the Evergreen Community Center and Library continued in November. Millwork was installed, including the service desk and work areas for library staff. Right now, the tentative soft opening date for the facility is Monday, February 14, 2022. The project is dependent on supply chains and the opening date may be impacted if critical equipment and furnishings do not arrive.



The Library celebrated its annual Kansas Reads to Preschoolers month in November, beginning with a Proclamation by the Mayor at the City Hall meeting on November 2. This year's title was *Grumpy Bird* by Jeremy Tankard. Youth Services staff created three read-aloud videos – English, Spanish, and American Sign Language – for the State Library of Kansas. The videos were shared throughout the state in honor of the celebration, which is promotional effort to raise awareness of the importance of reading to infants, toddlers, and preschoolers in the years leading up to kindergarten. Rockwell Library hosted a Kansas Reads to Preschoolers Storytime at Rockwell Branch Library on November 6, complete with book give books for children. Alford and Walters branches hosted in-library scavenger hunts for a chance to win a free book. All library locations had drawings for free books. A total of 100 paperbacks and 50 board books were distributed. Pictured is Walters customer Willow with her book.

Other News

Sara McNeil, Youth Services Librarian at the Angelou and Evergreen locations, was selected for the Wichita Business Journal's 2021/2022 Emerging Leaders cohort.

Erin Downey Howerton, Youth Services Manager, was selected to complete the City's Mini MPA program in 2022.

Sean Jones, Communications Specialist, was elected to serve as board President for Wichita Professional Communicators (WPC) in 2022. WPC is a group of communication professionals in the greater Wichita area. Each month, the group hosts annual luncheons focusing on different communication, marketing and public relations topics.

The Short Story Review committee received four submissions on the same day from high school students. These submissions included a fantasy story about a wizard, an introspective prose about the creative process, a tale about a magic bracelet, and a fun story about an Angel with a love of baking. All short stories were evaluated by the Short Story Review Committee and all 4 were approved. There are now 34 locally submitted pieces being dispensed at the Short-Edition Short Story dispensers.

On November 9, the City Council approved the name "Evergreen Community Center and Library" for the remodeled Evergreen space at 2601 N. Arkansas. The remodeled facility will be a "one-stop shop" and will house the Library, Neighborhood Resource Center, Empower and other community partners.

Technology training staff continue to be busy as customers become more comfortable with in-person services. Staff completed 205 book a librarian appointments in November. Customers were given assistance or unemployment filing, resume posting and printing, passport applications, printing court documents, phone assistance, tax forms, and online security issues. The section also taught eight technology classes on Zoom with 39 virtual students in attendance.

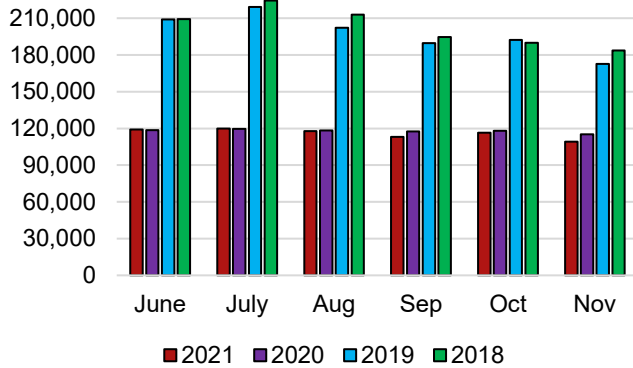
Customers continue to discover the Library through the Read. Return. Repeat: A ReadICT Podcast. Since its launch early this year, the podcast's audience is growing, averaging over 40 plays per episode. The most recent episode is Planting Seeds of Change, where Children's Librarian Sara McNeil speaks with Dr. Catherine John, chair of the Africana Studies Department at the University of Rhode Island, about Dr. John's love of reading and literature, her teaching style, experiences in Jamaica, and more. It was played 44 times so far. The podcast is available on all major podcast platforms, including Spotify and Apple Podcast.

John Cleary emailed six SCORE /SBA clients this month to assist with collecting business information for start-up, market research, industry and demographic information. Some of the areas researched were Restaurant franchises, advisory services, painting, Home services and nonprofit.

Service Dashboard

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.

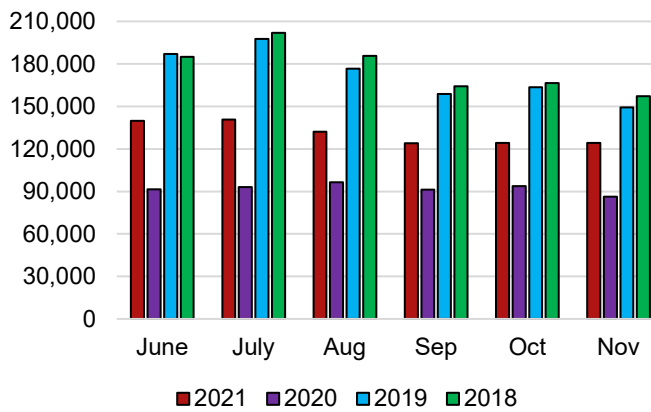
LIBRARY VISITS (door count, catalog sessions, and website visits)



NOVEMBER

	2021	2020	% change
Door Counts	35,765	40,726	-12.18%
Catalog Log-ins	33,180	37,702	-11.99%
Website Visits	40,242	36,632	9.85%
Total	109,187	115,060	-5.10%

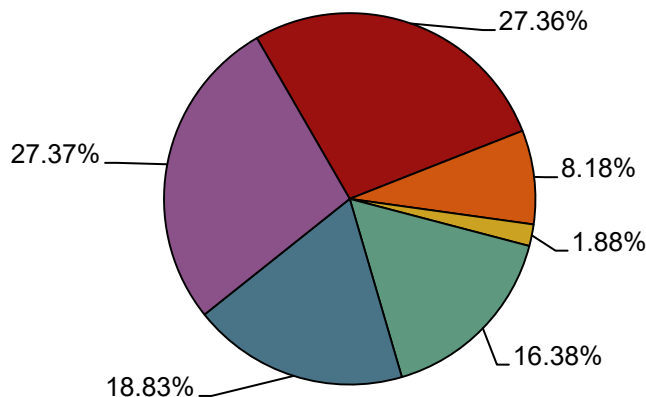
CHECKOUTS



NOVEMBER

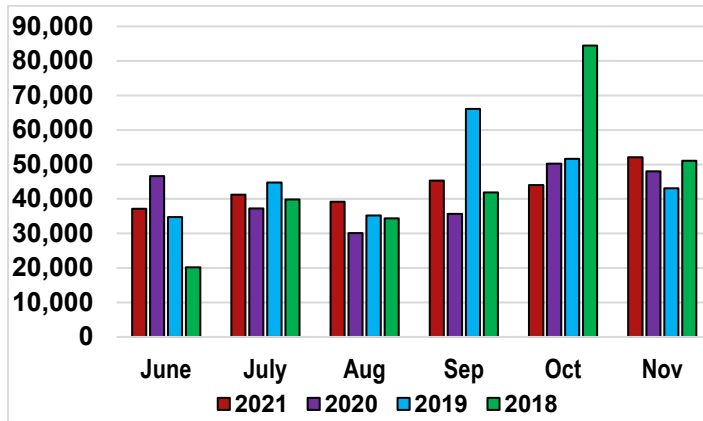
	2021	2020	% change
Physical Circ	90,156	53,249	69.31%
Virtual Circ	33,977	32,936	3.16%
WPL	27,133	24,054	12.80%
State	6,844	8,882	-22.95%
Total	124,133	86,185	44.03%

Circulation by Location



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

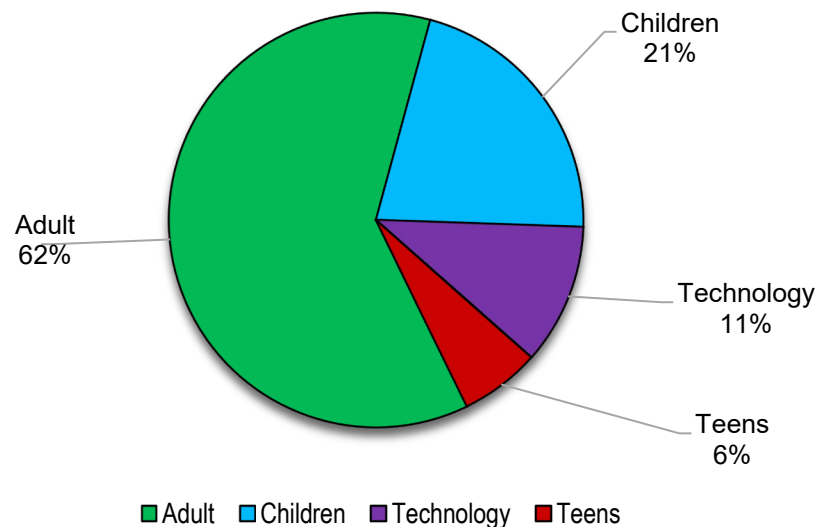
QUESTIONS ANSWERED (by staff in person/phone and through online services)



NOVEMBER			
	2021	2020	% change
Reference Questions	4,851	1,569	209.18%
Database Searches	44,659	45,376	-1.58%
Technology Assistance	2,391	1,033	131.46%
Book-A-Librarian Appointments	205	68	201.47%
Total	52,106	48,046	8.45%

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

PROGRAM ATTENDANCE

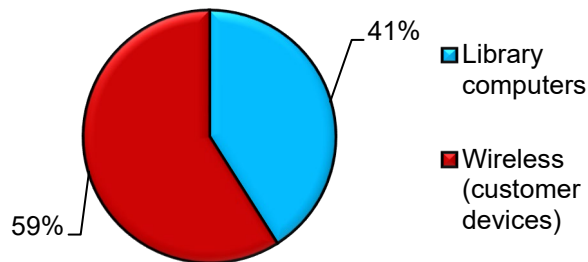


NOVEMBER ATTENDANCE

	2021	2020	% change
Adult events	196	36	444.44%
Children's events	68	26	161.54%
Technology training	35	0	N/A
Teen events	20	636	-96.86%
TOTAL	319	698	-54.30%

PUBLIC COMPUTING

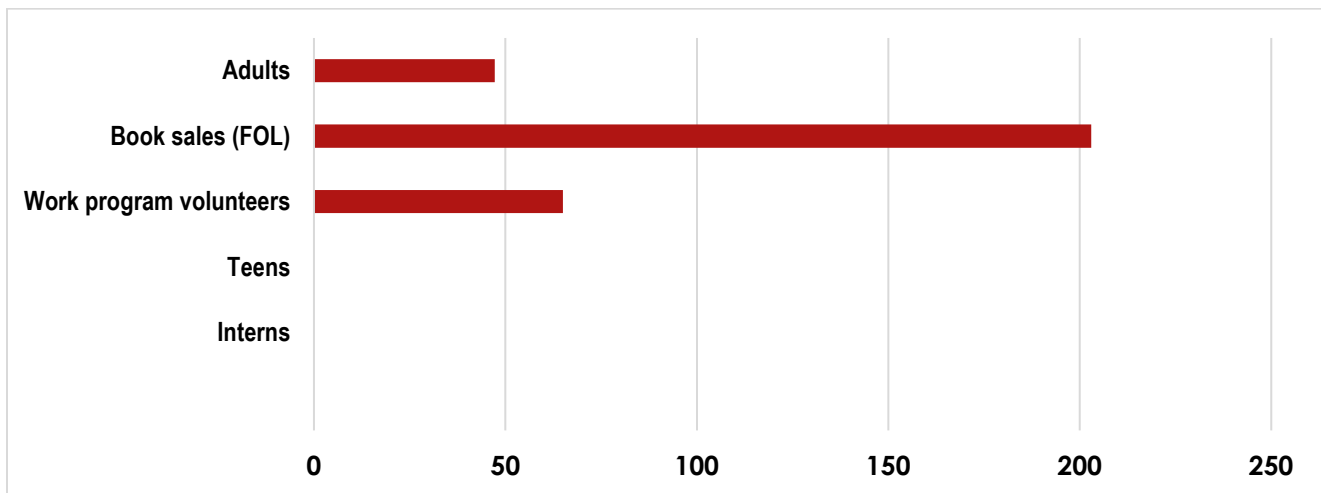
**Method of Computing Access
(by session)**



NOVEMBER

	2021	2020	% change
Workstation Sessions	4,255	3,716	14.50%
Wi-Fi Sessions	6,117	3,647	67.73%
Number of Users	942	451	108.87%
Hours of Access	7,149	4,648	53.81%

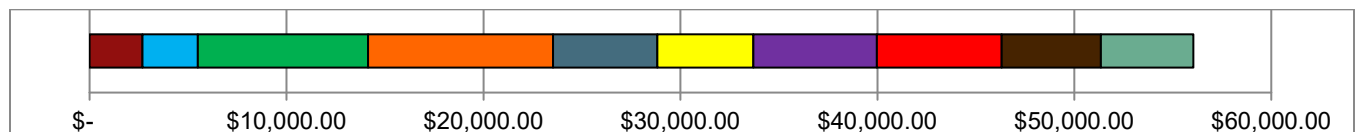
VOLUNTEERS (hours of service)



Number of volunteers YTD = 56 Hours of service YTD = 2,593

A small data entry error from September 2021 relating to volunteer hours was found and corrected as of this report.

MATERIALS DONATIONS (value if purchased)



Year to date total = \$57,885.71 Items added to Library collections YTD = 3,282

Service Snapshot: Recent Raving Fans Stories

A customer came into Rockwell and asked Senior Library Assistant Colleen Strouse to tell her about the services the library offered. Colleen told the customer about the different material available for check out and about all the different e-resources available. The customer was thrilled to find out about the practice tests available through the Learning Express database. She works with young adults and Learning Express would be very useful to them. The customer was also very excited to find out that the library has computers available for use. She couldn't believe she would be able to use the computers for free. She wanted to know how her group might go about getting library cards. Colleen explained how to get a card, and the differences between regular and e-service cards. The customer told Colleen, "This is fabulous! Why don't more people use the library? My group will be in here often."

A grandmother shopping for holiday gifts called and wanted some book recommendations to offer her grandchild. After some reference questions, Jeni Lehacka (Advanced Learning Library) was able to provide four book series that pleased the customer.

A customer visited the Walters Branch this month. Her son was currently incarcerated in the state of Washington, and the only way to have visitation was through a very lengthy online process to first get approved and then use a web-based program to conduct the online visitation. It was apparent that she was at her wits end with the process and just needed some help. Library Assistant Bret Harvey was happy to help her fill out the paperwork online and then submit the proper documents after getting them scanned. The next day, she came back, and Bret helped her log into email, confirm paperwork had been accepted and that online visitation was approved. Bret then helped get her laptop ready for the visit. After all was said and done, she was able to see her son (via webcam) by the end of the second day. Bret arranged a corner in the Walters Meeting Room for her 15-minute online visitation session so that she could have some privacy with her son.

A library customer needed help finding a book they had checked out but not finished reading. They remembered some details about the cover and plot, and together the customer and staff were able to discover the title once more, which was back on the shelves and ready for another check out! Staff told the customer about how to turn on the feature in My Account that tracks customer's check out history, and how it is an opt-in feature to preserve library customer privacy. The customer was happy to hear the library had an option to help them remember these kinds of titles in the future.

Rockwell Branch Library Assistant Kaitlin Thompson helped a customer over the phone who was trying to find the book "The Life of Billy Yank." The library did own a copy; however, it was non-circulating and the customer wanted something he could read at home. Kaitlin was able to find an e-book of it at Internet Archive and was able to help the customer set up an account with Archive.org and borrow the item. The customer was grateful that Kaitlin was able to find the item he wanted and was also excited to learn about another resource he could use.

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WICHITA PUBLIC LIBRARY

Minutes of a Hybrid Meeting of the Library Board of Directors
November 16, 2021.

The hybrid meeting of the Library Board of Directors was held on Tuesday, November 16, 2021 at the Advanced Learning Library with the following present in person: Ms. Abi Boatman, Ms. Erinn Bock, Ms. Donna Douglas, Mr. Kevin McWhorter, Ms. Shelby Petersen, Mr. Chuck Schmidt, and Mr. Jonathan Winkler. The following attended virtually: Ms. Lauren Hirsh, Dr. Justin Henry, and Ms. Shannon Littlejohn.

Call to Order

President Kevin McWhorter called the meeting to order at 12:01 p.m., a quorum being present.

Staff Presentation

Collection Development Manager Sarah Kittrell provided information on the Library of Things. The Library of Things is a venture into nontraditional materials so community members have an opportunity to access items they may not easily have access to. The Library has centered its inaugural Library of Things strategy to support STEM resources. Radon detectors were rolled out in June and there has not been lower than 60 holds since they launched. Telescopes have been an overwhelmingly popular item with a six-month wait list. Originally there were only 10 telescopes but now there are 15 available for check out. Internet hot-spots have also been a very popular item since July. By the end of November, Internet Bundles will be available for check-out and include a hot-spot as well as a Chromebook. The Library will be launching with 250 of these bundles available to be checked out by customers for one month. In early 2022, Learning Backpacks will be available for patrons and will be appropriate for younger ages. Future items for the Library of Things will include robots and anatomical models.

Dr. Justin Henry arrived.

Erinn Bock arrived.

Approval of the Agenda

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

Public Comment

None

Approval of Minutes

Minutes of the regular meeting held on October 19, 2021 were presented. Donna Douglas moved (Petersen) to approve the minutes as included in board packets. **Motion carried unanimously.**

Unfinished Business

None

New Business

On behalf of the Finance Committee, Kevin McWhorter moved (Douglas) to approve the October 2021 finance report and supplemental bills in the following amounts: General Fund bills of \$915,854.37; Grant Fund Bills of \$22,326.36; and Gift and Memorial Fund bills of \$53,864.89 for a total of \$992,045.62. **Motion carried unanimously.**

Chuck Schmidt moved (Littlejohn) to approve the proposed changes to the Library Foundation Endowed Funds Spending Policy. **Motion carried unanimously.**

Jonathan Winkler moved (Bock) to endorse the Foundation Nominating Committee Report for Library Directors. **Motion carried unanimously.**

Jonathan Winkler moved (Boatman) to adopt the 2022 Holiday Schedule. **Motion carried unanimously.**

Finance Committee Report

No report.

Operations Committee Report

Chairman Jonathan Winkler reported that the committee did not have a quorum and instead had an information meeting.

Planning & Facilities Committee Report

No report.

Public Affairs Committee Report

No report.

Special Committee Reports

Friends of the Library – Amanda Shankle reported the most recent online used book sale went well selling 63 bags of books. Volunteers are currently working on clearing space in the storeroom for future book sales. Discussions are still ongoing to determine member benefits moving forward.

Library Foundation – Kristi Oberg reported that the Foundation is busy with its end-of-year fundraising. There will be two mailings sent out over the next few months seeking donations. Emails also be sent as well as posts on social media platforms. The Foundation Board has received donations from all of its members so any donations will be equally matched.

Wichita Genealogical Society (WGS) – Julie Crawford reported that 11 new memberships were received after the annual conference in October. The November meeting will feature Gena Philibert-Ortega who will share why and how to include social history into genealogy stories. The WGS Board is reviewing the by-laws and job descriptions of board members, which should be completed by the end of the year.

Director of Libraries Report

Director Prothro reported that customer use and materials circulation has continued to improve post-pandemic. This month, the Library has featured marketing encouraging participation in Kansas Reads to Preschoolers and Chat Reference Service. On December 31, the offsite Ancestry access will be terminated. The IMLS Grant has been received, allowing the collection and digitization of people's COVID-19 experiences and stories.

Conversations have been had with five City Council members who have all expressed support for the Library and what it brings to the community. Specific priorities mentioned include equity of service offerings, early learning support and helping to prevent summer slide, food stability and wellness supports, infrastructure improvements, ensuring branch service hours are aligned with community needs, and following through with the City's commitments for the branch master plan.

The CIP Committee, which is comprised of Department Directors, will begin meeting in March to begin to plan a path forward with updates and new projects. Library staff is reviewing the Library's CIP narratives and scorecards to identify any program changes in 2022. Specifically, staff will be looking at any learned ideas from COVID-19 experiences and service model learnings from the ALL. The Library can initiate projects in October 2022 to begin in 2023. Library staff will use the Design-Bid-Build model for each branch project and will work with the City's on-call architects. In consultation with the Public Works Department, they will assist the Library with any RFPs for bids. They recommended that Library staff consider bundling Alford, Angelou, and Rockwell work into one bid so savings of time and funds may be experienced. Westlink will need to stay as a separate project due to the larger scope of work.

The Leadership Team is working on the landscape of work for 2022, which will be shared in December. The Director and staff will give a 2021 year-end review at the January board meeting.

Announcements

None

Adjournment

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

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

Respectfully submitted,

Jaime Prothro

DRAFT

REVENUE REPORT - NOVEMBER 2021

OBJECT	ACCOUNT DESCRIPTION	REVISED BUDGET	MONTHLY REVENUE TARGET	RECEIVED IN MONTH	RECEIVED YTD	% RECEIVED YTD
422110	Library Desk Receipts (Fines)	\$ 123,595.00	\$ 9,887.60	\$ 15,747.33	\$ 168,253.84	136.13%
423030	Meeting Room Rentals	\$ -	\$ -	\$ -	\$ (250.00)	0.00%
424011	Copy Charges	\$ 6,270.00	\$ 438.90	\$ 731.59	\$ 8,655.09	138.04%
424101	Public Computing Charges	\$ 11,285.00	\$ 789.95	\$ 1,374.90	\$ 13,279.73	117.68%
646981	State Setoff Collections	\$ 75,345.00	\$ 6,027.60	\$ 2,862.73	\$ 63,841.66	84.73%
646990	Other Non-Operating Revenue	\$ -	\$ -	\$ -	\$ 87.47	0.00%
646998	Cash Over/Short	\$ -	\$ -	\$ -	\$ (0.05)	0.00%
	TOTAL	\$ 216,495.00	\$ 17,144.05	\$ 20,716.55	\$ 253,867.74	117.26%

GENERAL FUND SUMMARY REPORT
NOVEMBER 2021

OBJECT	ACCOUNT DESCRIPTION	REVISED APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
511000	Base Compensation	\$ 5,293,802.00	\$ 374,577.08	\$ -	\$ 4,355,697.63	\$ 938,104.37	82%
511950	Year-end Payroll Accrual	\$ -	\$ -	\$ -	\$ (85,303.98)	\$ 85,303.98	#DIV/0!
511999	Planned Savings	\$ (149,688.00)	\$ -	\$ -	\$ -	\$ (149,688.00)	0%
512000	Special Compensation	\$ 1,800.00	\$ 450.00	\$ -	\$ 8,792.21	\$ (6,992.21)	488%
512051	Mileage Reimbursement	\$ -	\$ 183.56	\$ -	\$ 1,341.80	\$ (1,341.80)	#DIV/0!
513020	Premium Overtime	\$ -	\$ 451.46	\$ -	\$ 5,207.23	\$ (5,207.23)	#DIV/0!
518200	Employer Wage Taxes & WC	\$ 464,902.00	\$ 31,445.80	\$ -	\$ 366,318.12	\$ 98,583.88	79%
518300	Employer Share EE Insurance	\$ 1,007,785.00	\$ 74,703.91	\$ -	\$ 839,754.46	\$ 168,030.54	83%
518400	Employer Share Pension/Retire	\$ 599,071.00	\$ 41,924.03	\$ -	\$ 484,939.83	\$ 114,131.17	81%
521011	Electricity	\$ 448,449.00	\$ 18,358.27	\$ -	\$ 366,985.53	\$ 81,463.47	82%
521021	Natural Gas	\$ 46,000.00	\$ 5,310.51	\$ -	\$ 71,189.35	\$ (25,189.35)	155%
521030	Water Service	\$ 18,853.00	\$ 1,364.05	\$ -	\$ 24,467.34	\$ (5,614.34)	130%
521050	Trash Service	\$ 5,404.00	\$ 389.00	\$ -	\$ 3,853.27	\$ 1,550.73	71%
521060	Local Telephone Service	\$ 16,000.00	\$ 610.00	\$ -	\$ 6,954.04	\$ 9,045.96	43%
522010	PBX Line Charges	\$ 11,172.00	\$ 949.05	\$ -	\$ 10,336.63	\$ 835.37	93%
522020	PBX Instrument Charges	\$ 18,915.00	\$ 1,576.25	\$ -	\$ 17,333.54	\$ 1,581.46	92%
522030	IT Moves & Changes	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	0%
522040	Long Distance & Teleconference	\$ 2,000.00	\$ 26.10	\$ -	\$ 442.70	\$ 1,557.30	22%
522070	Voicemail	\$ 3,912.00	\$ 326.00	\$ -	\$ 3,586.00	\$ 326.00	92%
522080	Automatic Call Distribution	\$ 786.00	\$ 65.50	\$ -	\$ 720.50	\$ 65.50	92%
522990	Other Communications Charges	\$ 1,275.00	\$ -	\$ -	\$ 640.00	\$ 635.00	50%
523010	Building & Contents Insurance	\$ 88,971.00	\$ -	\$ -	\$ 67,643.46	\$ 21,327.54	76%
523020	Vehicle Liability Premiums	\$ 870.00	\$ -	\$ -	\$ 652.50	\$ 217.50	75%
524010	Recruitment & Hiring	\$ 3,140.00	\$ -	\$ -	\$ 784.99	\$ 2,355.01	25%
524020	Employee Travel & Training	\$ 1,600.00	\$ -	\$ -	\$ 899.00	\$ 701.00	56%
525013	Drug Screening	\$ -	\$ 774.00	\$ -	\$ 2,167.00	\$ (2,167.00)	#DIV/0!
525070	Background Checks	\$ -	\$ 96.00	\$ -	\$ 459.50	\$ (459.50)	#DIV/0!
525083	Textile Rental & Laundry Svcs	\$ 2,925.00	\$ 113.04	\$ -	\$ 1,418.39	\$ 1,506.61	48%
525990	Other Professional Services	\$ 22,970.00	\$ 2,367.35	\$ -	\$ 35,103.30	\$ (12,133.30)	153%
526010	Motor Pool Scheduled Charges	\$ 3,720.00	\$ 310.00	\$ -	\$ 3,410.00	\$ 310.00	92%
526020	Building Repair & Maint	\$ 13,630.00	\$ 365.00	\$ -	\$ 365.00	\$ 13,265.00	3%
526042	Pest Control Services	\$ 13,000.00	\$ 1,360.56	\$ -	\$ 7,042.84	\$ 5,957.16	54%
526044	Bldg Security & Fire Services	\$ -	\$ -	\$ -	\$ 420.00	\$ (420.00)	#DIV/0!
526070	Equipment Repair & Maint	\$ 5,421.00	\$ 9.00	\$ -	\$ 2,320.50	\$ 3,100.50	43%
526080	Grounds Maintenance	\$ -	\$ -	\$ -	\$ 4,710.00	\$ (4,710.00)	#DIV/0!

GENERAL FUND SUMMARY REPORT
NOVEMBER 2021

OBJECT	ACCOUNT DESCRIPTION	REVISED APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
526092	Facility Rental	\$ 52,060.00	\$ 4,088.24	\$ -	\$ 47,470.64	\$ 4,589.36	91%
529010	Bank Charges	\$ 5,000.00	\$ 569.24	\$ -	\$ 5,274.39	\$ (274.39)	105%
529020	Postage	\$ -	\$ -	\$ -	\$ 43.21	\$ (43.21)	#DIV/0!
529021	Express Mail	\$ 4,000.00	\$ -	\$ -	\$ -	\$ 4,000.00	0%
529030	Shipping & Freight	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/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	\$ 1,047.23	\$ -	\$ 9,972.75	\$ 13,499.25	42%
529110	Advertising	\$ -	\$ -	\$ -	\$ 42.00	\$ (42.00)	#DIV/0!
529141	Software License & Maint Fees	\$ -	\$ -	\$ -	\$ 547.70	\$ (547.70)	#DIV/0!
529150	Data Center Charges	\$ 1,226,529.00	\$ 127,128.46	\$ -	\$ 961,671.36	\$ 264,857.64	78%
529990	Other Contractuals	\$ 92,583.00	\$ 18,157.80	\$ -	\$ 66,622.37	\$ 25,960.63	72%
531010	Computing Supplies	\$ 900.00	\$ -	\$ -	\$ 356.13	\$ 543.87	40%
531020	Office Supplies	\$ 48,575.00	\$ 4,016.76	\$ -	\$ 30,102.49	\$ 18,472.51	62%
531030	Custodial Supplies	\$ 6,000.00	\$ 23.99	\$ -	\$ 2,826.18	\$ 3,173.82	47%
532020	Automotive Parts & Supplies	\$ -	\$ 11.94	\$ -	\$ 903.14	\$ (903.14)	#DIV/0!
532990	Other Equip Parts & Supplies	\$ 450.00	\$ -	\$ -	\$ 23.88	\$ 426.12	5%
539012	Gasoline	\$ 2,996.00	\$ 265.88	\$ -	\$ 2,802.27	\$ 193.73	94%
549010	Furniture & Fixtures <\$5k	\$ 9,990.00	\$ -	\$ -	\$ 9,559.96	\$ 430.04	96%
549020	Data Processing Equip <\$5k	\$ 9,665.00	\$ -	\$ -	\$ 4,903.81	\$ 4,761.19	51%
549030	Communication Equip < \$5K	\$ -	\$ -		\$ 701.08	\$ (701.08)	#DIV/0!
549100	Laboratory Equip <\$5K	\$ -	\$ -		\$ 99.05	\$ (99.05)	#DIV/0!
549110	Library Materials	\$ 727,530.00	\$ 87,284.62	\$ -	\$ 410,546.14	\$ 316,983.86	56%
			\$ -				
	Expense Total	\$ 10,159,730.00	\$ 800,699.68	\$ -	\$ 8,165,601.23	\$ 1,994,128.77	80%

**Grant Fund Summary Report
NOVEMBER 2021**

Grant	Beginning Balance 10/01/2021	Revenue Received	Admin Charges	Contractuals	Materials	Supplies & Petty Cash	Equipment	Total Expenditures	Encumbrances	Remaining Balance 10/31/2021
SCKLS 2020	\$ 81,136.43	\$ (13,045.69)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 68,090.74
SCKLS 2021	\$ 182,816.00	\$ -	\$ -	\$ 765.00	\$ -	\$ -	\$ -	\$ 765.00	\$ -	\$ 182,051.00
State Aid 2021	\$ 30,458.66	\$ -	\$ -	\$ (12,253.54)	\$ 19,564.60	\$ 314.37	\$ 2,111.85	\$ 9,737.28	\$ -	\$ 20,721.38
Totals	\$ 294,411.09	\$ (13,045.69)	\$ -	\$ (11,488.54)	\$ 19,564.60	\$ 314.37	\$ 2,111.85	\$ 10,502.28	\$ -	\$ 270,863.12

Wichita Public Library General Fund Bills

November 2021

Org: 10000080

10001 - Library - Personnel

1B - Base Compensation

511000 _Base Compensation

Payroll, AD11.1221	\$640.00
Payroll, PP111221	\$186,621.50
Payroll, PP112621	\$187,315.58

Total 511000 _Base Compensation	\$374,577.08
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Total 1B - Base Compensation	\$374,577.08
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1F - Special Compensation

512000 _Special Compensation

Payroll, PP111221	\$175.00
Payroll, PP112621	\$275.00

Total 512000 _Special Compensation	\$450.00
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512051 Mileage Reimbursement

Payroll, 4233	\$65.21
Payroll, 4739	\$62.79
Payroll, 5277	\$55.56

Total 512051 Mileage Reimbursement	\$183.56
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Total 1F - Special Compensation	\$633.56
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1J - OT Compensation

513000 _Overtime Compensation

Payroll, PP111221	\$159.15
Payroll, PP112621	\$292.31

Total 513000 _Overtime Compensation	\$451.46
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Total 1J - OT Compensation	\$451.46
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1N - Employee Benefits

518200 Employer Wage Taxes & WC

Payroll, AD11.1221	\$56.20
Payroll, PP111221	\$15,638.95
Payroll, PP112621	\$15,750.65

Total 518200 Employer Wage Taxes & WC	\$31,445.80
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518300 Employer Share EE Insurance

Payroll, PP111221	\$37,483.04
Payroll, PP112621	\$37,220.87

Total 518300 Employer Share EE Insurance	\$74,703.91
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Wichita Public Library General Fund Bills

November 2021

518400 Employer Share Pension/Retire

Payroll, AD11.1221	\$88.96
Payroll, PP111221	\$20,803.28
Payroll, PP112621	\$21,031.79

Total 518400 Employer Share Pension/Retire	\$41,924.03
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Total 1N - Employee Benefits	\$148,073.74
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Total 10001 - Library - Personnel	\$523,735.84
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10002 - Library - Contractuals

2B - Utilities

521011 Electricity - EDI

EVERGY KANSAS CENTRAL INC	\$18,358.27
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Total 521011 Electricity - EDI	\$18,358.27
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521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC	\$255.98
ONE GAS INC	\$1,046.09
SYMMETRY ENERGY SOLUTIONS LLC	\$4,008.44

Total 521021 Natural Gas - EDI	\$5,310.51
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521030 Water Service

City of Wichita	\$1,364.05
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Total 521030 Water Service	\$1,364.05
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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	\$25,421.83
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2F - Technology Charges

521060 Local Telephone Service

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

City of Wichita	\$949.05
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Total 522010 PBX Line Charges	\$949.05
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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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522040 Long Distance & Teleconference

City of Wichita	\$26.10
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Total 522040 Long Distance & Teleconference	\$26.10
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Wichita Public Library General Fund Bills

November 2021

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 \$127,128.46

Total 529150 Data Center Charges	\$127,128.46
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Total 2F - Technology Charges	\$130,681.36
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2R - Professional Svcs

525013 Drug Screening

KELLY COMPLIANCE INC \$774.00

Total 525013 Drug Screening	\$774.00
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525070 Background Checks

TRUVIEW BSI LLC \$96.00

Total 525070 Background Checks	\$96.00
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525083 Textile Rental & Laundry Svcs

ARAMARK UNIFORM & CAREER \$78.63

APPAREL GRP INC

CINTAS CORPORATION \$34.41

Total 525083 Textile Rental & Laundry Svcs	\$113.04
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525990 Other Professional Services

SIGN LANGUAGE INTERPRETING \$798.00
SERVICES

UNIQUE MANAGEMENT SERVICES INC \$1,569.35

Total 525990 Other Professional Services	\$2,367.35
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Total 2R - Professional Svcs	\$3,350.39
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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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526020 Building Repair & Maint

SANDIFER ENGINEERING AND \$365.00
CONTROLS INC

Total 526020 Building Repair & Maint	\$365.00
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Wichita Public Library General Fund Bills

November 2021

526042 Pest Control Services

P-CARD ONE-TIME PAY \$1,360.56

Total 526042 Pest Control Services	\$1,360.56
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526070 Equipment Repair & Maint

DANIKSCO OFFICE INTERIORS \$9.00

Total 526070 Equipment Repair & Maint	\$9.00
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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	\$6,132.80
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2Z - Other Contractuals

529010 Bank Charges

City of Wichita \$569.24

Total 529010 Bank Charges	\$569.24
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529070 Printing & Copying

City of Wichita \$1,047.23

Total 529070 Printing & Copying	\$1,047.23
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529990 Other Contractuals

ARAMARK UNIFORM & CAREER \$44.65

APPAREL GRP INC

P-CARD ONE-TIME PAY \$17,995.15

UNDERGROUND VAULTS & STORAGE
INC \$18.00

UNIQUE MANAGEMENT SERVICES INC \$100.00

Total 529990 Other Contractuals	\$18,157.80
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Total 2Z - Other Contractuals	\$19,774.27
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Total 10002 - Library - Contractuals	\$185,360.65
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10003 - Library - Commodities

3B - Supplies

531020 Office Supplies

City of Wichita \$1,196.33

P-CARD ONE-TIME PAY \$2,820.43

Total 531020 Office Supplies	\$4,016.76
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531030 Custodial Supplies

P-CARD ONE-TIME PAY \$23.99

Total 531030 Custodial Supplies	\$23.99
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Total 3B - Supplies	\$4,040.75
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Wichita Public Library General Fund Bills

November 2021

3F - Components & Parts

532020 Automotive Parts & Supplies

City of Wichita

\$11.94

Total 532020 Automotive Parts & Supplies

\$11.94

Total 3F - Components & Parts

\$11.94

3N - Fuel

539012 Gasoline

City of Wichita

\$265.88

Total 539012 Gasoline

\$265.88

Total 3N - Fuel

\$265.88

4Z - Non-Capital Outlay

549110 Library Materials

P-CARD ONE-TIME PAY

\$87,284.62

Total 549110 Library Materials

\$87,284.62

Total 4Z - Non-Capital Outlay

\$87,284.62

Total 10003 - Library - Commodities

\$91,603.19

Grand Total

\$800,699.68

Wichita Public Library Grant Bills

November 2021

Y0801 - South Central Kansas Library Sys 20		
2 - Contractuals		
2F - Technology Charges		
521070 Internet Service		
Correction to	E-rate reimbursement \$12,583.23 &	(\$13,045.69)
Miscoded expenditure of \$462.46		
Total 521070 Internet Service		(\$13,045.69)
Total 2F - Technology Charges		(\$13,045.69)
Total 2 - Contractuals		(\$13,045.69)
Total Y0801 - South Central Kansas Library Sys 20		(\$13,045.69)

Wichita Public Library Grant Bills

November 2021

Y1800 - Library-State Grant-in-Aid 2021

2 - Contractuals

2F - Technology Charges

521070 Internet Service

Erate reimbursement (\$12,583.23)

COX COMMUNICATIONS INC \$26.69

Total 521070 Internet Service (\$12,556.54)

Total 2F - Technology Charges (\$12,556.54)

2V - Bldg & Equip Charges

526051 Sign Production & Installation

FASTSIGNS \$303.00

Total 526051 Sign Production & Installation \$303.00

Total 2V - Bldg & Equip Charges \$303.00

Total 2 - Contractuals (\$12,253.54)

3 - Commodities

3B - Supplies

531020 Office Supplies

City of Wichita \$314.37

Total 531020 Office Supplies \$314.37

Total 3B - Supplies \$314.37

4Z - Non-Capital Outlay

549010 Furniture & Fixtures <\$5k

P-CARD ONE-TIME PAY \$1,256.85

SCHAMMERHORN INC \$855.00

Total 549010 Furniture & Fixtures <\$5k \$2,111.85

549110 Library Materials

BRODART CO \$3,212.50

INGRAM LIBRARY SERVICES INC \$930.24

MIDWEST TAPE LLC \$29.98

OVERDRIVE INC \$849.16

P-CARD ONE-TIME PAY \$14,542.72

Total 549110 Library Materials \$19,564.60

Total 4Z - Non-Capital Outlay \$21,676.45

Total 3 - Commodities \$21,990.82

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

\$9,737.28

Wichita Public Library Grant Bills

November 2021

Y1801 - South Central Kansas Library Sys 21		
2 - Contractuals		
2N - Employee Development		
524020 Employee Travel & Training		
P-CARD ONE-TIME PAY		\$765.00
Total 524020 Employee Travel & Training		\$765.00
Total 2N - Employee Development		\$765.00
Total 2 - Contractuals		\$765.00
Total Y1801 - South Central Kansas Library Sys 21		\$765.00

Grand Total	\$10,502.28
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GIFT AND MEMORIAL FUND

RECEIPTS/REIMBURSEMENTS

Baird (interest)	\$14.63
Staff Honorariums	\$35.00
Memorials	\$1,260.00
TOTAL RECEIPTS	\$1,309.63

EXPENDITURES

CD Purchased	\$200,000.00
Empac, Inc (InService Day Training)	\$450.00
Findaway World (Wishlist)	\$6,809.57
Ingram Library Services (Memorials)*	\$568.22
Kroger (Flower Fund)*	\$47.28
Wichita Public Library Foundation/Amazon (250 Chromebook Cases)	\$3,197.50
Wichita Public Library Foundation/Demco (Book Trucks for Walters)	\$1,826.06
Wichita Public Library Foundation/Kingsley (Carts for Book Drops at Evergreen)	\$2,900.00
Wichita Public Library Foundation/Panera (InService Day Lunches)	\$1,636.32
Wichita Public Library Foundation/PocketSights (Renewal)	\$499.00
TOTAL EXPENDITURES	\$217,933.95

*Reimbursed expenses



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Jaime Prothro, Director of Libraries
SUBJECT: Proposed Policy Changes
DATE: December 7, 2021



Background: To ensure efficiency and effectiveness of business activities, the Library policy manual is routinely reviewed for accuracy due to the changing nature of library operations.

Analysis: Proposed changes reflect information relating to meeting room spaces, and program presenter background screenings. Policies proposed for changes include:

REF-009 Meeting Room Facilities

- Updates chart to reflect the new and larger meeting room spaces available at the Evergreen Community Center and Library

REF-013 Library Programming and REF-015 Program Presenter Background Screenings

- Integrates the programming policies into one document to align with policy formatting
- Provides specific flexibilities for program provisions for adult audiences
- Maintains steps that ensure program planning includes safety protocols

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: REF-009; REF-013 REF-015

Wichita Public Library Policy Manual

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.

Wichita Public Library Policy Manual

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 30	\$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	Est 130 people	\$30.00	\$50.00/hour
Angelou Northeast Branch	Est 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
Evergreen Community Center & Library – Classroom	Est 40 people	\$20.00	\$50.00/hour
Evergreen Community Center & Library - Conference room	Est 15 people	\$15.00	\$50.00/hour
Evergreen Community Center & Library – Multipurpose room (full space)	Est 174 people	\$50.00	\$50.00/hour
Evergreen Community Center & Library – Multipurpose room (west only)	Est 87 people	\$25.00	\$50.00/hour
Evergreen Community Center & Library – Multipurpose room (east only)	Est 87 people	\$25.00	\$50.00/hour

Wichita Public Library Policy Manual

Evergreen Community Center & Library - Multipurpose room (1/4 only)	Est 43 people	\$20.00	\$50.00/hour
Rockwell Branch	Est 88 people	\$25.00	\$50.00/hour
Walters Branch	Est 43 people	\$20.00	\$50.00/hour
Westlink Branch	Est 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.

Wichita Public Library Policy Manual

- 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: August 2021

REF-013 Library Programming

A program is defined as an event sponsored or co-sponsored by the Library, having a presentation component and lasting 20 minutes or longer. A program can be a single event or a series of events, be a scheduled or a pop-up event, take place inside or outside of a library, or take place online. Programming furthers the mission, vision and values of the Wichita Public Library.

Programming is a fundamental component of library service that:

- Introduces attendees to library resources and materials;
- Provides learning and entertainment opportunities to meet the informational, educational and recreational needs of those attending the program;
- Raises awareness and visibility of the library to the community;
- Supports and responds to emerging community interests as well as established interests and demands;
- Expands the Library's role as a cultural and community center; and/or
- Extends outreach for underserved populations.

The Library uses partnerships with non-profit and civic organizations, government and commercial entities in order to reach new audiences and to create opportunities to meet the goals of programming.

The Wichita Public Library prioritizes customer safety in the delivery of its services. Programs will be developed with consideration for the principles of accessibility, equity and inclusiveness, and will contribute to the Library's safe, supporting and welcoming environment. Reasonable accommodations will be made to ensure that programs are accessible to all who wish to attend and participate.

Library programming should align with the *Library Bill of Rights* (PHI-004) and *Library-Initiated Programs as a Resource: An Interpretation of the Library Bill of Rights* (PHI-004.1).

Library selection of a program does not constitute an endorsement of the content of the program or the views expressed by presenters. Decisions to provide programs will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the program in serving the interests of Library customers.

The Library's philosophy of open access to information and ideas extends to programming. Most Library programs are free and open to the public; however, some programs or classes may require a nominal materials fee. Registration may be required for planning purposes or when space is limited.

Some programs may be developed for a particular audience, i.e. attendees should be within the appropriate age group such as children or teens, or may require an accompanying adult. All program participants must comply with the Library's Customer Code of Conduct. The Library reserves the right to set age limits or recommendations for programs. In determining appropriate age recommendations, staff will consider the suitability of the program's materials, format and program presenters, the relevancy and suitability of topic, messages and programming methods for the intended audience. Programs designed for specific audiences will be publicized as such. The responsibility for child attendance at Library programs rests with the parents or guardians their caregivers.

Library programs must have a special educational, informational or cultural value to the community. Programs of a purely commercial nature or those designed for the solicitation of business will not be offered by the Library library. Examples of programs that would be considered of a commercial nature

include, but are not limited to, presentations offered for free but with the intention of soliciting future business.

Programs that support or oppose any political candidate or ballot measure will not be approved or offered by the library. However, educational programs, such as candidate forums that include invitations to all recognized candidates may be offered.

Programs will not be offered or approved that **support endorse** or oppose a specific religion. Programs are planned to be inclusive of all cultures and of all religions. Library programs may address religious themes to educate or inform, but not to promote, observe or proselytize a particular religious conviction. Holiday programs may be offered for the entertainment of library customers. Religious, non-profit and partisan groups may utilize meeting rooms for programs and meetings as provided by library policy REF-009.

The following activities will be permissible at Library-initiated programs or on property governed by Library policy:

- Fundraising to benefit the Library, or sponsored by the Friends of the Wichita Public Library, the Wichita Public Library Foundation or the Wichita Genealogical Society.
- The sale of books, music, movies or other items by authors, performers or presenters as part of a Library sponsored program.

Library staff uses many criteria when making decisions about program topics, speakers and accompanying resources, including:

- Community needs and interests
- Relation to library collections, resources, services and events
- Connections to other community programs, exhibits or events
- Historical or educational significance
- Treatment of content for intended audience
- Presenter expertise and/or public performance experience
- Popular appeal

The Library may draw upon other community resources when developing programs and may actively partner with other community agencies, organizations, educational and cultural institutions or individuals to develop and present co-sponsored public programs.

Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs. Performers and presenters will not be excluded from consideration because of their origin, background or views, or because of possible controversy. **The Library may conduct reference checks in advance of contracting with the performer or presenter to ensure quality standards.**

Performers or presenters hired for programs intended to serve those under 18 years of age, and who are over 18 years of age, will undergo a background screening. A background screening will be completed for all performers and presenters who work individually with customers. The Library will not contract with performers or presenters for reasons including but not limited to:

- **Conviction of a crime of violence or a sex crime**
- **Conviction of any crime with a victim under age 16 and under**

The Director of Libraries may waive the requirement for background screenings for specific programming demands on a per program basis. When this waiver is exercised, performers or presenters will remain supervised by Library staff.

Unsolicited offers from individuals and organizations to present programs will be evaluated by the same standards used when planning Library programming. Such programming opportunities should be considered and evaluated to further the mission, vision and values of the Wichita Public Library as outlined in this policy.

Organizations or individuals collaborating with the Library on programs must coordinate marketing efforts with the Library's Communications Office.

Assessments of the effectiveness of Library programs are based on attendance and audience satisfaction. Other evaluation criteria include attraction of new customers to the Library, the promotion of City/Library goals, and addressing the needs of a specific target audience reported on program evaluation forms.

The Library reserves the right to use video or photographs taken of program participants for internal use, publication, use in Library promotional outlets, and evaluation purposes.

The Library Board of Directors delegates development and presentation of programs to the Director of Libraries and designated department staff.

The Library welcomes expressions of opinion from customers concerning programming. Customer concerns about a Library program should be shared with the Library staff member in charge of the event. Customers who wish to continue their requests for review of a program or the denial of a request to present a program may submit a Request for Review form. Requests for review of programs will be considered in the same procedural manner as requests for reconsideration of library materials. A committee of three members of the Library staff will be appointed to consider the request. They will view materials related to the planning and presentation of the program along with information submitted by the customer in order to determine whether or not the program fits the criteria for Library programs outlined in this policy. Customers who disagree with the findings of a Review Committee may appeal the issue to the Director of Libraries, and then to the Library Board of Directors.

If a request for programming is denied by the Review Committee, Director and/or the Library Board of Directors, a new application for the same or similar programming may not be submitted by the Customer for a period of ninety (90) days following the denial. Requests for similar programming submitted by multiple customers may be reviewed together by the Review Committee, Director and/or the Library Board of Directors.

Last Review: May 2021

Related Form

Request for Reconsideration of a Library Resource

Online Manual Listing: <http://wichitalibrary.org/About/Policies/Pages/library-programming.aspx>

REF-015 — Program Presenter Background Screenings

The Wichita Public Library prioritizes the safety of its customers, vendors, volunteers, and staff and the protection of its assets and reputation. To reduce safety risks, prospective program presenters ages eighteen and older who are not current staff members or volunteers will undergo a background screening that complies with applicable state and federal laws and guidelines, including the Fair Credit Reporting Act (FCRA). Program presenters are treated as applicants under the FCRA and must be officially approved by the Library prior to presenting a program that is sponsored or co-sponsored by the Library.

Potential program presenters will be informed that selection of their program (for individuals self-submitting program proposals) or their inclusion as a presenter in a program (for staff-planned activities) is subject to meeting requirements of a background screening.

All potential non-staff presenters will be required to complete a Disclosure and Authorization form authorizing the Library to perform a background screening. A completed background check will be valid for a period of one year, after which a presenter will be required to provide a new authorization form allowing the Library to initiate an updated screening check.

The following reports will be obtained as part of the screening process:

1. ~~Sex Offender Registry Check~~ — The Dru Sjodin National 50 State Sex Offender Public Website (NSOPW) is a comprehensive 50-state sex offender search and the only up-to-date, comprehensive source of sex offender information. While the website is maintained by the U.S. Department of Justice, it is the responsibility of each jurisdiction in the United States to keep sex offender information for its area accurate, up-to-date, and accessible by the NSOPW.
2. ~~Kansas Bureau of Investigation Public Offender Registry (KBI-POR)~~ — The Kansas Bureau of Investigation has established this website to facilitate public access to information about persons who have been convicted of certain sex, violent and drug offenses, as set forth in the Kansas Offender Registration Act (K.S.A. 22-4901 et seq.).
3. ~~Reference Interview~~ — A short reference interview will be conducted with an individual or organization who can attest to a potential program presenter's subject-matter expertise and presentation skills as being appropriate for a public library audience. A standardized reference checklist will be utilized in conducting all reference interviews.

The Support Services Manager shall oversee the background screening process. The Director of Libraries shall be responsible for the final review and approval of all program presenters.

Potential program presenters will be disqualified for reasons including but not limited to:

- ~~Conviction of a violent crime or a sex crime~~
- ~~Conviction of a crime with a victim under age 16 and under~~

~~Disqualification will be reviewed if the conduct giving rise to a requirement to register as an offender is currently legal in Kansas.~~

~~If the results of the NSOPW and/or KBI POR reports contain information that may disqualify a potential program presenter, that individual will be notified of the report results as required by the Fair Credit Report Act before a final decision about the presenter's status is made.~~

~~Arrests which did not result in the filing of criminal charges or a conviction are not considered. Criminal charges pending disposition may be considered subject to state law.~~

~~Negative reviews obtained during reference interviews relating to unmet expectations (poor reviews from program attendees, failure to return contracts in a timely manner, no show at scheduled events, lack of preparedness, damage to facilities resulting from a program presentation, past performance at Wichita Public Library events, etc.) may result in non-acceptance of a program presenter or performer.~~

~~Last Review: May 2021~~



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Jaime Prothro, Director of Libraries
SUBJECT: Proposed 2022 Workplan and Initiatives
DATE: December 7, 2021

A handwritten signature in black ink, appearing to read "J Prothro", is written over the "FROM:" line.

Background: The Library Board of Trustees reviews and adopts annual goals that guides staff's work that contributes to achieving service priorities that benefits the Wichita community.

Analysis: The department's goals and workplan for 2022 continues to align with four service pillars that were adopted in 2017: 1) supporting a literate community; 2) ensuring digital inclusion; 3) providing equitable access to information; and 4) delivering administrative activities with efficiency and effectiveness. This year's workplan has been influenced by the staffs' insights and priorities that were identified in a department-wide SOAR (strengths, opportunities, aspirations, and results) assessment in October 2021. In addition to advancing the service pillars, the workplan includes three new initiatives that will be integral to deepening the impact of the department's work. These initiatives will not only guide how the work is designed and delivered, but will help to prioritize the library's decisions. The initiatives are intended to serve the department for the next several years, or until the department completes a new strategic plan. The initiatives will work to:

1. Embody inclusion and equity in our services, staff, programs and collections
2. Grow our cardholders and reconnect with our community outside of the library
3. Foster a culture that engages, develops and inspires staff in service to our community

Progress for branch remodels will continue to be a large body of work in 2022. And the department also looks to reimagine and expand its early literacy efforts in support of kindergarten readiness. The plan supports several study projects that are important to prepare for changes to staffing models and addressing service barriers. In addition, as the department continues to adapt to the impacts of the global pandemic, it will begin to collect residents' experiences to preserve how COVID-19 has influenced our local community.

Financial Considerations: Funding for the work plan is supported through the City General Fund in combination with grants and foundation endowment distributions.

Legal Considerations: The Law Department will be asked to review and approve all agreements and contracts that are necessary to implement the work plan.

Recommendations/Actions: It is recommended that the Library Board adopt the 2022 Goals and Initiatives as proposed by staff.

Attachments: Proposed 2022 Workplan and Initiatives

Wichita Public Library 2022 Workplan

Wichita Public Library's vision to be the community's preferred knowledge resource, providing inviting libraries, superb collections and excellent service are strengthened further in 2022.

In addition to aligning efforts to specific pillars of library service, each workplan activity will aim to make a greater impact on three multi-year initiatives to:

1. Embody equity, diversity, and inclusion in our services, staff, programs and collections
2. Grow cardholders and reconnect with our community outside of the library
3. Foster a culture that engages, develops and inspires staff in service to our community

SUPPORTING A LITERATE COMMUNITY: *The Library supports literacy skills required by residents in order to achieve academic success, to meet their personal goals and to fully participate in community decision-making.*

- Reimagine early literacy efforts to provide wider access to collections, develop out of building approaches to help early learners and caregivers with language learning and reading readiness, and strengthen early literacy partnerships
- Host the NEA Big Read's *House on Mango Street*
- Develop a Teen Advisory Board in partnership with area schools to guide services to teens
- Implement strategies for helping K-3 readers find books that meet and support their reading level growth
- Deliver #ReadICT promotions that encourage reading for pleasure and connecting readers online
- Reopen the Evergreen Community Center & Library to launch a new City service model
- Install a bilingual Storywalk at Evergreen Park
- Complete the collections and planning groundwork needed to begin the Westlink Branch Library expansion and Alford, Angelou, and Rockwell facility enhancements
- Evaluate and create a plan to enhance the nonfiction humanities collection to best serve readers' interests
- Reenergize Youth Services outreach efforts to neighborhood schools to promote Summer Reading
- Offer a robust Summer Reading Program that encourages reading during out-of-school months to prevent summer slide in reading skills and helps make reading for pleasure a habit
- Promote and operationalize issuing library cards to elementary, middle, and high schools in the Wichita service area to ensure students have convenient access to research and resources
- Reach card holders whose use of the library has lapsed as a result of COVID-19 and establish retention strategies to maintain connections with card holders

ENSURING DIGITAL INCLUSION: *The Library supports digital literacy and access by working to remove barriers that prevent residents from having high-speed access to the digital world in order to take advantage of the ever-growing resources and services available online.*

- Complete the Edge Assessment to evaluate the Library's technology policies, equipment, and services and continue to enhance service through strategy decisions
- Evaluate and identify future funding for Internet bundles (Chromebook and hotspot) and hotspot lending
- Evaluate the wireless access policy to ensure equitable access to the Library's wireless network
- Host a Library Technology Day and Hackathon event to build community and promote digital resources
- Expand digital training to the Dr. Ronald W Walters Branch to build technology skills and support for navigating the online world
- Introduce Apple technology and digital arts training classes to build creative technology skills
- Explore strategies to promote the AV Studio and highlight customer generated AV Studio content and maker activities
- Complete a Special Collections assessment to determine priorities for digitization and preservation
- Scan and digitize local area photographs for ContentDM site

PROVIDING EQUITABLE ACCESS TO INFORMATION: *The Library supports lifelong learning by providing residents with the resources they need to succeed in school and to explore topics of personal interest and discovery, ensures access to resources that help residents make informed decisions.*

- Collect and digitize historically important COVID-19 memories to preserve and understand the depths of impact the pandemic has had on the Wichita community
- Complete a study on library fines and fees and propose changes to policy and practice to address financial equity barriers and establish a library debt policy
- Complete a community engagement project in the Alford, Angelou, and Walters neighborhoods that results in communications and services changes based on needs of residents
- Complete a journey mapping project that will identify facility enhancements to improve customers use of library spaces
- Assess department cultural competencies using "Protocol for Culturally Responsive Organization" methodology and develop a multi-year strategy to advance racial and social equity across all facets of library service
- Engage the community in dialogue around diversity, equity, and inclusion topics through book discussions, Candid Conversations series, Tuesday Topics and "Know Your Rights" presentations
- Continue the work of the User Experience Team to improve the success customers have in using library services
- Select and implement a customer demographic analysis tool to provide insights to Wichita resident's library use and begin using the data to strengthen equity-based decisions
- Establish community engagement/outreach roles and responsibilities for all staff classifications
- Explore issuing Enhanced Library Cards to serve as a supplemental photo ID for card holders

DELIVERING ADMINISTRATIVE ACTIVITIES WITH EFFICIENCY AND EFFECTIVENESS: *The Library demonstrates public stewardship of its facilities and resources to secure the best value for citizens and to maximize the community's investment in its public library system.*

December 2021

- Continue to manage and update public services due to COVID-19 and integrate best practices learned in the pandemic permanently into library services
- Create a staff engagement plan that nurtures employee's dedication, creativity, and innovation to serve communities most effectively
- Study staffing needed for optimum support of operational and outreach needs and build a multi-phased recommendation
- Introduce paperless registration processes to increase ease and management of new library accounts
- Evaluate and update the delivery of Polaris training for new employees at branches
- Develop and begin implementing a plan for library-specific skill development for successful onboarding of new employees
- In collaboration with the City of Wichita, update timesheet entry through Employee Self-Service
- Upgrade Polaris ILS to ensure the Library offers users the greatest functionality with its catalog technology
- Create the plan to convert all branches to a web-based catalog and inventory management software (Polaris Leap)
- Complete a collection preservation assessment of Special Collections to help staff determine priorities for preservation and digitization
- Hold a Staff In-Service training that builds staff skills in advancing library initiatives and launches a staff engagement program



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Jaime Prothro, Director of Libraries *J Prothro*
SUBJECT: Proposed Transfer of SCKLS 2020 Grant to the SCKLS Facilities Improvement Fund
DATE: December 7, 2021

Background: The South Central Kansas Library System (SCKLS) provides grants to member libraries to be used for library purposes only with no administrative fees allowed. The SCKLS Facilities Improvement Fund, a Wichita Public Library managed fund that was created by the Library Board of Directors in 2017 uses these SCKLS funds to underwrite the purchase and support of furnishings, equipment, materials, programs and services that benefit library customers. Prioritization of expenses in this fund are community-driven through engagement regarding the Advanced Learning Library and Master Plan for Branch Libraries. Expenditures from this fund are authorized by the Director of Libraries and are reviewed and approved by the Library Board of Directors. An accounting of receipts and expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

Analysis: A transfer of the balance of the 2020 SCKLS grant would ensure that the fund is closed in advance of the year end cutoff while enabling the department to make use of the funds to support planned enhancements to the library system.

Financial Considerations: As of December 7, 2021 the available balance of the 2020 SCKLS grant fund is \$68,090.74

The SCKLS grant agreement requires that all funds from the grant are expended or transferred prior to December 31, 2021. The SCKLS Executive Director has previously determined that transferring unexpended funds into the SCKLS Facilities Improvement Fund to assist with implementation of the branch plan fulfills the grant requirements.

Recommendations/Actions: It is recommended that the Library Board authorize staff to transfer the remaining balance of the 2020 SCKLS grant into the SCKLS Facilities Improvement Fund.

Attachments: Invoice for transfer of remaining SCKLS20 funds

WICHITA PUBLIC LIBRARY FOUNDATION

711 W 2nd Street N
WICHITA, KS 67203
Phone 316-261-8520
Fax 316-219-6320

INVOICE**INVOICE #21ALLBRP****DATE: 12/2/2021**

DESCRIPTION	AMOUNT
Transfer of balance of SCKLS 2020 grant into Foundation SCKLS Facilities Improvement Fund as authorized by Library Board of Directors	\$68,090.74
TOTAL	\$68,090.74

Payable to:

Wichita Public Library Foundation
ATTN: Kristi Oberg
711 W 2nd Street N
Wichita, KS 67203

NET 30

Agenda

Wichita Public Library Board of Directors

Operations Committee

Tuesday, December 21 2021, 11:30 a.m.

Conference Room A/B/C

Advanced Learning Library, 711 W 2nd St., Wichita, KS 67203

1. Call to Order
2. Proposed Changes to Library policies
 - REF-009 Meeting Room Facilities
 - REF-013 Library Programming
 - REF-015 Program Presenter Background Screenings
3. New Business from Committee Members
4. Adjournment

Media Report: November 2021

Television:

- November 1, 2021: KWCH / Kansas Reads to Preschoolers,
<https://www.kwch.com/video/2021/11/02/newstalk-kansas-reads-preschoolers/>
- November 4, 2021: Good Day Kansas / Maya Angelou Mural,
<https://www.ksn.com/gooddaykansas/kids-corner-maya-angelou-mural-artists/>
- November 5, 2021: KCTU / Library Updates
- November 11, 2021: KAKE Kids Corner / Kansas Reads to Preschoolers,
https://www.kake.com/clip/15273920/kids-corner-november-11th-2021?fbclid=IwAR1IABDi2Hlt32CcLC1yR-2VMWrWHEejXlrTmatxitLUgivbev1I_slPc
- November 12, 2021: KCTU / Library Updates
- November 19, 2021: KCTU / Library Updates
- November 29, 2021: KAKE / Internet Bundles,
<https://www.kake.com/story/45328284/wichita-public-library-now-has-250-internet-bundles-hoping-to-bridge-digital-divide-for-residents>
- November 29, 2021: KWCH / Internet Bundles,
<https://www.kwch.com/2021/11/29/library-offering-internet-bundles-28-day-checkout/>

Print:

- November 5, 2021: Wichita Business Journal / Emerging Leaders (Sara McNeil),
<https://www.bizjournals.com/wichita/news/2021/11/05/emerging-leaders-kickoff.html>
- November 10, 2021: The Wichita Eagle / Evergreen Naming,
<https://www.kansas.com/news/local/article255651451.html>

Radio:

- November 7, 2021: KFDI / Children's STEAM Learning Garden,
<https://www.kfdi.com/2021/11/06/childrens-steam-learning-garden-now-open-at-the-library/>
- November 7, 2021: Classic Country AM1070 / Children/s STEAM Learning Garden,
<https://www.classiccountr1070.com/2021/11/06/childrens-steam-learning-garden-now-open-at-the-library/>

- November 9, 2021: KFDI / Evergreen Naming, <https://www.kfdi.com/2021/11/09/wichita-library-to-stay-with-evergreen-name/>
- November 9, 2021: KMUW / Goddard School District Books, <https://www.kmuw.org/education/2021-11-09/goddard-school-district-orders-29-books-removed-from-circulation>
- November 29, 2021: KFDI / Internet Bundles, <https://www.kfdi.com/2021/11/29/wichita-library-offering-internet-packages/>

The Wichita Genealogical Society hosted a webinar on “More Than Names and Dates: Social History and Genealogy” on November 20, 2021. The lecturer, Gena Philibert-Ortega, is an internationally known expert in social history. Of the 104 who registered, 68 were able to attend, with 19 from outside the state of Kansas and 3 from Canada. There will not be a monthly meeting in December.

Julie Crawford

WGS

Fundraising Results (12-9-21)

Gift Type	Restrictions	Number	YTD Fundraising	Average Gift	YE Fundraising Goal	Funds needed to meet Goal
20 YE Appeal received 2021	Unrestricted WPLF	24	\$4,815	\$201	\$0	\$4,815
21YE Appeal	Unrestricted WPLF	52	\$24,427	\$470	\$45,000	\$20,573
21 WPLF Board Giving*	Unrestricted WPLF	10	\$24,850	\$2,485	\$20,000	\$4,850
21 YE Appeal Acquisition	Unrestricted WPLF	17	\$830	\$49	\$5,000	-\$4,170
Unrestricted Admin Fee	unrestricted WPLF	6	\$4,309	\$718	\$5,000	-\$691
General Donations	Unrestricted WPLF	65	\$36,501	\$562	\$25,000	\$11,501
Total gifts YTD		174	\$95,732	\$550	\$100,000	-\$4,268
Library Grants	Restricted to Library	12	\$89,638	\$7,470	\$10,000	\$79,638
Library Day of Giving	Restricted to Child Literacy	82	\$13,880	\$169	\$12,500	\$1,380
	Gifts to Library	94	\$103,518	\$7,639	\$22,500	\$81,018
Endowments	Restricted Endowment	3	\$13,300	\$4,433	N/A	N/A
Empower Evergreen	Empower Evergreen	0	N/A	N/A	N/A	N/A
Board Pledge Payments*	Unrestricted WPLF	3	\$10,500	\$3,500	N/A	N/A
Capital Campaign	Pledge payments	27	\$428,220	\$15,860	N/A	N/A
	Total pledge payments & gifts	395	\$651,270			
	* Total Board Giving	13	\$35,350			

Marketing & Development Committee

Year-End fundraising update. An unexpected eight-day delay at the mail house created a delay in our Year-End drive response. Last year gifts began arriving on 11/13/20, and this year we didn't see our first response until 11/20/21. Even with this glitch, we have outpaced 2020 fundraising. Five (or 36%) of Wichita Public Library Board members have made a 2021 gift to the Foundation. We want to thank those that have supported the WPLF with a gift and ask those that have yet to give to please consider a year-end donation - remember, any amount will help.

Update on mailings & dates:

1. Library Card mailing (6,300) mailed November 18 due to an 8-day delay at the mail house
2. WPLF Mailing (1,700) mailed November 18 due to an 8-day delay at the mail house
3. WPLF Board Leadership Mailing, Board signed letters to major donors and prospects (175) mailed week of November 15
4. Library Card reminder mailing (5,000 minus donors who gave already) mails week of December 17, including expected mail house delay.
5. WPLF database and Board Leadership reminder mailing (2,000 minus people who already gave mails the week of December 17, including expected mail house delay.
6. Various social media posts and emails will also be sent to constituents to create a case for support and increase awareness of our needs.

Finance & Investment

On 11-22-2021, Baird moved \$5,024,456 of permanently endowed funds and their earnings to a separate investment account based on 12-31-20 audit balances. Staff will be working with RCM to disburse past endowment earnings across endowed funds and begin a new accounting process for endowments where the fund's earnings will be annually disbursed based on audited financials. Although the market will fluctuate in December, we project to end the year with \$8.2 million in our investment accounts. If this projection is accurate, the investment payout will be up \$52,810 to \$383,553, and we will be able to increase our payout to the Library to \$183,703, an increase of 27% or \$39,423.

Governance

Committee Members discussed and approved several updates to policies and procedures and presented a new Whistle Blower Policy at the December Board meeting. Special thanks to Eric Eakins, current Governance Chair, for his past efforts. Eric will be leaving the WPLF Board at the end of the year. 2022 Governance Chair Kellie Hogan will begin January 2022.

While book bans are hardly new, librarians told PW that the emerging threat is unprecedented. Because it's one thing to talk through a complaint with a concerned parent. There are well-established policies and procedures in place to deal with these kinds of book challenges. But it is something else entirely to face an organized, often intimidating political movement in which books are being used as a cudgel in a broader effort to win local elections.

2. Maryland, New York Pass Library E-book Laws; AAP Files Suit



Maryland Attorney General Brian Frosh, who will have to defend Maryland's library e-book law in court.

In 2021, after a few years of gradual backsliding, the library community appeared to make progress in its longstanding efforts to secure equitable access to digital content in libraries. And the most notable of these efforts was the passage of bills in Maryland and New York that seek to ensure public libraries have access to the same e-books and digital audiobooks that are commercially available to consumers.

Maryland became the first state to enact such library e-book legislation, with its bill passing the Maryland General Assembly unanimously on March 10, and becoming law on June 1. The law is set to take effect in January 2022. New York then followed suit, passing its bill in June. At press time, however, the bill still has not yet been sent to governor Kathy Hochul for signature or veto, though state law requires the bill be presented by the end of the calendar year.

The bills come after a decade of tension in the library e-book market, and they emerged as a direct response to Macmillan's controversial (and since abandoned) 2019 embargo on frontlist e-books in libraries, which led library advocates to take their concerns to state and federal legislators. For their part, the bill's supporters insist the laws are narrowly limited in scope: they require that publishers that offer to license digital literary content to consumers must also offer licenses to public libraries on "reasonable" terms. "As we have said so often before, it shouldn't take a credit card to be an informed resident," explained Michael Blackwell, a Maryland librarian and an organizer of the ReadersFirst Coalition.

But the Maryland and New York laws have not been without controversy. And on December 9, after months of saberrattling, the Association of American Publishers filed suit in federal court in Maryland arguing that the law is preempted by the Copyright Act.

"It is unambiguous that the U.S. Copyright Act governs the disposition of literary works in commerce—and for that matter, all creative works of authorship," said AAP president Maria Pallante, in announcing the suit. "We take this encroachment very seriously as the threat that it is to a viable, independent publishing industry in the United States and to a borderless copyright economy."

As 2021 draws to a close, similar bills are advancing in more state legislatures. A hearing on Massachusetts's version of the law, for example, was held on November 19. But it remains to be seen whether the AAP's efforts to stop the laws will succeed.

3. A Potential Watershed Moment for Library Funding



whitehouse.gov - President Biden signs the \$1.2 trillion infrastructure bill.

No question, the past two years have been challenging. But if there's a positive to be taken from the Covid-19 pandemic, it's that the important work of America's public libraries has once again gained the attention of Congress. And as 2021 draws to a close, library supporters have a chance to change the future of federal library funding.

Already, library advocates have secured vital federal funding increases. On the heels of a \$50 million funding boost in the 2020 CARES Act, in 2021 the IMLS received an additional \$200 million to distribute via the American Rescue Plan Act—the largest single investment in the agency's 25-year history. In November, President Biden signed the \$1.2 trillion Infrastructure Investment and Jobs Act, which includes billions to support broadband and to support digital inclusion projects across the nation, a huge opportunity for libraries of all kinds. And of course, a multi-trillion-dollar budget reconciliation bill is still hanging in the balance.

Another opportunity that emerged in 2021 is the Build America's Libraries Act, which was introduced as a standalone bill to provide up to \$5 billion to address the critical infrastructure needs of U.S. libraries. And while that bill appears to be stalling as the year winds to a close, ALA is urging librarians to remain engaged with their local representatives in the face of what has been an exhausting political process.

"The amount of money we're talking about in the Build America's Library's Act alone is about 25 times the amount that libraries get from IMLS every year," explained Gavin Baker, ALA deputy director for public policy and government relations, in a September PW article. "We're talking about getting the equivalent of the next quarter century of federal library funding potentially in one fell swoop. With this funding, not only can we repair the damage of the pandemic, we will be able to make our buildings and our facilities stronger, safer, more efficient, more accessible, and more sustainable than they ever have been."

PW columnist Sari Feldman agrees. "With billions in federal funding at stake to build, rebuild, and to reinvest in America's libraries and library services, library supporters must see this moment for what it is: an opportunity to truly transform libraries and the future of federal library support," Feldman wrote in an August PW column. "Just think of the difference we can make in people's lives with today's powerful information technology, and with the kind of major government investments now on the table. We cannot let this opportunity pass us by."

4. DPLA Signs Amazon, Forms Palace Project with LYRASIS



Michele Kimpton.

At the end of 2020, the Digital Public Library of America (DPLA) confirmed that it was close to signing an agreement with Amazon Publishing to make its e-books and digital audiobooks—some 10,000 titles in all—available to libraries

via the DPLA's digital platform. And though it would take another six months, in May 2021 the parties successfully sealed the deal.

The agreement marks Amazon Publishing's first foray into the digital library market, after years of criticism for withholding its digital content. DPLA reps told PW that Amazon Publishing e-books are now being added to the catalog, with some titles currently available to libraries and more being added on an ongoing basis. Furthermore, in a recent update, DPLA said it is also making progress on a potential agreement for Audible titles—a potentially huge breakthrough for libraries.

Meanwhile, in yet another major development, DPLA and LYRASIS announced in June that they had joined forces (and had secured \$5 million in additional funding from the John S. and James L. Knight Foundation) to charter the Palace Project—a strategic initiative to “develop and scale a robust suite of content, services, and tools for the delivery of e-books, audiobooks, and other digital media.” The effort will be spearheaded by Michele Kimpton, who negotiated the Amazon deal in her prior role DPLA, and now serves as LYRASIS senior global director.

Palace Project executives say the effort will build on an existing collaboration between DPLA and LYRASIS using an open source code designed and developed by the New York Public Library. As part of the initiative, the DPLA's nascent digital marketplace for libraries, formerly the DPLA Exchange, has been rebranded under the Palace Project. So, too, has SimplyE, the free, open source user-facing library e-reader app developed by the NYPL, which will become the Palace app.

And that's not all: the DPLA/LYRASIS announcement came just days LYRASIS announced the acquisition of BiblioLabs, the innovative Charleston, S.C.-based library technology firm and creator of the BiblioBoard e-book platform—another move clearly undertaken with an eye toward empowering libraries. “LYRASIS sees Palace as an unprecedented opportunity for libraries to be digital leaders within their communities,” said LYRASIS CEO Robert Miller in a June statement.

How these ambitious plans shake out in 2022 remains to be seen. But in a surging digital library market dominated by leading platform OverDrive, the moves represent a significant next step in the pursuit of a “library-centered” digital platform.

5. Washington, D.C., City Council Passes School Librarian Requirement, Considers Permanent Funding



Washington Teachers Union president Jacqueline Pogue Lyons testifying in support of school librarians.

In August, school librarians in Washington, D.C., scored an important victory. Faced with the prospect of yet another devastating round of budget cuts, school librarians and their supporters and allies mounted a vigorous advocacy campaign to show D.C. legislators exactly why school librarians are more vital than ever. And on August 11, the council responded by passing a budget that for the first time ensured that every D.C. public school would have at least one librarian.

It was a rare bit of good news for school librarians, who as a profession have faced a generation-long, nationwide trend of cuts. Furthermore, the victory highlighted the importance and urgency of bold advocacy measures. In an October PW column, John Chrastka, executive director of EveryLibrary, a political action committee dedicated to library issues at the local level, suggested that school librarians are fast approaching an inflection point, and urged library supporters to rethink how they support school libraries in their communities.

“As schools across the country resume in-person learning, and with significant, once-in-a-lifetime federal funding hanging in the balance, the time has come for school librarians and their allies to abandon their traditional advocacy toolkit and to start treating the fight for their future like the political campaign it truly is,” Chrastka wrote.

Meanwhile, all eyes are on D.C. once again as the city council considers the Students Right to Read Amendment of

2021, which would make dedicated funding for school librarian positions permanent. At a November 23 hearing, passionate testimony from D.C. school librarians like KC Boyd and Christopher Stewart (who spoke online from his library with some of his students behind him) emphasized the importance of the measure, as did, crucially, that of Jacqueline Pogue Lyons, president of the Washington Teacher's Union. Lyons told D.C. lawmakers that "access to a full-time certified librarian is a basic right in a high quality education."

In written testimony, ALA and AASL leaders said that passage of the measure would be an investment in D.C.'s "educational, economic, and civic future."

6. Advocacy Group Library Futures Launches, Spurs Inquiry into the Library E-book Market



U.S. Senator Ron Wyden is leading an inquiry into the library e-book market.

After months of planning, advocacy group Library Futures officially launched in January 2021—and the group appears to have already made an impact.

In September, U.S. Sen. Ron Wyden from Oregon and U.S. Rep. Anna Eshoo from California launched an inquiry into the library e-book market, submitting a list of questions to the CEOs of the Big Five publishers and, in a follow-up, to nine major library e-book distributors as well. And Library Futures appears to have played a key role in making it happen.

Representatives from Library Futures told PW that the Wyden/Eshoo inquiry began after Wyden, a well known library supporter, participated in a March 24 digital symposium titled "Burying Information: Big Tech & Access to Information," hosted by advocacy group Public Knowledge, the Georgetown Initiative on Tech and Society, and Library Futures. Notably, the program focused significant attention on the scanning and lending of print library books under an untested legal theory known as controlled digital lending (CDL). And the panel also included Brewster Kahle, founder of the Internet Archive, which is currently being sued by four major publishers and the AAP over its CDL-based Open Library program.

In a recent interview, Harvard University's Kyle Courtney, an architect of the CDL framework who serves as chair of Library Futures, told PW that Wyden's interest in the digital library market grew after participating in the program. "[Wyden's] staff was very interested in exploring these issues, so they put together an investigation team and went to work," Courtney said. "And, I guess the results of that work is this inquiry."

Library Futures is currently made up of two wings, with Jennie Rose Halperin serving as the group's executive director. The Library Futures Institute is a 501(c)(3) advocacy group dedicated to a "technology-positive future" for libraries. The Library Futures Foundation, meanwhile, is a 501(c)(4) organization registered to lobby on policy issues important to libraries, such as copyright.

The launch of Library Futures certainly comes at an important moment for libraries, with demand for digital resources in libraries surging amid the continuing pandemic and with an array of legal and legislative issues hanging in the balance. And though it is unclear where the Wyden/Eshoo library e-book inquiry will go, library supporters say they it is helpful to have another perspective attracting the attention of lawmakers.

"I am not a seasoned DC insider," Courtney told PW. "Library Futures is driven by volunteerism, literally. I'm just a person that cares. And I think these issues are issues that everyone can understand. You don't have to be a copyright expert to understand that a library should be able to own books and to lend them and preserve them."

7. The Freckle Report 2021 Raises Questions



Tim Coates, author of the Freckle Report.

For a second straight year, London-based library advocate and former Waterstones managing director Tim Coates published “The Freckle Report,” a study on the state of U.S., U.K., and Australian libraries, drawn from a proprietary survey on public reading habits as well as publicly available IMLS statistics. And as with the initial report, issued in 2020, librarians in the U.S. reacted strongly to Coates’s prime takeaway: that U.S. libraries are in the midst of a “long running and persistent decline” in usage with “no realistic actions in place” to reverse the trend.

“In the U.S. there has been a fall of 31% in public library building use over eight years, up to 2018,” Coates wrote in the report, citing the most recent stats from the IMLS. He concludes that a “continuous decline of this nature,” which includes drops in the stats for both gate counts and physical circulation, suggests that library leadership is ignoring “the figures it does have” and not working hard enough to collect “the figures it should have.”

Among Coates’s more contentious conclusions is his view that the decline reflected in library statistics is related to a reallocation of resources toward an array of community services, and away from what the public overwhelmingly still sees as the library’s most valuable service: print books. And while many librarians criticized the report, one major figure in the library community offered a more measured response: in an interview with PW in May, IMLS director R. Crosby Kemper acknowledged the trends cited by Coates in his report. And though Kemper noted his disagreement with a number of the report’s conclusions, he said that Coates was at least “asking the right questions.”

A new report is in the works for 2022, with a third consumer survey, supported by the EveryLibrary Foundation, completed in October. Coates previewed the results during a November webinar, and praised libraries for doing “an amazingly good job” meeting the needs of readers during the pandemic.

8. Library of Congress Replaces “Illegal Aliens” Subject Headings



LC - Librarian of Congress Carla Hayden

Last month, the Library of Congress announced that it will replace the catalog subject headings “Aliens” and “Illegal

aliens” with the more accurate—and non-offensive—terms “Noncitizens” and “Illegal immigration.” The decision was announced on November 12 at the regularly scheduled meeting of the LC’s Policy and Standards Division, which maintains Library of Congress Subject Headings. But the move was years in the making.

In fact, LC first agreed to replace the subject headings back in 2016 after being petitioned by a range of advocacy groups, including librarians. But in an unprecedented action, a group of conservative lawmakers objected to the change, and went so far as to draft a provision attached to an appropriations bill requiring the library to retain the terminology—marking the first time in the library’s history, LC officials told reporters, that lawmakers had intervened in a routine cataloging matter.

In a statement, the ALA, which has long supported and vocally advocated for the change, praised the LC’s decision. “This update better reflects common terminology and respects library users and library workers from all backgrounds,” said ALA president Patty Wong, who called the old terms “dehumanizing.”

LC subject headings are widely used in library catalogs and are routinely updated by the Policy and Standards Division of the library. New guidance is now being issued reflecting the changes, and librarians say the subject headings on existing LC bibliographic records are being updated “as expeditiously as possible.”

Of course, the move was not without a conservative backlash. In a lengthy letter to librarian of Congress Carla Hayden, Republican senators Ted Cruz of Texas and Mike Braun of Indiana called the decision “a politically motivated and Orwellian attempt to manipulate and control language.”

9. Elsevier Strikes Historic Open Access Deal with the University of California



UC Berkeley - UC Berkeley university librarian Jeffrey MacKie-Mason

In March, Elsevier, the world’s largest scholarly publisher, and the University of California, one of the world’s largest research institutions, announced a groundbreaking open access agreement, ending a high-profile two-year standoff. The four-year deal, which took effect on April 1, was immediately hailed as a major milestone for the global open access movement.

The contentious negotiations first garnered international headlines when UC walked away from its subscription deal with Elsevier in February 2019, demanding that the publisher negotiate a transformative open access deal. No stranger to tough negotiations, Elsevier held its ground, cutting off UC’s subscription access that July.

But despite the drama, there were signs along the way as to the eventual outcome. Over the course of its dispute with Elsevier, UC successfully negotiated transformative open access deals with eight other scholarly publishers, including with the world’s second leading academic publisher behind Elsevier, Springer Nature, in June 2020. And for its part, Elsevier struck a number of transformative open access agreements in Europe, including one with the Royal Danish Library.

In a statement announcing the UC deal, both parties acknowledged the groundbreaking nature of the agreement and sounded a conciliatory note after a bruising negotiation. “Both sides showed flexibility to reach a truly tailored approach,” said Elsevier CEO Kumsal Bayazit. Jeffrey MacKie-Mason, university librarian and economics professor at UC Berkeley and cochair of UC’s publisher negotiation team, said the deal “would not have happened without Elsevier and UC having worked together to find common ground.”

As for what comes next, MacKie-Mason framed the Elsevier deal as a turning point for the future of scholarly publishing. “Ultimately, we’re trying to make this a standard way of doing business,” he told the UC Berkeley news service, “so that all agreements are open access and all scholarly publishers will stop selling subscriptions.”

10. Nancy Pearl Receives the National Book Foundation's Literarian Award



Nancy Pearl at the 72nd National Book Awards.

The past year has clearly held no shortage of challenges for the library community. But in November, librarians had occasion to celebrate.

On November 17, during the 72nd National Book Awards ceremony, Nancy Pearl was honored with the 2021 National Book Foundation Literarian Award for Outstanding Service to the American Literary Community. It is an honor richly deserved.

In fact, for all Pearl has done to inspire readers and support publishers and authors over her four decades in librarianship, it is hard to imagine a more worthy recipient. And in honoring Pearl, the NBF also celebrated librarians across the nation for the essential, pivotal role they play in the reading enterprise.

"Libraries are an empowering force in the United States, and are vital to our communities," said David Steinberger, chair of the board of directors of the NBF, in his statement announcing the award. "And Nancy Pearl's lifetime of service is a reinforcement that libraries are of the utmost importance for all."

In her remarks, Pearl thanked her own childhood librarian, Frances Whitehead, the children's librarian at the Parkman Branch of the Cleveland Public Library, "who took this miserably unhappy eight-year-old girl that I was and gave me the world through the books she recommended." And she graciously shared the award with her fellow librarians.

"I am, I believe, the first librarian to win this award, and I'm dedicating it to all of the librarians who do such essential work for their communities," Pearl said in her acceptance speech. "One of the foundational principles of the public library is that it is a truly egalitarian institution, available free to everyone regardless of ethnicity, race, religion, age, or economic status—and as such, it is a democratizing and unifying force in our society, which is needed now more than ever before."

In November, PW columnist Sari Feldman praised Pearl for inspiring not only countless readers but also her fellow librarians.

"Like many librarians, I knew about Nancy Pearl well before I ever got the chance to know her," she wrote. "There were the standing room only Book Buzz events at Public Library Association conferences, her 'Book Lust' title picks, her popular NPR show, and, of course, the now famous Archie McPhee librarian action figure she inspired. But getting to know Nancy changed me personally, as a librarian as well as a reader, and it set me off on a new professional trajectory."

Congratulations, Nancy. Thank you for all you do.

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