

## A G E N D A

**Wichita Public Library Board of Directors Meeting  
Tuesday, May 17, 2022 – 12:00 p.m.  
Library Board Room  
Advanced Learning Library, Second Floor  
711 W 2<sup>nd</sup>, Wichita KS 67203**

1. Call to Order/Introductions
  - a) Staff Presentation: Summer Reading Preview, Julie Sherwood
2. Approval of the Agenda
3. Public Comment
4. Minutes of the April 19, 2022 Meeting
5. Unfinished Business
  - a) Election of Officers
6. New Business
  - a) April Finance Report and Bills

General Fund Bills	\$1,060,505.91
Grant Fund Bills	\$1767.00
Gift & Memorial Fund Bills	\$2636.02
<b><u>Total</u></b>	<b>\$1,064,908.93</b>

- b) Internet Access and Acceptable Use Policy Reaffirmation
    - c) Updates to Policy Manual
      - 1) Circulation (CIR 001-CIR-016)
      - 2) Customer Rights and Responsibilities (CUS 001-007)
7. Special Committee Reports
8. Support Organization Reports
9. Director of Libraries Report
10. Announcements
11. Adjournment



# Monthly Activity Report

## April 2022

### Service Highlights

We brought the "Pianos for Peace" program to the Advanced Learning Library in April, which aims to incite unity in the community by placing pianos in public spaces. At noon every Friday in April, there were lunchtime concerts featuring area pianists. Staff scheduled food trucks for customers to purchase lunch during the concerts.

The ribbon cutting and grand opening for the Evergreen Community Center and Library on April 9 was a huge success! A large crowd gathered for the celebration, which included remarks from Mayor Whipple, Council Member Ballard, Jaime Prothro and more. Food trucks were available and entertainment included dancing, music and a caricature artist.

A new season of the Library's podcast "Read. Return. Repeat." began in April. This podcast is produced by Library staff and examines selected categories from the #ReadICT reading challenge on a monthly basis. Each episode takes a closer look at the category, featuring interviews from subject specialists along with book recommendations. In this premiere episode of season two, co-hosts Sara Dixon and Daniel Pewewardy interview debut author Kate Khavari, Wichita native and author of the upcoming historical mystery novel, *A Botanist's Guide to Parties and Poisons*, due out on June 7. They discuss the differences between self-publishing and working with a large publisher, how she juggles writing while being a stay-at-home mom, her advice for aspiring writers, and more. [Listen, watch or read here.](#)

This month, the Library introduced coding robots and anatomical models to its growing Library of Things collection. [Click here to learn more about these new materials.](#)

In partnership with KMUW, the Library and the Big Read will presented a themed "Wichitalks" event on Friday, April 29 at Roxy's Downtown. Wichitalks is an event that brings together passionate individuals and an active audience for an evening of diverse presentations. This special edition featured 10 speakers discussed the concept of "home." Like Esperanza in this year's Big Read book, *The House on Mango Street*, we all have unique experience, colorful communities and stories of personal growth that contribute to our ideas of what home means. The last speaker was interrupted by weather alerts for the Andover tornado.

On February 1, Wichita Public Library enabled simultaneous use access to both the e-book and the e-audiobook of *The House on Mango Street*. E-audiobook access expired at the end of March, but e-book access continued through April. The Friends of the Wichita Public Library underwrote the cost of this project. There were 93 checkouts of the title in April: 92 e-book checkouts, 1 e-audiobook checkout. Between February 1 and April 30, customers borrowed *The House on Mango Street* 732 times. Customers have borrowed physical copies of *The House on Mango Street* an additional 182 times in 2022.

Customers continue to enjoy Kanopy: Users watched 61,249 minutes of content in April, the equivalent of nearly 42 days worth of viewing.

## **Other News**

Director of Libraries Jaime Prothro and Communications Specialist Sean Jones attended a job fair at Northeast Magnet High School on Thursday, April 14. Jaime was able to talk about careers specific to students interested in library science and Sean talked about support services career opportunities at the Library that don't require a library science degree, like communications, accounting, deliveries, etc.

Sara McNeil, Youth Services Librarian at the Evergreen and Angelou branches, participated in the Unity for the Planet festival held April 16 in northeast Wichita. She promoted library services, 1000 Books Before Kindergarten, Dolly Parton's Imagination Library and the Summer Reading Program.

The Library's 3D printing service is still popular. Twenty-four customers are now certified to use the Library's 3D printers. With social distancing requirements, the number of customers per class are kept small, but allow for more focused classes. As of April, 81 customers have taken the first certification class and 39 students have taken both classes.

Technology training staff continue to be busy as customers become more comfortable with in-person services. Staff completed 228 book a librarian appointments in April. 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 12 technology classes on with 92 virtual and in-person students in attendance.

A Bibliotheca Self-Checkout machine was installed at Alford on April 13. Shifting the station closer to the circulation desk has increased self-service checkouts, which has lifted some of the burden from the staffed service points. Alford staff has been proactive to direct customers looking for the old machine and assisting them on the new platform.

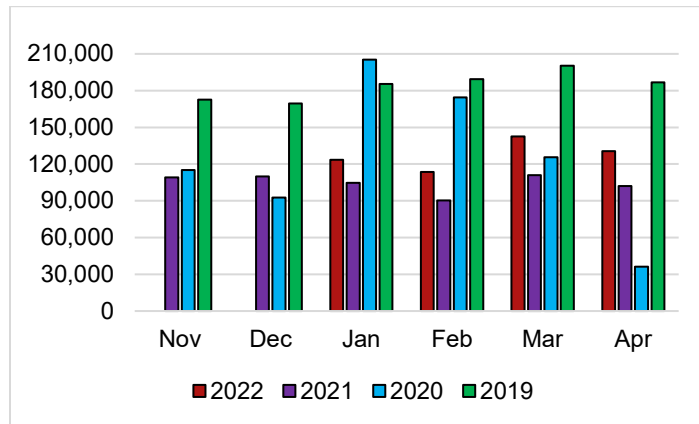
Since the opening of the Evergreen Community Center and Library, Library collections have circulated well. Of note, one-third of the juvenile fiction collection has checked out and nearly one-half of the children's picture book collection (46%) has checked out since the branch has reopened. In addition, new self-service features have also been widely used; approximately 38% of the circulation has been conducted through the self-check station, which allows staff to assist customers in other ways and to cut down on wait time for customers.

John Cleary co-presented the SCORE program Social Media Marketing with Laurie Dove via Zoom. There were 17 participants who learned information about how to create a winning social media marketing plan from Laurie. John shared the library small business resources, and did a live demonstration of the A to Z databases, Small Business Reference Center, and the Business Source Premier. A short Q&A session followed before ending the program.

Each Thursday in April, the Wichita Public Library partnered with the K-State Research and Extension Office to offer a Spring Gardening Series. Various Master Gardeners and one member of their staff offered programs on composting, spring garden maintenance, native plants, and growing fruiting plants! Each program has been well attended, and audience members are always very engaged with the material. The chat window is always filled with questions about the topic at hand and kudos for the presenter. Each of our spring presenters has been so knowledgeable that it's been a pleasure to learn from them!

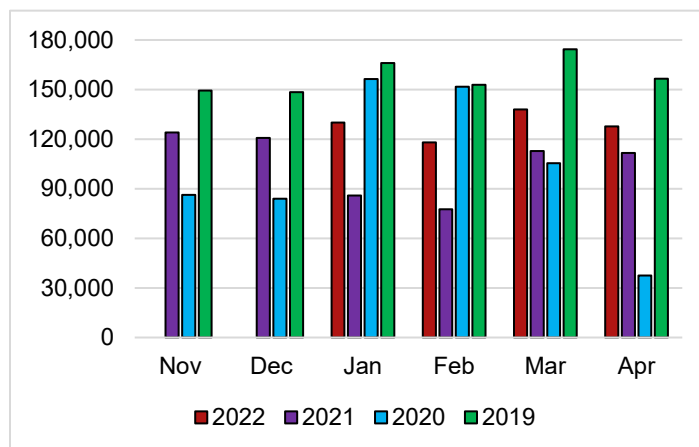
## Service Dashboard

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



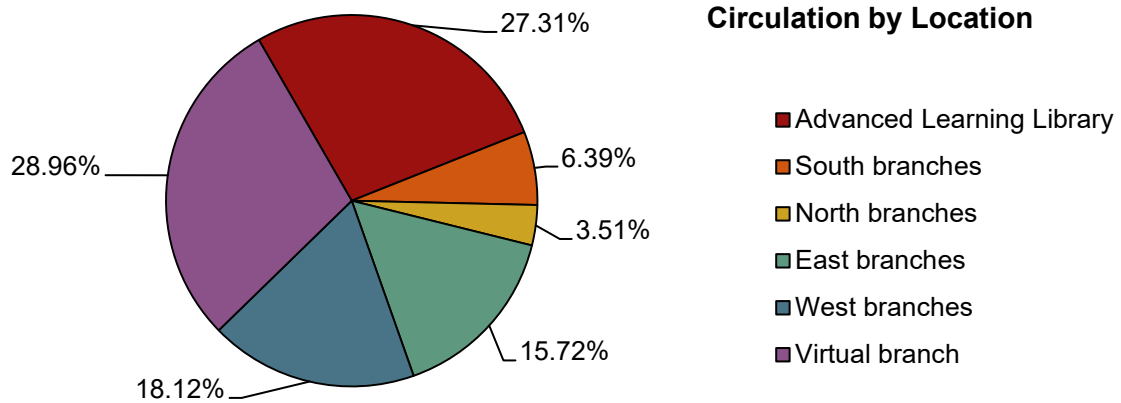
APRIL			
	2022	2021	% change
Door Counts	49,434	26,645	85.53%
Catalog Log-ins	33,540	33,957	-1.23%
Website Visits	47,688	41,589	14.66%
Total	130,662	102,191	27.86%

### CHECKOUTS

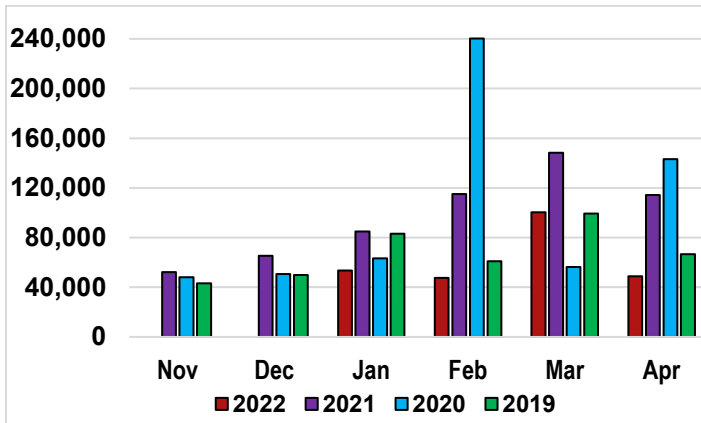


APRIL			
	2022	2021	% change
Physical Circ	90,792	79,517	14.18%
Virtual Circ	37,009	32,103	15.28%
WPL	29,606	25,263	17.19%
State	7,403	6,840	8.23%
Total	127,801	111,620	14.50%

### Circulation by Location



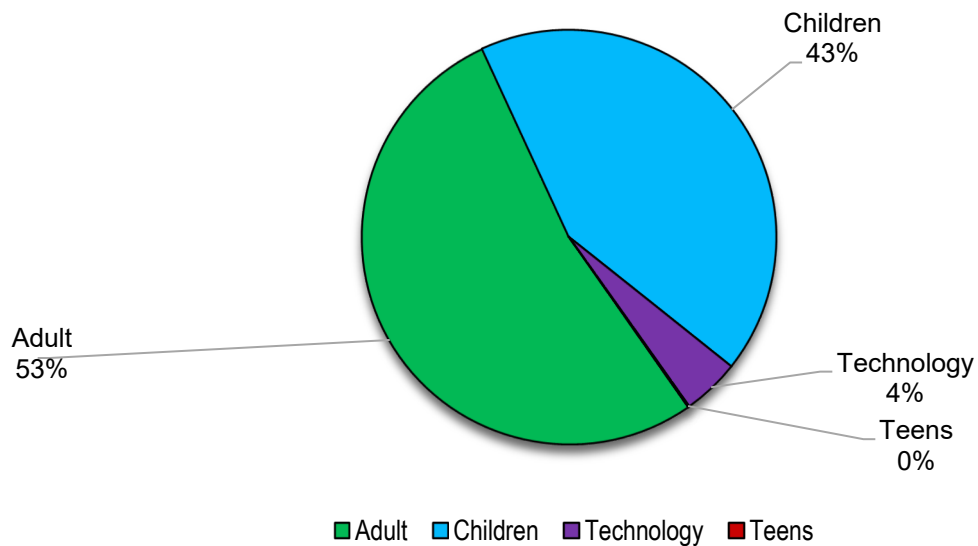
## QUESTIONS ANSWERED (by staff in person/phone and through online services)



APRIL			
	2022	2021	% change
Reference Questions	5,289	4,723	11.98%
Database Searches	40,845	107,134	-61.87%
Technology Assistance	2,610	2,293	13.82%
Book-A-Librarian Appointments	228	142	60.56%
Total	48,972	114,292	-57.15%

The number of database searches is known to be undercounted due to a reporting error with the AtoZdatabases platform.

## PROGRAM ATTENDANCE

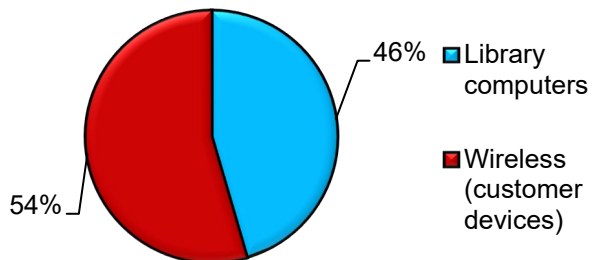


### APRIL ATTENDANCE

	2022	2021	% change
Adult events	1005	535	87.85%
Children's events	809	12	6,641.67%
Technology training	85	73	16.44%
Teen events	2	5	-60.00%
TOTAL	1,901	625	204.16%

## PUBLIC COMPUTING

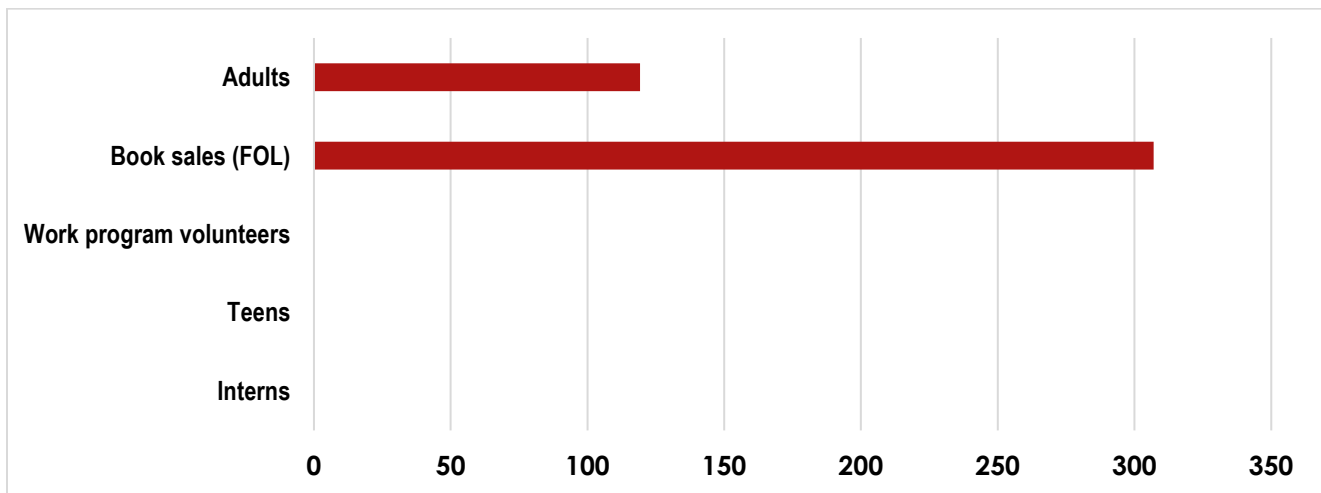
**Method of Computing Access  
(by session)**



### APRIL

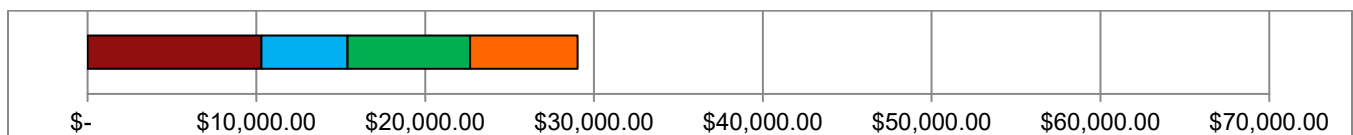
	2022	2021	% change
Workstation Sessions	5,210	3,348	55.62%
Wi-Fi Sessions	6,240	5,918	5.44%
Number of Users	1,157	450	157.11%
Hours of Access	8,386	5,714	46.76%

## VOLUNTEERS (hours of service)



**Number of volunteers YTD = 36    Hours of service YTD = 1,273**

## MATERIALS DONATIONS (value if purchased)



**Year to date total = \$29,034.22    Items added to Library collections YTD = 1,625**

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

A family from Goddard visited the Alford Branch to apply for U.S. Passports for their three young children. Once the application process was complete, the mother commented how pleasant it was to visit the library to apply for Passports rather than stand in line at a busy post office. Their children were able to browse library books and early literacy activities while their parents completed the paperwork.

Jennifer Durham at the Advanced Learning Library helped a customer locate a 1973 Ford Mustang repair manual that could be checked out. The customer was pleased and said "I just want to let you know that you have excellent customer service skills! I really appreciate you doing what you can to help me!"

A very young storytime attendee came to the front desk after the program and asked where the "little backpacks" were. Rockwell Branch Manager Savannah Ball realized that the child was looking for the library's new early literacy backpacks. The child's mother said that Miss Katrina talked about the early literacy backpacks during storytime, and that was why the child was asking for one. Luckily, one was checked in and the family was able to take one home with them. Good job to Katrina for promoting the collection during her program!

An Angelou customer called in, saying she had lost all holds on her Overdrive e-book account. After asking her a few questions, Library Assistant Pamela Clarkson determined that the customer had lost her library card and signed up for an instant card with her mobile number on Overdrive, creating a second account. Pamela was able to walk the customer through signing out of this account and back in with the correct credentials to access her holds and current e-books.

A woman walked into the Walters Branch Library with two books and promptly announced that she "owes a fortune." Library Assistant Bret Harvey chuckled and said things were probably not that bad. He explained how library policy has a Max Overdue amount of \$5, and anything returned later than 30 days is charged a replacement cost and processing fee of \$7. Since she was returning the items in perfect condition, the replacement fees were automatically credited back when the items were checked in, and her balance was only \$14. She explained how badly she felt for bringing them back late and she didn't have a chance to read them since her husband suddenly went into the hospital. She had planned to read while visiting him but he passed away and then there was a rush of arrangements to be made. Library staff expressed their sincere condolences to her, and waived the entire balance due to these extenuating circumstances. She teared up, saying how grateful she was, and would be back to the library soon once life settled back down for her.

A patron called Cassie Fahey and asked to put several David Baldacci books on hold. Cassie mentioned that she didn't have to come down to the ALL and we could send her books to any branch location. The patron was really excited about this service. Cassie noted the patron's enthusiasm for mysteries and asked her why Baldacci and mystery series. The patron said "I cut my teeth on Nancy Drew and that reading love has never ended!" Cassie suggested other mystery series that might intrigue the patron such as Martha Grimes, Charles Todd, and Louise Penny among others. The patron and Cassie spoke of their love of mysteries and the patron ended by saying "You've opened my eyes to new reading possibilities and thank you for making my day one of joy."

## **WICHITA PUBLIC LIBRARY**

Minutes of a Meeting of the Library Board of Directors  
April 19, 2022.

The hybrid meeting of the Library Board of Directors was held on Tuesday, April 19, 2022 at the Advanced Learning Library with the following present in person: Ms. Abi Boatman, Ms. Erinn Bock, Ms. Donna Douglas, Dr. Justin Henry, Ms. Lauren Hirsh, Ms. Shannon Littlejohn, Mr. Kevin McWhorter, Ms. Shelby Petersen, and Mr. Jonathan Winkler. The following attended virtually: Mr. Randall Johnston, and Ms. TaDonne Neal.

### **Call to Order**

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

### **Staff Presentation**

Collection Development Manager Sarah Kittrell provided information on a project to gather COVID-19 stories from the surrounding community. In October 2021, the Library received American Rescue Plan Act (ARPA) funds from the Institute of Museum and Library Services (IMLS) to document the effect of COVID-19 in Wichita. The Library has received over 40 surveys, over 1100 photos, poems, and podcasts to review and upload to the website Content DM, a local content platform. The first round of responses will be uploaded by May.

### **Announcement**

Kristi Oberg introduced Traci Ball the newly hired Development Associate for the Wichita Public Library Foundation.

### **Approval of the Agenda**

Shelby Petersen moved (Bock) to approve the agenda as published. **Motion carried unanimously.**

### **Public Comment**

None

### **Approval of Minutes**

Minutes of the regular meeting held on March 15, 2022 were presented. Shelby Petersen moved (Douglas) 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 (Bock) to approve the March finance report and supplemental bills in the following amounts: General Fund bills of \$782,632.18; Grant Fund Bills of \$398.00; and Gift and Memorial Fund bills of \$49,666.99 for a total of \$832,697.17. **Motion carried unanimously.**

Erinn Bock moved (Hirsh) to approve the proposed FY22 South Central Kansas Library System Grant as proposed by staff. **Motion carried unanimously.**

## **Finance Committee Report**

Chair Kevin McWhorter reported the committee did not have a quorum.

## **Operations Committee Report**

The committee did not have a quorum. Chair Jonathan Winkler informed the board that the committee is currently reviewing policy updates that will be presented in the May packet.

## **Planning & Facilities Committee Report**

Chair Justin Henry reported the committee met and discussed upcoming branch expansion and enhancement projects.

## **Public Affairs Committee Report**

Chair Shannon Littlejohn reported that the grand opening of the Evergreen Community Center & Library was well attended by the community. Communications Specialist Sean Jones discussed with the committee the amount of live media being done for the Library as well as funding for promoting the Summer Reading Program.

## **Special Committee Reports**

*Friends of the Library* – Erin Shields reported that the April book sale at the Advanced Learning Library was a great success. Within the first hour and a half, over 120 Friends Advocates enjoyed early access. Over 625 individuals attended the sale overall. In total, over \$4,000.00 in funds were collected. There will be a mini book sale set up at Riverfest this year. The Friends of the Library is currently in the process of recruiting new board members as many of the current board members will be facing term limits this year.

*Library Foundation* – Kristi Oberg reported that \$53,000.00 has been raised so far this year with \$63,000.00 in grants applied for. A \$25,000.00 grant from the Lattner Family Foundation will fund the hot spots for another year. The Foundation has separated the endowed and non-endowed investments into two accounts. The Foundation is in the process of recruiting new board members as many of the current board members are facing term limits this year.

*Wichita Genealogical Society (WGS)* – The April meeting was held in-person and was successful. The May meeting will be on the second Saturday instead of the third.

## **Director of Libraries Report**

Director Prothro reported that the meeting rooms are now open and available to rent. The last recovery effort from the pandemic will be branches beginning to schedule Book-A-Librarian appointments, which have only been available at the Advanced Learning Library. This service will resume at the branch level in May.

In partnership with Watermark Books & Café, the Library will be hosting two authors: Ash Davidson, author of *Damnation Spring* on May 11th at 6pm and on May 17 at 6pm Candice Millard, author of *River of the Gods*.

Library staff will be attending budget hearings in the next week to review 2024 recommendations. The CIP budget is still being worked on to account for inflation and unforeseen changes due to the pandemic.

A supervisory retreat for Library supervisors was held on April 8 and facilitated by Library Board member Donna Douglas. Work was done to determine steps necessary to ensure a positive culture at the Library.

The Library is collaborating with Ellamonique Barcus, a local author who is designing an art installation in celebration of Chester I Lewis. The Library is working with KMUW's Carla Eckels to add narrative and audio content to the PocketSites app, which hosts historic city tour information.

Wichita Public Library and Exploration Place will partner to present a city-wide Makerfest in Fall 2023.

## **Announcements**

None

## **Adjournment**

The meeting was adjourned at 1:00 p.m.

The next regularly scheduled meeting will be May 16, 2022.

Respectfully submitted,

Jaime Prothro

Wichita Public Library Board of Directors  
Nominating Committee Report  
2022-2023

The Nominating Committee recommends the following slate of officers for the 2022-2023 Board year:

President: Kevin McWhorter

First Vice-President: Erinn Bock

Second Vice-President: Donna Douglas

Secretary: Jonathan Winkler

Treasurer: Shannon Littlejohn

Assistant Secretary-Treasurer: Jaime Prothro

## REVENUE REPORT - APRIL 2022

OBJECT	ACCOUNT DESCRIPTION	BUDGET	MONTHLY REVENUE TARGET	RECEIVED IN MONTH	RECEIVED YTD	% RECEIVED YTD
422110	Library Desk Receipts (Fines)	\$ 128,798.00	\$ 11,591.82	\$ 15,434.55	\$ 64,660.76	50.20%
422111	Library Desk Receipts (Faxes)	\$ -	\$ -	\$ 659.00	\$ 1,439.00	0.00%
422112	Library Desk Receipts (Passports)	\$ -	\$ -	\$ 2,310.00	\$ 5,180.00	0.00%
423030	Meeting Room Rentals	\$ 16,695.00	\$ 1,252.13	\$ 425.00	\$ (115.00)	-0.69%
424011	Copy Charges	\$ 7,524.00	\$ 752.40	\$ 1,172.25	\$ 4,076.30	54.18%
424101	Public Computing Charges	\$ 11,450.00	\$ 1,145.00	\$ 1,726.62	\$ 5,947.67	51.94%
646981	State Setoff Collections	\$ 76,000.00	\$ 7,600.00	\$ 24,481.77	\$ 88,952.31	117.04%
646990	Other Non-Operating Revenue	\$ -	\$ -	\$ -	\$ -	0.00%
646998	Cash Over/Short	\$ -	\$ -	\$ -	\$ -	0.00%
<b>TOTAL</b>		<b>\$ 240,467.00</b>	<b>\$ 22,341.35</b>	<b>\$ 46,209.19</b>	<b>\$ 170,141.04</b>	<b>70.75%</b>

*March 2022 began reporting fax and passport revenue. Fax had been included in Library Receipts (Fines). Passport is a brand new service.*

GENERAL FUND SUMMARY REPORT  
APRIL 2022

OBJECT	ACCOUNT DESCRIPTION	REVISED APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
511000	Base Compensation	\$ 5,297,798.00	\$ 613,211.26	\$ -	\$ 1,822,760.79	\$ 3,475,037.21	34%
511950	Year-end Payroll Accrual	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
511999	Planned Savings	\$ (936,264.00)	\$ -	\$ -	\$ -	\$ (936,264.00)	0%
512000	Special Compensation	\$ 1,800.00	\$ 1,151.93	\$ -	\$ 7,325.38	\$ (5,525.38)	407%
512051	Mileage Reimbursement	\$ -	\$ -	\$ -	\$ 185.82	\$ (185.82)	#DIV/0!
513020	Premium Overtime	\$ -	\$ -	\$ -	\$ 1,797.33	\$ (1,797.33)	#DIV/0!
518200	Employer Wage Taxes & WC	\$ 465,253.00	\$ 51,497.79	\$ -	\$ 153,696.71	\$ 311,556.29	33%
518300	Employer Share EE Insurance	\$ 1,067,244.00	\$ 112,571.01	\$ -	\$ 344,399.42	\$ 722,844.58	32%
518400	Employer Share Pension/Retire	\$ 556,487.00	\$ 62,945.06	\$ -	\$ 188,556.79	\$ 367,930.21	34%
521011	Electricity	\$ 299,449.00	\$ 18,077.98	\$ -	\$ 66,050.84	\$ 233,398.16	22%
521021	Natural Gas	\$ 41,004.00	\$ 10,375.52	\$ -	\$ 32,238.09	\$ 8,765.91	79%
521030	Water Service	\$ 11,004.00	\$ 1,504.78	\$ -	\$ 6,760.10	\$ 4,243.90	61%
521050	Trash Service	\$ 5,404.00	\$ 437.00	\$ -	\$ 1,250.20	\$ 4,153.80	23%
521060	Local Telephone Service	\$ 16,000.00	\$ 427.00	\$ -	\$ 2,074.00	\$ 13,926.00	13%
522010	PBX Line Charges	\$ 11,172.00	\$ 950.00	\$ -	\$ 3,800.00	\$ 7,372.00	34%
522020	PBX Instrument Charges	\$ 18,915.00	\$ 1,576.25	\$ -	\$ 6,305.00	\$ 12,610.00	33%
522030	IT Moves & Changes	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	0%
522040	Long Distance & Teleconference	\$ 2,000.00	\$ 33.25	\$ -	\$ 112.25	\$ 1,887.75	6%
522070	Voicemail	\$ 3,912.00	\$ 326.00	\$ -	\$ 1,304.00	\$ 2,608.00	33%
522080	Automatic Call Distribution	\$ 786.00	\$ 65.50	\$ -	\$ 262.00	\$ 524.00	33%
522990	Other Communications Charges	\$ 1,275.00	\$ -	\$ -	\$ 950.00	\$ 325.00	75%
523010	Building & Contents Insurance	\$ 88,971.00	\$ -	\$ -	\$ -	\$ 88,971.00	0%
523020	Vehicle Liability Premiums	\$ 870.00	\$ -	\$ -	\$ -	\$ 870.00	0%
524010	Recruitment & Hiring	\$ 3,140.00	\$ -	\$ -	\$ -	\$ 3,140.00	0%
524020	Employee Travel & Training	\$ 1,600.00	\$ -	\$ -	\$ -	\$ 1,600.00	0%
525013	Drug Screening	\$ -	\$ 788.00	\$ -	\$ 2,399.00	\$ (2,399.00)	#DIV/0!
525070	Background Checks	\$ -	\$ 160.00	\$ -	\$ 352.00	\$ (352.00)	#DIV/0!
525083	Textile Rental & Laundry Svcs	\$ 2,925.00	\$ 130.12	\$ -	\$ 411.69	\$ 2,513.31	14%
525990	Other Professional Services	\$ 22,970.00	\$ 1,522.35	\$ -	\$ 5,748.75	\$ 17,221.25	25%
526010	Motor Pool Scheduled Charges	\$ 3,720.00	\$ 310.00	\$ -	\$ 1,240.00	\$ 2,480.00	33%
526020	Building Repair & Maint	\$ 13,630.00	\$ -	\$ -	\$ -	\$ 13,630.00	0%
526042	Pest Control Services	\$ 13,000.00	\$ 934.28	\$ -	\$ 2,040.84	\$ 10,959.16	16%
526044	Bldg Security & Fire Services	\$ -	\$ -	\$ -	\$ 1,944.83	\$ (1,944.83)	#DIV/0!
526070	Equipment Repair & Maint	\$ 5,421.00	\$ -	\$ -	\$ -	\$ 5,421.00	0%
526080	Grounds Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!

GENERAL FUND SUMMARY REPORT  
APRIL 2022

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	\$ -	\$ 20,441.20	\$ 31,618.80	39%
529010	Bank Charges	\$ 5,000.00	\$ 668.06	\$ -	\$ 2,221.81	\$ 2,778.19	44%
529020	Postage	\$ -	\$ 335.45		\$ 335.45	\$ (335.45)	#DIV/0!
529021	Express Mail	\$ 4,000.00	\$ -	\$ -	\$ -	\$ 4,000.00	0%
529030	Shipping & Freight	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
529040	Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
529061	Organizational Memberships	\$ 3,195.00	\$ -	\$ -	\$ 110.00	\$ 3,085.00	3%
529070	Printing & Copying	\$ 23,472.00	\$ 1,278.13	\$ -	\$ 10,582.78	\$ 12,889.22	45%
529110	Advertising	\$ -	\$ 41.05	\$ -	\$ 41.05	\$ (41.05)	#DIV/0!
529141	Software License & Maint Fees	\$ -	\$ -	\$ -	\$ 2,026.47	\$ (2,026.47)	#DIV/0!
529150	Data Center Charges	\$ 1,233,031.00	\$ 102,754.23	\$ -	\$ 411,016.92	\$ 822,014.08	33%
529990	Other Contractuals	\$ 92,583.00	\$ 5,697.38	\$ -	\$ 17,939.77	\$ 74,643.23	19%
531010	Computing Supplies	\$ 900.00	\$ 433.92	\$ -	\$ 433.92	\$ 466.08	48%
531020	Office Supplies	\$ 48,575.00	\$ 3,766.51	\$ -	\$ 8,908.49	\$ 39,666.51	18%
531030	Custodial Supplies	\$ 6,000.00	\$ 95.93	\$ -	\$ 691.18	\$ 5,308.82	12%
532020	Automotive Parts & Supplies	\$ -	\$ 35.82	\$ -	\$ 47.76	\$ (47.76)	#DIV/0!
532990	Other Equip Parts & Supplies	\$ 450.00	\$ -	\$ -	\$ -	\$ 450.00	0%
539012	Gasoline	\$ 2,996.00	\$ 278.81	\$ -	\$ 1,138.73	\$ 1,857.27	38%
549010	Furniture & Fixtures <\$5k	\$ 9,990.00	\$ -	\$ -	\$ 794.00	\$ 9,196.00	8%
549020	Data Processing Equip <\$5k	\$ 9,665.00	\$ -	\$ -	\$ 544.96	\$ 9,120.04	6%
549030	Communication Equip < \$5K	\$ -	\$ -		\$ -	\$ -	#DIV/0!
549100	Laboratory Equip <\$5K	\$ -	\$ -		\$ -	\$ -	#DIV/0!
549110	Library Materials	\$ 727,530.00	\$ 62,037.30	\$ -	\$ 138,072.96	\$ 589,457.04	19%
	Expense Total	\$ 9,239,033.00	\$ 1,060,505.91	\$ -	\$ 3,269,313.28	\$ 5,969,719.72	35%

Grant Fund Summary Report  
APRIL 2022

Grant	Beginning Balance 4/01/2022	Revenue Received	Admin Charges	Contractuals	Materials	Supplies & Petty Cash	Equipment	Total Expenditures	Encumbrances	Remaining Balance 4/30/2022
<b>SCKLS 2021</b>	\$ 226,388.56	\$ -	\$ -	\$ 837.00	\$ -	\$ -	\$ -	\$ 837.00	\$ -	\$ 225,551.56
<b>State Aid 2022</b>	\$ -	\$ 122,180.60	\$ -	\$ -	\$ -	\$ -	\$ 930.00	\$ 930.00	\$ -	\$ 121,250.60
<b>Totals</b>	<b>\$ 226,388.56</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 837.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 837.00</b>	<b>\$ -</b>	<b>\$ 346,802.16</b>

# Wichita Public Library General Fund Bills

April 2022

Org: 10000080

## 10001 - Library - Personnel

### 1B - Base Compensation

#### 511000 \_Base Compensation

Payroll, ADJ4.1.22	\$267.48
Payroll, PP04.15.22	\$206,590.62
Payroll, PP04/01/22	\$202,796.70
Payroll, PP4.29.22	\$203,432.72

Total 511000 _Base Compensation	\$613,087.52
---------------------------------	--------------

#### 511040 Vacation Leave

Payroll, ADJ4.1.22	\$123.74
--------------------	----------

Total 511040 Vacation Leave	\$123.74
-----------------------------	----------

Total 1B - Base Compensation	\$613,211.26
------------------------------	--------------

### 1F - Special Compensation

#### 512000 \_Special Compensation

Payroll, PP04.15.22	\$267.31
Payroll, PP04/01/22	\$417.31
Payroll, PP4.29.22	\$467.31

Total 512000 _Special Compensation	\$1,151.93
------------------------------------	------------

Total 1F - Special Compensation	\$1,151.93
---------------------------------	------------

### 1N - Employee Benefits

#### 518200 Employer Wage Taxes & WC

Payroll, ADJ4.1.22	\$34.36
Payroll, ADJ4.29.22	\$10.13
Payroll, PP04.15.22	\$17,320.77
Payroll, PP04/01/22	\$17,046.04
Payroll, PP4.29.22	\$17,086.49

Total 518200 Employer Wage Taxes & WC	\$51,497.79
---------------------------------------	-------------

#### 518300 Employer Share EE Insurance

Payroll, ADJ4.29.22	(\$542.62)
Payroll, PP04.15.22	\$37,789.08
Payroll, PP04/01/22	\$37,798.72
Payroll, PP4.29.22	\$37,525.83

Total 518300 Employer Share EE Insurance	\$112,571.01
--	--------------

#### 518400 Employer Share Pension/Retire

Payroll, PP04.15.22	\$21,006.70
Payroll, PP04/01/22	\$20,940.39



# Wichita Public Library General Fund Bills

April 2022

Payroll, PP4.29.22	\$20,997.97
Total 518400 Employer Share Pension/Retire	\$62,945.06
Total 1N - Employee Benefits	\$227,013.86
Total 10001 - Library - Personnel	\$841,377.05

## 10002 - Library - Contractuals

### 2B - Utilities

#### 521011 Electricity - EDI

EVERGY KANSAS CENTRAL INC \$18,077.98

Total 521011 Electricity - EDI \$18,077.98

#### 521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC \$820.32

ENCORE ENERGY SERVICES \$7,079.37

ONE GAS INC \$2,475.83

Total 521021 Natural Gas - EDI \$10,375.52

#### 521030 Water Service

City of Wichita \$1,504.78

Total 521030 Water Service \$1,504.78

#### 521050 Trash Service

BEST VALUE SERVICES LLC \$437.00

Total 521050 Trash Service \$437.00

Total 2B - Utilities \$30,395.28

### 2F - Technology Charges

#### 521060 Local Telephone Service

City of Wichita \$427.00

Total 521060 Local Telephone Service \$427.00

#### 522010 PBX Line Charges

City of Wichita \$950.00

Total 522010 PBX Line Charges \$950.00

#### 522020 PBX Instrument Charges

City of Wichita \$1,576.25

Total 522020 PBX Instrument Charges \$1,576.25

# Wichita Public Library General Fund Bills

April 2022

## 522040 Long Distance & Teleconference

City of Wichita \$33.25

Total 522040 Long Distance & Teleconference	\$33.25
---	---------

## 522070 Voicemail

City of Wichita \$326.00

Total 522070 Voicemail	\$326.00
------------------------	----------

## 522080 Automatic Call Distribution

City of Wichita \$65.50

Total 522080 Automatic Call Distribution	\$65.50
--	---------

## 529150 Data Center Charges

City of Wichita \$102,754.23

Total 529150 Data Center Charges	\$102,754.23
----------------------------------	--------------

Total 2F - Technology Charges	\$106,132.23
-------------------------------	--------------

## 2R - Professional Svcs

### 525013 Drug Screening

KELLY COMPLIANCE INC \$788.00

Total 525013 Drug Screening	\$788.00
-----------------------------	----------

### 525070 Background Checks

TRUVIEW BSI LLC \$160.00

Total 525070 Background Checks	\$160.00
--------------------------------	----------

### 525083 Textile Rental & Laundry Svcs

CINTAS CORPORATION \$24.92

P-CARD ONE-TIME PAY \$105.20

Total 525083 Textile Rental & Laundry Svcs	\$130.12
--	----------

### 525990 Other Professional Services

SIGN LANGUAGE INTERPRETING SERVICES \$84.00

UNIQUE MANAGEMENT SERVICES INC \$1,438.35

Total 525990 Other Professional Services	\$1,522.35
--	------------

Total 2R - Professional Svcs	\$2,600.47
------------------------------	------------

## 2V - Bldg & Equip Charges

### 526010 Motor Pool Scheduled Charges

City of Wichita \$310.00

Total 526010 Motor Pool Scheduled Charges	\$310.00
---	----------

### 526042 Pest Control Services

P-CARD ONE-TIME PAY \$934.28

Total 526042 Pest Control Services	\$934.28
------------------------------------	----------

# Wichita Public Library General Fund Bills

April 2022

## 526092 Rent-Real Property

CO CO PROPERTIES LLC \$4,088.24

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

Total 2V - Bldg & Equip Charges	\$5,332.52
---------------------------------	------------

## 2Z - Other Contractuals

### 529010 Bank Charges

City of Wichita \$668.06

Total 529010 Bank Charges	\$668.06
---------------------------	----------

### 529020 Postage

P-CARD ONE-TIME PAY \$335.45

Total 529020 Postage	\$335.45
----------------------	----------

### 529070 Printing & Copying

City of Wichita \$1,278.13

Total 529070 Printing & Copying	\$1,278.13
---------------------------------	------------

### 529110 Advertising

SIJ HOLDINGS LLC \$41.05

Total 529110 Advertising	\$41.05
--------------------------	---------

### 529990 Other Contractuals

P-CARD ONE-TIME PAY \$5,597.38

UNIQUE MANAGEMENT SERVICES INC \$100.00

Total 529990 Other Contractuals	\$5,697.38
---------------------------------	------------

Total 2Z - Other Contractuals	\$8,020.07
-------------------------------	------------

Total 10002 - Library - Contractuals	\$152,480.57
--------------------------------------	--------------

## 10003 - Library - Commodities

### 3B - Supplies

#### 531010 Computing Supplies

P-CARD ONE-TIME PAY \$433.92

Total 531010 Computing Supplies	\$433.92
---------------------------------	----------

#### 531020 Office Supplies

City of Wichita \$1,745.89

P-CARD ONE-TIME PAY \$2,020.62

Total 531020 Office Supplies	\$3,766.51
------------------------------	------------

# Wichita Public Library General Fund Bills

April 2022

## 531030 Custodial Supplies

P-CARD ONE-TIME PAY \$95.93

Total 531030 Custodial Supplies	\$95.93
---------------------------------	---------

Total 3B - Supplies	\$4,296.36
---------------------	------------

## 3F - Components & Parts

### 532020 Automotive Parts & Supplies

City of Wichita \$35.82

Total 532020 Automotive Parts & Supplies	\$35.82
--	---------

Total 3F - Components & Parts	\$35.82
-------------------------------	---------

## 3N - Fuel

### 539012 Gasoline

City of Wichita \$278.81

Total 539012 Gasoline	\$278.81
-----------------------	----------

Total 3N - Fuel	\$278.81
-----------------	----------

## 4Z - Non-Capital Outlay

### 549110 Library Materials

P-CARD ONE-TIME PAY \$62,037.30

Total 549110 Library Materials	\$62,037.30
--------------------------------	-------------

Total 4Z - Non-Capital Outlay	\$62,037.30
-------------------------------	-------------

Total 10003 - Library - Commodities	\$66,648.29
-------------------------------------	-------------

**Grand Total**

**\$1,060,505.91**

# Wichita Public Library Grant Bills

April 2022

Y1801 - South Central Kansas Library Sys 21

2 - Contractuals

2N - Employee Development

524020 Employee Travel & Training

(\$398.00)

P-CARD ONE-TIME PAY

\$225.00

Total 524020 Employee Travel & Training

(\$173.00)

Total 2N - Employee Development

(\$173.00)

2Z - Other Contractuals

529141 Software License & Maint Fees

P-CARD ONE-TIME PAY

\$1,010.00

Total 529141 Software License & Maint Fees

\$1,010.00

Total 2Z - Other Contractuals

\$1,010.00

Total 2 - Contractuals

\$837.00

Total Y1801 - South Central Kansas Library Sys 21

\$837.00

Wichita Public Library Grant Bills

April 2022

Y2801 - Library State Grant-In-Aid 2022		
3 - Commodities		
4Z - Non-Capital Outlay		
549010 Furniture & Fixtures <\$5k		
SCHAMMERHORN INC		\$930.00
Total 549010 Furniture & Fixtures <\$5k		\$930.00
Total 4Z - Non-Capital Outlay		\$930.00
Total 3 - Commodities		\$930.00

Total Y2801 - Library State Grant-In-Aid 2022	\$930.00
---	----------

<b>Grand Total</b>	<b>\$1,767.00</b>
--------------------	-------------------

## GIFT AND MEMORIAL FUND

**RECEIPTS/REIMBURSEMENTS**

Baird (interest)	\$17.18
Friends Monthly Donation (March)	\$1,039.00
Friends of the Library (Marketing Reimbursement)	\$1,000.00
Memorials	\$560.00
Premier Food Service	\$298.44
Staff Honorarium	\$50.00
Wichita Public Library Foundation (Kroger/Hobby Lobby Reimbursement)	\$29.25

<b>TOTAL RECEIPTS</b>	<b>\$2,993.87</b>
-----------------------	-------------------

**EXPENDITURES**

Cynthia Bailey (National Library Week)	\$45.00
Savannah Ball (National Library Week)	\$60.00
Copy Express (Friends of the Library)*	\$22.04
Sara Dixon (National Library Week)	\$35.00
Cari Eagles-DeVous (Volunteer Appreciation Gifts)	\$43.92
Envisionware (Verifone Renewal)	\$1,338.00
Anne Ethen (National Library Week)	\$55.00
G&S Acoustics (Wall Panel)	\$612.00
Hobby Lobby (Foundation)	\$9.99
Sarah Kittrell (National Library Week)	\$80.00
Kroger (Staff Flower Fund)*	\$38.68
Mokas (Supervisor's Retreat)	\$186.39
Tracie Partridge (National Library Week)	\$70.00
Tammy Penland (National Library Week)	\$40.00

<b>TOTAL EXPENDITURES</b>	<b>\$2,636.02</b>
---------------------------	-------------------

\*Reimbursed expenses



## INTEROFFICE

### MEMORANDUM

**TO:** Library Board of Directors  
**FROM:** Jeff Tate, Digital Services Manager  
**SUBJECT:** Affirmation of Compliance with Kansas Children's Internet Protection Act  
**DATE:** May 6, 2022

**Background:** The Kansas Children's Internet Protection Act (KS-CIPA, K.S.A. 2013 Supp. 75-2589), passed by the Kansas Legislature in 2013, requires that any public library that provides public access to a computer shall implement and enforce technology protection measures to ensure that no minor has access to visual depictions that are child pornography, harmful to minors or obscene, and to ensure that no person has access to visual depictions that are child pornography or obscene. Compliance with the Act is based upon fulfillment of regulations published by the State Librarian (K.A.R. 54-4-1).

As part of the Act, "the Governing Board shall review its internet access policy at least once every three years." Experience has shown that reviewing the policy annually provides the best safeguards to prevent a lapse in compliance.

**Analysis:** The Wichita Public Library's compliance with KS-CIPA can be affirmed by this comparison of enforcement regulations for the Act in relation to Library policy.

KS-CIPA Requirement	How Requirement is Fulfilled
Governing Body shall adopt an internet access policy that shall meet four requirements	REF-004 Internet Access and Acceptable Use Policy
1) State that the purpose of the policy is to restrict access to those materials that are child pornography, harmful to minors, or obscene	Paragraph 4 of policy
2) Provide how library will meet the requirements of this act	Paragraphs 4 of policy
3) Require library to inform its patrons of the standards and rule and regulations that library employees follow to enforce the provisions of the act	Paragraphs 5, 7, 9 and 10 of policy
4) Require library to inform its patrons that procedures for the submission of complaints about the standards and rule and regulations, the enforcement thereof, or observed patron behavior, have been adopted and are available for review	Paragraphs 13 and 14 of policy, as part of the Customer Rights and Responsibilities brochure, and online <a href="http://wichitalibrary.org/About/Policies">http://wichitalibrary.org/About/Policies</a>

**Financial Considerations:** None

**Legal Considerations:** Libraries in compliance with this act shall not be liable for any damages



arising out of or related to a minor gaining access to visual depictions that are child pornography, harmful to minors, or obscene through the use of a computer that is owned or controlled by the library.

**Recommendations/Actions:** It is recommended that the Library Board affirm the Library's Internet Access and Acceptable Use Policy (REF-004) and direct staff to report completion of the policy review to the State Library of Kansas.

Attachment: REF-004 Internet Access and Acceptable Use Policy

## **REF-004      Internet Access and Acceptable Use Policy**

Internet access is available on public workstations for users of the Wichita Public Library as a resource to be used in the fulfillment of the Library's mission.

Internet access is available at no cost. Related services may be available for a fee (see REF-003).

The Library complies with state and federal laws with a particular awareness of Kansas laws relating to obscenity (K.S.A. 2012 Supp. 21-6401, K.S.A. 2012 Supp. 21-6402 and amendments thereto) and federal laws on copyright (U.S. Code, Title 17). The Library complies with the Children's Internet Protection Act (CIPA), the Neighborhood Children's Internet Protection Act (NCIPA) (codified in pertinent part at 20 U.S.C. § 9134) , and the public library requirements of the Kansas Children's Internet Protection Act (K.S.A. 2013 supp. 75-2589) regarding requirements for use of technology protection measures. Technology protection is not consistently reliable. Every effort will be made by all members of the Library staff to supervise and monitor usage of the public computer network and access to the Internet in accordance with this policy and the Kansas Children's Internet Protection Act. The Library cannot be held responsible for prohibited information that might be displayed.

The Library has in place the operation of technology protection measures that block online access to visual depictions that are child pornography, harmful to minors or obscene as defined in L. 2013, ch. 98, sec.1, commonly known as the Kansas Children's Internet Protection Act. Subject to staff supervision, the technology protection measures may be disabled only for bona fide research or other lawful purpose by adults.

The Library will interrupt or terminate a customer's computer session if material displayed on the screen is not appropriate in a public environment. As all workstations are in view of other customers and staff, users are not permitted to display images containing gratuitous violence or obscenity as defined by Kansas law.

The Internet connects users to resources outside the Library. The Library has no control over these resources. The Library is responsible only for data in files created and maintained by its staff. Customers use the Internet at their own discretion.

As with other library materials, restriction of a minor's access to the Internet is the responsibility of the parent or legal guardian. Parents are encouraged to monitor and supervise their children's access to the Internet.

The Library has no control over computer programs available through the Internet. Any loss of data, damage, or liability that may occur from customer use of programs obtained through library access is not the responsibility of the Wichita Public Library.

Inappropriate use of Internet access will result in cancellation of the individual's use of this service and may result in the loss of other Library privileges. Examples of inappropriate use include, but are not limited to, the following:

- Displaying or disseminating images containing gratuitous violence or obscenity as defined by Kansas law;
- Disclosure, use, or dissemination of personal information that could threaten the safety or security of a minor, any other person, or the Library;
- Attempting unauthorized access to restricted or confidential systems;
- Tampering with computer hardware or software;
- Violation of software license agreements and copyright laws;
- Violation of another user's privacy;
- Any illegal activity, unethical misrepresentation or any form of harassment;

- Use of library workstations for other than their intended purpose.

Illegal acts involving library computer resources may also subject a user to prosecution by local, state, or federal authorities.

Library computer stations are for designated use only. For better service and the security of all users, customers are not permitted to run programs of their own or programs downloaded from the Internet. Other uses that are unavailable in order to ensure security and support of our users include: devices that require software insertion, special purpose browser plug-ins and file storage on public workstations.

The Library's staff will develop rules and procedures as necessary to ensure equitable and reasonable use of public access workstations. The Library reserves the right to terminate a customer's computer session at any time.

Customers who encounter web sites which they believe should be blocked but which are not, or who are prevented from accessing web sites which they believe should not be blocked, may submit a complaint. This should be given in writing to the Digital Services Manager and include the URL of the site in question and whether the request is to block or unblock it. Staff shall examine the site in accordance with this policy and will make changes to the site blocking as may be appropriate.

Complaints about enforcement of this policy or observed customer behavior which may violate this policy shall be submitted in writing to the Director of Libraries, providing as much detail as possible.

The Library maintains subscriptions and links to excellent online information sources that serve all areas of education and research, for minors and adults. Courses in use of electronic resources, Internet safety and computer security are also offered on an ongoing basis. Customers are encouraged to ask Library staff about these very effective, authoritative, and excellent online resources.

#### **Related Laws and Policies**

K.S.A. 2012 Supp. 21-6401; K.S.A. 2012 Supp. 21-6402; K.S.A. 2012 Supp. 21-5510; K.S.A. 2013 Supp. 75-2589; K.A.R. 54-4-1; U.S. Code, Title 17; CIPA; NCIPA; 20 U.S.C. § 9134



## INTEROFFICE MEMORANDUM

---

**TO:** Library Board of Directors  
**FROM:** Jaime Prothro, Director of Libraries  
**SUBJECT:** Proposed Policy Updates  
**DATE:** May 10, 2022

---



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

**Analysis:** During recent reviews of the Circulation section of the Policy Manual, workflow changes to eliminate the paper registration card application as a streamlined customer service improvement have been reflected. Leadership Team reviewed policies to integrate changes made due to COVID-19, and to ensure access is as broad as possible for library customers. An analysis of media circulation has determined that the size of the Blu-Ray and DVD collections has reached a point where the circulation timeframe and fee schedule should match all other physical material. Additions to the Library of Things collection allows an increase in borrowing. And language clarification has been made throughout this section.

The Customer Rights and Responsibilities section has been updated to reflect more accurately the nature of customer engagements staff navigate. This section was reviewed for inclusivity and as such two aspects related to blankets and shopping carts have been removed as staff can intervene with situations based on other policy language. Below is a brief description of the recommended changes.

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

- Removes reference to card application forms
- Removes annual expiration date for e-cards; minor e-cards will expire when the customer turns 18 years of age
- Clarifies that non-resident cards are limited to two physical items and full-access to electronic material

### **CIR-002 Address Check**

- Removes reference to the registration form

### **CIR-005 Kansas Library E-Card**

- Clarifies language

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

- Clarifies language

### **CIR-007 Circulation of Materials**

- Includes use of user ID for checking out material

**CIR-007.1 Circulation Parameters**

- Increases check out dates of Blu-Ray and DVDs from 14 days to 28 days, from a limit of 8 titles to 150 titles, and decreases the fine per day assessment from \$1.00 to \$.25 per item per day as well as the maximum fine per item from \$10.00 to \$5.00. New visual media will continue to check out for 7 days but will be assessed at the lesser fee structure
- Reflects the renewal options for E-Books and E-Audiobooks
- Provides the check out and renewal dates for Library of Things to be 14-28 days and increases borrowing from 1 to 2 items
- Provides renewal option for Tablets, and increases check out limit from 1 to 2 items

**CIR-008 Circulation of Reference Materials**

- Clarifies language

**CIR-010 Lost Items**

- Eliminates use of a Search Card
- Generalizes language so that identical replacements may be accepted for all material formats

**CIR-011 Damaged Items**

- Generalizes language so that identical replacements may be accepted for all material formats

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

- Adds pricing for new Library of Things collections, and provides more specific language regarding items

**CIR-012 Replacement of Lost or Damaged Items**

- Generalizes language so that identical replacements may be accepted for all material formats

**CIR-013 Fee Payment**

- Clarifies language

**CIR-014 Refunds**

- Updates that any amount that is refunded to the customer for any payment method

**CUS-001 Customer Code of Conduct**

- Establishes a welcoming message to all of the community
- Aligns minors at the library with other policy language
- Includes disregard for staff instructions as an unacceptable behavior
- Clarifies attire requirements
- Removes specific denial of sleeping bag and shopping carts as specific unacceptable behavior by addressing disruptive items in the library within other identified behaviors (ie, leaving personal items unattended, disrupting library use, failing to keep belongings to oneself and impeding others' use of the library)
- Eliminates the need for photo releases per public place requirements

**CUS-001.1 Unattended Children**

- Updates language from caretaker to caregiver

**CUS-004 Lost and Found**

- Eliminates reference to a related form

**CUS-005 Customers' Consent to Participate in Photograph**

- Eliminates reference to a related form

**CUS-006 Filming and Photography Policy**

- Includes language about the library being a limited public forum and aligns with reasonable time, place and manner restrictions
- Allows permission for news media to use facilities for stories or projects with prior approval
- Includes Videography as a method

**Financial Considerations:** Reducing late and maximum overdue fees for visual media will have an annual impact on assessed revenue. Revenue received since 2019 for overdue DVDs and Blu-Rays was \$90,894.07 owed by 10,407 customers.

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

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

**Attachments:** Proposed policy updates.

## **CIR-001      Customer Registration**

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

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

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

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

### **1. ADULT**

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

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

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

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

### **3. FIRM**

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

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

Issued for one year with a paid Gold or Platinum Membership to the Friends of the Library, the "gold or platinum card" type allows members three days grace on overdue materials owned by the Wichita Public Library. Unclaimed hold fees and any fees associated with Interlibrary Loan items still apply to Friends of the Library accounts.

### **5. HOMEBOUND**

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

#### 6. INTERLIBRARY LOAN (ILL)

Libraries to which the Wichita Public Library sends materials through Interlibrary Loan protocols receive accounts with the ILL card type. Libraries within Sedgwick County receive a special subset of ILL account to indicate that they make loan requests directly through the Library catalog rather than through traditional ILL protocols and systems.

#### 7. MINOR

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

#### 8. MINOR E-CARD

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

#### 9. NON-RESIDENT CARD

A non-resident card is issued to any customer who lives outside the state of Kansas. The customer will be limited to two physical items checked out at any time on their card, and have access to all digital material.

#### 10. OUTREACH

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

#### 11. SELF-REGISTERED

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

#### 12. STAFF

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

#### 13. WICHITA WORK RELEASE



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

#### 14. BANNED

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

#### **Related City Codes and Ordinances**

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

#### **Related Forms**

Registration Form; Internet Access Restriction Form

Last Review: ~~August 2021~~ March 2022

## **CIR-002      Address Checks**

Address checks are made periodically on customers' cards to keep information current.

~~If the customer's name has changed a new Registration Form must be filled out by the customer.~~

If the address or other contact information has changed or is incorrect, the customer may provide that information to Library staff in person, via telephone or via webmail. Proof of address or name may be requested, but is not required.

### **Related City Codes and Ordinances**

City Code Section 5.92.020

City Ordinance No. 34-827 (part)

### **Related Forms**

Registration Form

Last Review: ~~May 2021~~March 2022

**CIR-005      Kansas Library E-Card**

Kansas Library E-Cards offer access to electronic resources licensed by the State Library of Kansas.

A Kansas Library E-Card may be issued to any Kansas resident. Cards are valid for three-year periods and may be renewed upon request. Applications for Kansas Library E-Cards require proof of residency. Proof of residency can be e-mailed, verified in the Library's ~~HS~~ database or presented in person to staff in any library facility.

Last Review: ~~May 2021~~ March 2022

## **CIR-006      Interlibrary Loan**

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

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

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

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

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

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

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

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

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

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

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

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

#### **Related Forms**

Interlibrary Loan form

Last Review: ~~May 2021~~March 2022

## **CIR-007      Circulation of Materials**

Library materials may be checked out by anyone with a Wichita Public Library card in good standing. Customers are in "good standing" when the amount of fees or lost charges is below \$10.00 and there are no items more than 15 days overdue.

A Library card or photo identification is required in order to borrow materials at a service desk. To borrow materials at a self-check station, a customer must scan the library card barcode or manually enter the library card number or user ID, and corresponding password.

Items checked out from one Wichita Public Library location may be returned to any other Wichita Public Library location.

Fees of specific amounts are assessed per day on items that are returned late. Overdue items will continue to accrue a fee up to a maximum limit until they are returned or changed to lost status. Items that are renewed are subject to the maximum limit separately for each due date. Certain items may not be renewed.

Most customers in good standing are limited to a total of 150 items on loan at one time. Some account types have more stringent loan limits.

Customers on a payment plan for outstanding fees of \$25.00 or more on account are limited to five items on loan at one time.

(See CIR-007.1 Circulation Parameters.)

### **Related City Codes and Ordinances**

City Code Section 5.92.010

City Ordinance No. 34-827 (part)

Last Review: ~~May 2021~~ March 2022

**CIR-007.1 Circulation Parameters**

Item Type	Loan Period	Renewal Period	Charge Limit***	Fine / day	Max Fine	Default Cost
Big Book	28 days	28 days	150***	\$0.25	\$5.00	\$22.50
Blu-Ray	<del>14-28</del> days	<del>14-28</del> days	<del>8-150</del> titles***	<del>\$1.00.25</del>	<del>\$10.005.00</del>	\$40.00
Board Book	28 days	28 days	150***	\$0.25	\$5.00	\$10.00
Book	0-28 days	0-28 days	150***	\$0.25	\$5.00	\$30.00
Book Set	42 days	None	20 titles***	\$0.25	\$5.00	\$13.00
Decorative Arts	None	None	None	\$0.00	\$0.00	\$100.00
DVD	<del>14-28</del> days	<del>14-28</del> days	150***	<del>\$1.00.25</del>	<del>\$10.005.00</del>	\$30.00
E-Books and E-Audio	7-21 days	<del>None</del> 7-21 days	8 titles	NA	NA	NA
E-Magazines	Varies	None	NA	NA	NA	NA
Equipment****	1 hour – 28 days	None	2 items	\$0.00	\$0.00	\$35.00
E-Resource	None	None	None	\$0.00	\$0.00	\$0.00
Globe	None	None	None	\$0.00	\$0.00	\$75.00
Graphic Novel	28 days	28 days	150***	\$0.25	\$5.00	\$25.00
Hi/Lo	56 days	56 days	150***	\$0.25	\$5.00	\$10.00
ILL	21 days	None	5 titles***	\$1.00	\$30.00	\$75.00*
Image	None	None	None	\$0.00	\$0.00	\$100.00
Kit	14 days	None	<del>1-2</del> items	\$1.00	\$10.00	\$80.00
Laptop****	3 hours	None	1 item	\$15.00**	\$500.00	\$500.00
Large Print	14-28 days	14-28 days	150***	\$0.25	\$5.00	\$30.00
Library of Things	<del>14-28</del> days	<del>14-28</del> days	<del>1-2</del> items	\$0.25 - \$1.00	\$5.00 - \$10.00	\$100.00
Magazine	0-14 days	0-14 days	150***	\$0.25	\$5.00	\$5.00
Manuscript	None	None	None	\$0.00	\$0.00	\$100.00
Map	None	None	None	\$0.00	\$0.00	\$15.00
Microform	None	None	None	\$0.00	\$0.00	\$25.00
Music CD	28 days	28 days	150***	\$0.25	\$5.00	\$17.00
New Blu-Ray	7 days	7 days	4 titles***	<del>\$1.00.25</del>	<del>\$10.005</del>	\$40.00
New DVD	7 days	7 days	8 titles***	<del>\$1.00.25</del>	<del>\$10.00\$5.00</del>	\$30.00
Newspaper	None	None	None	\$0.00	\$0.00	\$1.00
Paperback	28 days	28 days	150***	\$0.25	\$5.00	\$8.00
Playaway/Playaway Wonderbook	28 days	28 days	8 titles***	\$0.25	\$5.00	\$60.00
Schematics	14 days	14 days	150***	\$0.25	\$5.00	\$5.00
Spoken CD	28 days	28 days	150***	\$0.25	\$5.00	\$30.00
Tablet	14 days	<del>None</del> 14 days	<del>1-2</del> item	\$1.00	\$10.00	\$120.00
VHS	None	None	None	\$0.00	\$0.00	\$100.00

\*Final cost determined by lending library.

\*\*Hourly fee.

\*\*\*Some customer account types have more stringent loan limits.  
\*\*\*May be available for circulation in library only.

|  
Last Review: ~~May 2021~~March 2022



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

Reference materials do not generally circulate. ~~Rare,~~ however exceptions may be granted at the discretion of the section or branch manager to loan materials. Consideration will be given to:

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

Last Review: ~~May 2021~~ March 2022

## **CIR-010      Lost Items**

If a customer does not return an item within 30 days of the date it was due, the item will be declared “lost” and the customer will be charged for the price of the item. An additional \$7.00 processing fee for Wichita Public Library materials or a \$25.00 processing fee for interlibrary loan materials will be charged to offset costs related to item replacement and fees assessed by lending libraries.

If the item is returned within 90 days after the item has been declared “lost” the price of the item is credited to the customer’s record. An identical replacement copy of a lost ~~print~~-item may be provided by the customer in lieu of paying for the item. (See CIR-012 Replacement of Lost or Damaged Items.)

The processing fee is not credited or refunded to the customer. No additional overdue fees are charged.

For those items that a customer claims to have returned, Library staff will search for the item. If the item is found, it will be checked in and all fines on the item will be waived. If it is not found, designated staff may decide to put the item into a “Claims” status. No fines will be charged against the customer’s record. Claims items are deleted from the system after six months.

**~~Related Form~~**  
**~~Search Card~~**

Last Review: ~~May 2021~~March 2022

## **CIR-011      Damaged Items**

Customers who return material that is damaged may be charged for that damage. If the material is damaged beyond repair, the customer is charged for the replacement cost of the item. If an item has multiple parts and one component is lost or damaged, the Library may determine if a partial fee can be assessed if the other components are in good condition. An identical replacement copy of a lost or damaged ~~print~~ item may be provided by the customer in lieu of paying for the item. (See CIR-012 Replacement of Lost or Damaged Items.)

An additional \$7.00 processing fee for Wichita Public Library materials or a \$25.00 processing fee for interlibrary loan materials will be charged to offset costs related to item replacement and fees assessed by lending libraries. The customer may keep the damaged items owned by the Wichita Public Library if they pay all of the costs; lending libraries shall determine if customers may keep damaged materials if customers have paid all costs.

Last Review: ~~May 2021~~ March 2022

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

Item	Fee
<u>Lost/Damaged Anatomical Model Case</u>	<b>**</b>
<u>Lost/Damaged Anatomical Model Bag</u>	<b>\$7.00</b>
Lost/Damaged Backpack Packaging	\$13.00
Lost/Damaged CD Booklet	\$2.00
Lost/Damaged CD Large Booklet	\$5.00
Lost/Damaged CD Case (music)	\$2.00
Lost/Damaged CD Case (spoken)	\$7.00
Lost/Damaged DVD or Blu-Ray Booklet	\$5.00 - \$8.00
Lost/Damaged DVD or Blu-Ray Case (up to 2 discs)	\$3.00
Lost/Damaged DVD Case- or Blu-Ray (3 or more discs)	\$8.00
<u>Lost/Damaged Finch Robot 2.0</u>	<b>\$119.00</b>
<u>Lost/Damaged Finch Robot 2.0 Micro Bit Processor</u>	<b>\$18.00</b>
<u>Lost/Damaged Finch Robot 2.0 Micro USB Cord</u>	<b>\$7.00</b>
<u>Lost/Damaged Finch Robot 2.0 Case</u>	<b>\$10.00</b>
Lost/Damaged Hotspot	\$100.00
Lost/Damaged Hotspot Case	\$10.00
Lost/Damaged Hot Spot USB cord	\$10.00
<u>Lost/Damaged Internet Bundle</u>	<b>**</b>
<u>Lost/Damaged Internet Bundle Case</u>	<b>\$15.00</b>
<u>Lost/Damaged Internet Chromebook</u>	<b>\$500.00</b>
<u>Lost/Damaged Internet Cord (device and hotspot)</u>	<b>\$5.00</b>
<u>Lost/Damaged Internet Hotspot</u>	<b>\$100.00</b>
Lost/Damaged Kit Components	<b>**</b>
Lost/Damaged Labels	\$0.50
Lost/Damaged Laptop	<b>**</b>
Lost/Damaged Launchpad AC Adapter	\$10.00
Lost/Damaged Launchpad Bumper	\$9.00
Lost/Damaged Launchpad packaging	\$13.00
Lost/Damaged Launchpad USB Cord	\$7.00
Lost/Damaged Map	\$5.00
Lost/Damaged Playaway Battery Cover (Each)	\$1.00
Lost/Damaged Playaway Case (Each)	\$2.50
Lost/Damaged Playaway Foam Insert (Each)	\$3.50
Lost/Damaged Radon Detector	\$180.00
Lost/Damaged Radon Detector Case	\$20.00
Lost/Damaged Supplemental CD/DVD	\$5.00*
Lost/Damaged Orion StarBlast Telescope & Components	Up to \$375.00
Lost/Damaged <u>Telescope Celestron</u> LensPen	\$10.95
Lost/Damaged <u>Telescope</u> Manual	\$10.00
Lost/Damaged <u>Telescope</u> National Audubon Society Pocket Guide: Constellations (978-069779988)	\$13.95
Lost/Damaged <u>Telescope</u> Red/White Headlamp	<del>TBD</del> <b>\$15.99</b>
Lost/Damaged Vertical File Envelope	\$2.00
Lost/Damaged Vertical File Item	\$5.00
Missing/Damaged Crystal Cover	\$1.00
Hardcover Damage	<b>**</b>

Mylar/Book Jacket Cover Damage	\$1.00
Page Damage	
Up to 5 pages – per page	\$0.25
More than 5 pages	**

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

\*\* To be determined by designated staff.

| Last Review: ~~May 2021~~March 2022

## **CIR-012      Replacement of Lost or Damaged Items**

~~Print~~eCopies of the identical title and edition may be presented in exchange for the charges of replacing a lost or damaged item when these replacement items are in excellent or new condition. Replacement copies of all other items must be approved by the Branch Manager, Collection Development Division Manager or the Division Manager's designee.

If an item has multiple parts and one component is lost or damaged, the Collection Development Division Manager or the Division Manager's designee may determine if a partial fee can be assessed if the other components are in good condition.

The processing fee still applies to all accepted replacement items. The replacement item becomes the property of the Library and is not returned to the cardholder in the event that the lost item is found.

Interlibrary loan materials are not owned by the Wichita Public Library and are not eligible for this alternative.

Last Review: ~~May 2021~~March 2022

## **CIR-013      Fee Payment**

Customers may pay fines by cash, cashier's check, check, or money order in person or through the mail. Credit card payments are accepted for account balances of \$2.00 or more and can be made both online and in person with a MasterCard or Visa card.

Customers who want to pay for services that do not require a library card must provide valid photo identification in order to pay by check. Cash and credit card payments are accepted without the need for identification.

If a check is returned as invalid, customer privileges are suspended until the amount of the original check plus any service fee are paid per City of Wichita policy. After a customer's payment by check has been returned to the Library as invalid, that person will be asked to pay on all future transactions only by cash, money order, cashier's check or credit card (MasterCard and Visa accepted).

Customers who owe more than \$9.99~~\$10.00 or over~~ may be ~~turned over~~submitted to a collections agency. Accounts of adult customers with fees of \$25.00 or more that have been turned over to a collections agency and are not in bankruptcy may be submitted to the Kansas State Set-Off Program for collection.

Accounts submitted to the Kansas State Set-Off Program but returned to the Library as unable to be processed will be deemed as uncollectable. Fees on these accounts will be waived after which the accounts may be deleted according to the Library's records retention schedules.

### **Related Policies**

City of Wichita Uncollected Check Policy

Last Review: ~~May 2021~~March 2022

## **CIR-014      Refunds**

Based on ~~availability and~~ the amount of time between a refund and the original payment, refunds ~~of over~~ ~~\$10.00~~ will be applied as a credit back to a credit card account, paid in cash by the Library or paid via a check from the City Treasurer. Checks are mailed by the City Treasurer's office within two weeks of the refund request.

Refunds are kept on account for 12 months. Any credits not claimed or requested to remain on account at the end of that period will be forwarded to the State of Kansas as unclaimed property.

### **Related Form**

Refund for Recovered Library Material

Last Review: ~~May 2024~~March 2022



## **CIR-016      Patron Password Security**

Customers may access their accounts through the Library catalog by using their Library card numbers and passwords. Customers may create their own passwords to guarantee privacy. A customer may present a form of identification in person to a Library staff member in order to obtain a reset of a forgotten password on that customer's account. Passwords are not given out over the telephone.

If an adult requests a password for a minor child, that adult must be the signing adult listed in the minor's record and must present a form of identification.

|      Last Review: ~~May 2024~~March 2022

## CUS-001      Customer Code of Conduct

The Wichita Public Library **welcomes all community members to enjoy library service. In order to manage public spaces,** enforces a code of conduct **is in place** ~~in order~~ to provide a safe and pleasant environment for its customers. This Code is applicable to all ~~Public~~-Library property.

### Serious Offenses

No person shall engage in any conduct that violates federal/state statutes or local ordinances or that creates a safety threat to other people, including but not restricted to the following:

- Threatening, physically harming, or interfering with staff or customers
- Stealing Library materials
- Damaging, defacing or destroying library property, or disrupting Library services
- Bringing an explosive or dangerous biological or chemical agent into the Library
- Bringing guns, knives or other weapons into the Library in any manner other than as allowed by local ordinance or state statute
- Illegal use of controlled substances and possession of controlled substances, paraphernalia or simulated controlled substances
- Unauthorized consumption of alcoholic beverages on Library grounds
- Gross behavior in public such as urinating, defecating, exposing of genitals, etc.
- Engaging in disruptive or disorderly behavior
- Trespassing, refusing to leave the Library when ordered to do so by the Librarian-in-Charge or security officer
- Leaving a child age seven or under unattended in the library without ~~the supervision of an adult~~
- Smoking or tobacco use in the library, including the use of electronic cigarettes or vape pens

When a customer is observed engaging in illegal conduct, the police will be contacted. In addition to any court-imposed penalty the customer may be temporarily or permanently banned.

### Unacceptable Behavior

The following behavior by a member of the public is not allowed in Library facilities as it disrupts the smooth and proper functioning of the Library:

- **Disregarding instructions issued by Library staff**
- Use of profanity, abusive or intimidating language or gestures to other customers or staff members
- Behavior that is willfully annoying, harassing, or threatening to another person, including, but not limited to, staring at another person with the intent to annoy that person, following another person about the building with the intent to annoy that person, or displaying print or non-print materials of an offensive nature to others or by behaving in a manner that can be reasonably expected to disturb others
- Speaking at volumes that are unnecessarily too loud or making other loud noises that are disruptive to the work of other customers, including, but not limited to, singing or talking loudly to others or in monologues
- Failing to obtain ~~releases and~~ permissions from persons being filmed or photographed
- Sleeping
- **Regularly** ~~R~~emaining in the library after ~~its regular~~ closing time
- Playing audio equipment so that others can hear it
- Eating or drinking in areas of the library where food or beverages are not allowed
- Drinking beverages from containers without lids

- Bringing animals into the library, except for service animals as defined under the Americans with Disabilities (ADA) regulations, and only when required as an ADA accommodation
- Bringing a service animal ~~which~~ that has previously exhibited unacceptable behavior or been uncontrolled by its handler
- Bringing vehicles into the library, except as required as an ADA accommodation
- Interfering with others' use of the Library through poor personal hygiene or excessive body odor/perfume/cologne
- Campaigning, petitioning, interviewing, canvassing, or surveying customers or staff inside library facilities
- ~~Failing to wear a shirt or shoes~~ Being attired inappropriately for a public place/space or in a way that disrupts Library use.
- 
- Misusing the restrooms (including use of the restrooms for changing clothes, graffiti, or bathing)
- Interfering with, obstructing or blocking free passage on library premises
- ~~Bringing sleeping bags, bedrolls, blankets, large framed backpacks, luggage or bags of clothing into library buildings or leaving them unattended on library grounds~~
- ~~Bringing shopping carts or wheeled conveyances into library buildings (with the exception of wheelchairs, baby strollers or carriages used for the actual transport of a person or child, or wheeled backpacks, book carriers or briefcases)~~
- Parking a bicycle, wheeled conveyance, shopping carts or other wheeled cart in any area other than at a designated bicycle rack
- Littering
- Leaving personal items unattended on library grounds
- Bringing in personal belongings that cannot reasonably fit beneath a chair or table, Failing-failing to keep personal belongings to oneself, or bringing in excessive amounts of belongings that impedes others' use of the library (The Library is not responsible for lost or stolen property. Library premises shall not be used for storage of personal belongings. Items left unattended are subject to removal and discard.)
- Any behavior or activity which disrupts use of the Library

All items brought into the Library are subject to inspection.

Customers observed behaving in ways identified as unacceptable in this code of conduct will be instructed to cease the behavior or leave the library. Failure to observe these rules by refusing to change conduct when asked will result in loss of Library privileges, including the right to visit Library facilities and grounds. Banning vary based on the circumstances of the offense.

Permanent or long-term banning for serious offenses and unacceptable behavior must be authorized by the Director of Libraries or his/her designee and will be used when attempts to correct unacceptable behavior have failed or serious offenses have occurred. All bans may be appealed pursuant to CUS-002.

---

Last Review: ~~August 2021~~ March 2022

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

## CUS-001.1 Unattended Children

Every child's visit to the Library will be an enjoyable and safe experience. For the safety of the child, parents/legal guardians and ~~caretakers~~ caregiver should realize that Library personnel are not responsible for small children. Children under seven years of age may not be left unattended in the library. Older siblings under 12 years of age are not acceptable substitutes for legal guardians or ~~caretakers~~ caregiver.

If an unattended child under seven cannot locate a parent, legal guardian, or ~~caretaker~~ caregiver in the building within fifteen minutes of staff becoming aware of the problem, police will be called.

If an unattended minor under eighteen years of age remains in the Library fifteen minutes past closing, police may be called. Attempts may be made by staff to contact the minor's parent, legal guardian or ~~caretaker~~ caregiver prior to calling the police.

Last Review: ~~August 2021~~ March 2022

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

## **CUS-003      Right of Appeal**

The Wichita Public Library recognizes that there may be times when customers disagree with Library decisions, actions or policies. Customers may question actions of the Library in a variety of manners including speaking with staff, use of customer comment forms available from service desks in all library locations, email and letters.

Customer service and operational problems not resolved to a customer's satisfaction may be appealed to the Director of Libraries and, if still unresolved, then to the City Manager or his designee.

Problems relating to the Library policies may be appealed to the Director of Libraries, and if still unresolved, then to the Library Board of Directors. The City Council may exercise its discretionary right to review all decisions of the Director of Libraries or the Library Board, or may allow those decisions to stand.

### **Related Forms**

Customer feedback form

### ***Related Ordinances***

*City of Wichita Code section 2.12.020 (10).*

Last Review: ~~August 2021~~March 2022

## CUS-004      Lost and Found

Items or money found within any Library facility will be treated with the assumption that the original owner will return to claim the lost item or the money. Efforts will be made at the time any item or money is found to identify the owner.

Items unclaimed and not identified as belonging to any person after 30 days will be discarded. If money is not claimed after 30 days, it will be donated to the Wichita Public Library Foundation.

### **~~Related Form~~**

~~Lost and Found Property Receipt~~

Last Review: ~~August 2021~~March 2022

## CUS-005      Customers' Consent to Participate in Photograph

In order to fulfill grant requirements or to publicize programs and services of the Library, staff members or their designees may take photographs and video footage of customers of all ages at the Library and Library sponsored events. Customers who do not want to be photographed or filmed may “opt out” by notifying the photographer or videographer documenting the event or service. Customers may choose to give or not give consent; their choices will have no bearing on receiving services from the Library. Names of customers will not be used in publicity without written consent.

### Related Form

~~Consent to Participate in Photograph~~

Last Review: ~~August 2021~~ March 2022

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

## CUS-006      **Filming and Photography Policy**

Filming and photography ~~is~~are allowed as described below only to the extent that it does not interfere with the delivery of library services and is consistent with the Library's mission. All parties involved in filming and photography are expected to follow the Customer Code of Conduct (CUS-001).

Persons filming or photographing on library premises have sole responsibility for gaining all necessary releases and permissions from persons who are filmed or photographed. The Library undertakes no responsibility for obtaining these releases.

Failure to obtain releases and permissions from persons being filmed or photographed will be deemed unacceptable behavior for purposes of enforcing the Library's Customer Code of Conduct.

Library staff may terminate any photo session that violates Library policies or appears to compromise public safety or security.

The Library is a limited, or designated public forum, and reasonable time, place and manner regulations are permissible.

### **News Media Photography and Videography**

The Library has an open-door policy for news media photographers and reporters who are doing stories or projects that directly involve the Library and its programs, resources and services. Advance authorization for such coverage must be obtained from the Library's Communications Specialist, Director of Libraries or Librarian-In-Charge.

The Library ~~does not~~may grant permission for news media to use its facilities for stories or projects that do not relate to the Library itself with prior approval from the Library's Communications Specialist, Director of Libraries or Librarian-in-Charge. However, research photography of the Library's materials and resources are permitted within certain limitations (see "Research Photography" section below). It disallows ~~using Library facilities as interview venues for unrelated stories and disallows~~ access to library customers for opinion polls or interviews within its facilities.

### **Documentary-Type Photography for Publication or Broadcast**

The Library permits photography of its premises and activities when the use of the photographs involves the Library directly, i.e. books, articles, or videos about the Library itself, the Library's position in the ~~city~~City of Wichita as a tourist or learning destination, or as part of a piece used to describe Wichita. Authorization must be obtained in advance from the Library's Communications Specialist, Director of Libraries or Librarian-In-Charge.

### **Research Photography**

The Library permits research photography of its materials and resources within certain limitations. Researchers and journalists are responsible for obtaining their own permissions when photographing copyrighted material in the library. Because of complex copyright issues, permission to reproduce some materials from the Genealogy and Local History Section may be denied or involve a fee (see REF-005 and REF-005.1). Advance authorization may be required for some materials.

### **Amateur Photography and Videography**



Casual amateur photography and videotaping is permitted in lobby, study and program areas of library facilities for customers and visitors wanting a remembrance of their visit. The use of additional equipment such as lighting is not permitted. Amateur photographers have explicit responsibility for gaining all necessary releases and permissions from persons who are filmed or photographed.

### **Commercial Photography and Videography or Major Projects**

The Library will permit use of its facilities for commercial photography or filming entertainment and educational projects where a library setting is called for, if the project does not interfere with the mission of the Wichita Public Library and is in accordance with the rest of this policy. Projects must be approved in advance. In order to avoid disruption of service to library customers, such use may take place only when the library is closed. Fees will be charged to offset costs incurred by the Library to provide access to the facility.

BASE FEE RATES	
Access between 7:00 a.m. and 9:30 a.m., Monday – Friday, with no onsite technical assistance	\$100 per hour
Access between 7:00 a.m. and 9:30 a.m., Monday – Friday, with onsite technical assistance available	\$150 per hour
Access between 8:00 p.m. and midnight, Monday – Thursday, with no onsite technical assistance	\$350 per hour
Access between 8:00 p.m. and midnight, Monday – Thursday, with onsite technical assistance available	\$500 per hour
Access between 6:00 p.m. and midnight, Friday – Saturday, with no onsite technical assistance	\$350 per hour
Access between 6:00 p.m. and midnight, Friday – Saturday, with onsite technical assistance available	\$500 per hour
Access other hours with no onsite technical assistance	\$500 per hour
Access other hours with onsite technical assistance	\$750 per hour

### **Photography and Videography for Groups and Non-Library Events in Meeting Rooms**

Groups renting Library facilities may arrange for photographers and news media during their event. Filming and photography for such events is restricted to the space reserved by the group and may not take place in other areas of the Library.

Last Review: August 2021

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

**WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS**  
**Finance Committee Agenda**  
**Tuesday, May 17, 2022, 11:30am**  
Collaboration Room 204  
Advanced Learning Library, 711 W 2<sup>nd</sup> St, Wichita, KS 67203

1. Call to Order
2. Review of April Bills and Finance Reports
  - a. Revenue Report
  - b. Grant Fund Summary Report
  - c. Report of Expenditures

General Fund Bills	\$1,060,505.91
Grant Fund Bills	\$1767.00
Gift & Memorial Fund Bills	\$2636.02
<b><u>Total</u></b>	<b>\$1,064,908.93</b>

3. City Budget presentation – July meeting
4. Terms for Student e-card partnership with USD 259
5. Other Items from Committee Members
6. Adjournment

**WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS**  
**Operations Committee Agenda**  
**Tuesday, May 17, 2022, 11:30am**  
Library Board Room  
Advanced Learning Library, 711 W 2<sup>nd</sup> St, Wichita, KS 67203

1. Call to Order
2. Proposed Changes to Circulation of Materials Section
3. Proposed Changes to Customer Rights and Responsibilities Section
4. Terms for Student e-card partnership with USD 259
5. Items from the Committee
6. Adjournment

**WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS**  
**Facilities Committee Agenda**  
**May 17, 2022, 11:30am**  
Collaboration Room 203  
Advanced Learning Library, 711 W 2<sup>nd</sup> St, Wichita, KS 67203

1. Call to Order
2. Approval of meeting minutes from 4/19/22
3. CIP update: Westlink project; Alford, Angelou and Rockwell projects
4. Branch updates: Evergreen Storywalk, Walters Meeting Room
5. Items from the Committee
6. Adjournment

**Wichita Public Library Board of Directors**  
**Facilities Committee Minutes**  
**April 19, 2022**

Present: Board Members: Committee member Dr. Justin Henry, Committee member Lauren Hirsh, staff members: Director of Libraries Jaime Prothro

The meeting was called to order at 11:40 a.m. by Committee member Dr. Justin Henry.

There were no previous minutes to approve.

Library staff shared an update of schematic drawings for the Westlink Branch expansion project, as well as the Rockwell and Maya Angelou Northeast branch enhancements. Ms. Prothro shared that architects are still working on the Alford Regional Branch enhancements. Ms. Prothro provided funding updates from the City's Capital Improvement Plan, as well as capital campaign plans that are beginning within the Wichita Public Library Foundation efforts to support both branch remodels and early learning program enhancements. Ms. Prothro also provided tentative dates for initiating the work and the project management approach that is likely to be used.

Ms. Prothro asked for how the committee would be involved in any of the upcoming decisions. Committee member Henry stated routine updates would be appreciated. Committee member Hirsh confirmed that any expertise among Board members should be leveraged as possible.

With no new business the meeting was adjourned at 11:59 a.m.

**WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS**  
**Public Affairs Committee Agenda**  
**Tuesday, May 17, 2022, 11:30am**  
Collaboration Room 205  
Advanced Learning Library, 711 W 2<sup>nd</sup> St, Wichita, KS 67203

1. Call to Order
2. Review of upcoming media coverage
3. Terms for Student e-card partnership with USD 259
4. Other Items from Committee Members
5. Adjournment

## **Media Report: April 2022**

### **Television:**

- April 4, 2022: KSN Good Day Kansas, National Library Week, <https://www.ksn.com/goooddaykansas/national-library-week/>
- April 4, 2022: KAKE, Evergreen Ribbon Cutting, [https://www.kake.com/story/46215073/wichita-to-host-evergreen-community-center-and-library-ribbon-cutting?utm\\_medium=social&utm\\_source=twitter KAKEnews](https://www.kake.com/story/46215073/wichita-to-host-evergreen-community-center-and-library-ribbon-cutting?utm_medium=social&utm_source=twitter KAKEnews)
- April 9, 2022: KWCH, Evergreen Ribbon Cutting, <https://www.kwch.com/2022/04/09/evergreen-community-center-library-holds-grand-opening/>
- April 14, 2022: KAKE, Kids Corner: Teen Volunteers
- April 21, 2022: KWCH, Library of Things, <https://www.kwch.com/2022/04/21/library-things-far-more-than-books-available-check-out-wichita-public-library/>
- April 24, 2022: KAKE, Tell Your COVID Story, <https://www.kake.com/story/46354460/wichita-public-library-wants-you-to-tell-your-covid-story-using-coffee-sleeves-to-help-get-the-word-out>

### **Print:**

- April 5, 2022: The Wichita Eagle, Tell Your COVID Story, <https://www.kansas.com/entertainment/restaurants/dining-with-denise-neil/article260126470.html>
- April 6, 2022: The Wichita Eagle, Maya Angelou Renaming, <https://www.kansas.com/news/politics-government/article260136965.html>
- April 16, 2022: The Wichita Eagle, Special to the Eagle, <https://www.kansas.com/opinion/guest-commentary/article260447812.html>

From: Julie Crawford, WGS

To: WPL Board

Date: May 9, 2022

The May meeting will meet on May 14 instead of the usual 3<sup>rd</sup> Saturday, May 21. It will be a historical performance of Lucy Tayiah Eads, "Chief Lucy of the Kaw Indians," presented by Lucy's granddaughter, Pauline Sharp.

This meeting will be held in-person at the ALL without a Zoom option.

/jac