

A G E N D A

**Wichita Public Library Board of Directors Meeting
Tuesday, December 20, 2022 – 12:00 p.m.
Board Room
Advanced Learning Library, First Floor
711 W 2nd, Wichita KS 67203**

1. Call to Order/Introductions
 - a) Staff Presentation: 2023 Workplan
2. Approval of the Agenda
3. Public Comment
4. Minutes of the November 15, 2022 Meeting
5. Unfinished Business
 - a) Correction to 2023 Holiday Schedule
 - b) Correction to SCKLS Transfer
 - c) Public Art Donation
6. New Business
 - a) WPLF Nominating Committee Library Directors Request for Approval
 - b) WPLF Spending Policies
7. Finance Committee Report
 - a) November Finance Report and Bills

General Fund Bills	\$852,736.69
Grant Fund Bills	\$147,085.75
Gift & Memorial Fund Bills	\$4,715.61
<u>Total</u>	\$1,004,538.05

8. Operations Committee Report
9. Planning & Facilities Committee Report
10. Public Affairs Committee Report
11. Support Organization Reports
12. Director of Libraries Report
13. Announcements
14. Adjournment

Monthly Activity Report

November 2022

Service Highlights

Wichita Public Library has been working with Veterans Unidos to create a PocketSights tour of their 2022-2023 slate of honorees through the Kansas Honor Banners program. Kansas Honor Banners is a nationally recognized banner program that displays banners throughout Wichita.

Through the assistance of a United Way of the Plains grant, Wichita Public Library will cover the transportation costs for more than 35 field trips to the library for 22 USD 259 schools. The field trips are for grades K-3 to help students get excited about reading and visiting their local library location. Teachers from selected schools interested in bringing their class will be able to choose from three locations: Walters, Evergreen or the Advanced Learning Library.



Children at the Evergreen Branch participated in a program with Big Blue Blocks the Library recently purchased from Imagination Playground. Children were prompted to build whatever sparked their imaginations. The blocks encourage children to use language and problem solving skills while building their ideas.

Progress was made for the kickoff event for the 2023 NEA Big Read: Wichita program. Retired KAKE news anchor Susan Peters will emcee and the kickoff will feature a performance by the Wichita Metropolitan Ballet.

This month in the Children's Pavilion at the Advanced Learning Library, Youth Services staff celebrated Kansas Reads to Preschoolers month. The 2022 title selection was "Not a Box" by Antoinette Portis. The theme of the story relates to using your imagination and creativity with everyday items such as a cardboard box to pretend you are riding hot air balloons or floating along in a tugboat, for example. Staff hosted two special story times where cardboard boxes were placed throughout the Children's Gallery and Theatre for children to play with during story time. Songs were sang as children sat in and on the boxes, pretending to be in rocket ships and racecars. Others pretended to be riding on unicorns and horses. After story time, Youth Services staff transitioned the boxes to the back of the Children's Pavilion with additional signage about the importance of unstructured play in developing early literacy. The boxes were played with by families for the following week and used as giant building blocks, tunnels, and forts. Families commented throughout the week on how fun of an idea it was to allow the space with boxes for such imaginative play.

Other News

Youth Service Librarian Sara McNeil participated in a panel discussion at the Kansas Library Association conference last week about reconnecting with Hispanic communities. Sara was asked to describe the library type and setting as well as Wichita's Hispanic community, strategies that have been planned or implemented to assist the Hispanic community, and the tools Library staff are using to help connect with the Hispanic community. Several libraries in Kansas reached out to Sara to ask followup questions and request resources for best practices serving bilingual communities.

This month's "Read. Return. Repeat." podcast episode, dive deeper into #ReadICT category four: a book about a culture or topic you're unfamiliar with. Joining the podcast is Rebekah Taussig, author of *Sitting Pretty: The View from My Ordinary, Resilient, Disabled Body*, to discuss a topic that may be unfamiliar to a lot of people beyond media descriptions: living with a disability. From navigating the world not built for bodies like hers, to writing, to becoming a new mother during the pandemic, Rebekah shines light on a topic that is still widely misunderstood. Listen online at www.wichitalibrary.org/podcast.

Anne Ethen and Sara McNeil at the Evergreen Branch met with staff from the International Rescue Committee. They are staff working with refugee children enrolled in USD 259 schools. They discussed several topics: library tours for clients, e-cards to borrow digital materials, e-resources like Learning Express and Mango Language, and reserving collaboration rooms for informal meetings. IRC staff said they expect to see an increase in migrants from Cuba this summer and plan to promote bilingual services to these groups.

The Alford Branch processed 49 passport applications in November, earning the Library \$1,715 in processing fees. Loyalty points are awarded by the United States Postal Service each time postage is purchased, and the Library has already saved \$40 in postage costs.

Staff is noticing a shift in positive customer interactions since going fine free. Before, staff would spend a lot of time talking about fee breakdowns and collecting debt. Now, staff use this time to discuss programs, databases and other Library services.

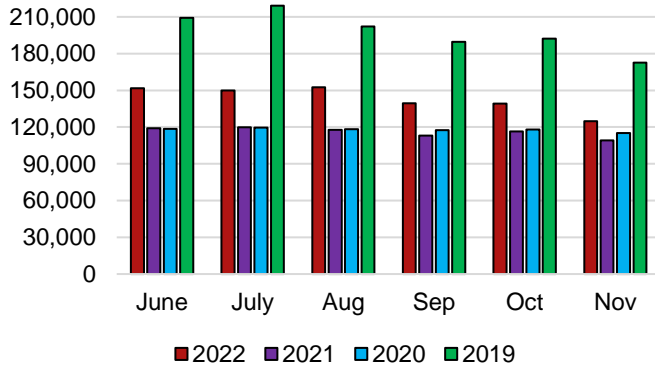
Staff attended the Storytime Village tablet giveaway this month. Library staff connected with families receiving free tablets, sharing information about the library's online resources and signing families up for library cards. Nearly 60 cards were registered.

Staff completed 208 book a librarian appointments in November. Customers were given assistance or unemployment filing, resume posting and printing, passport applications, printing court documents, phone assistance, tax forms, and online security issues.

There are now 48 customers certified to 3D print with 10 certified to print on the Prusa, 27 certified on the MakerBot, and 11 certified to print on both. As of the end of November, there are 177 people who have taken 3D Printing Basics, and 111 students who have taken the Maker Bot Processes class and 42 customers have taken the Prusa Processes class.

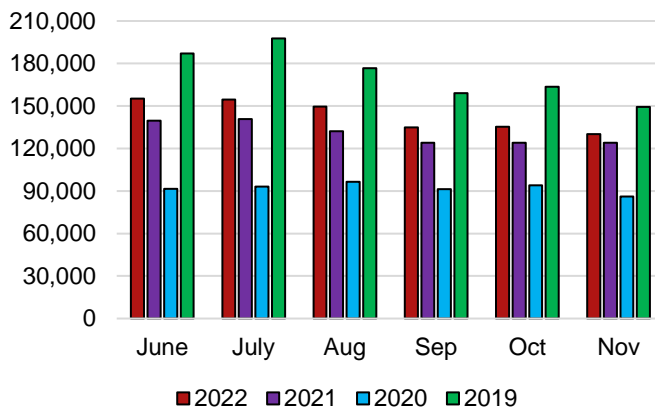
Service Dashboard

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



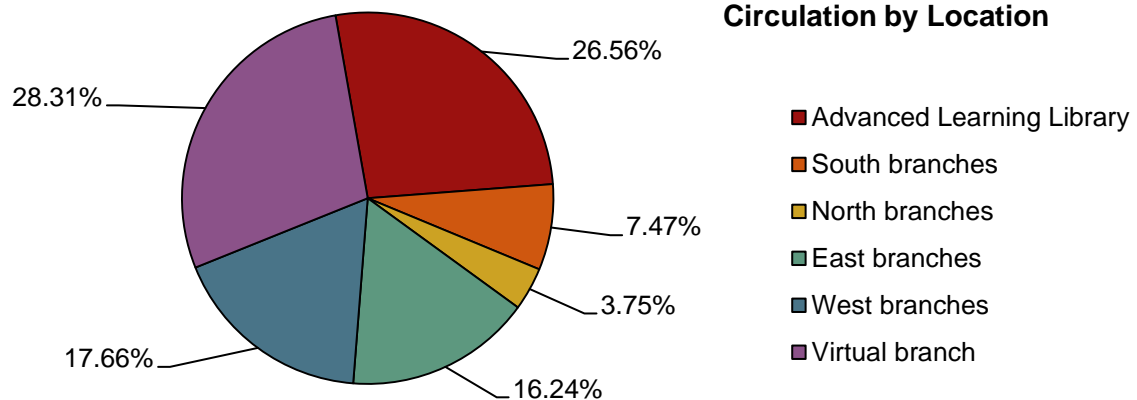
NOVEMBER			
	2022	2021	% change
Door Counts	45,748	35,765	27.91%
Catalog Log-ins	35,201	33,180	6.09%
Website Visits	43,855	40,242	8.98%
CONTENTdm Users	614	N/A	N/A
Total	125,418	109,187	14.87%

CHECKOUTS

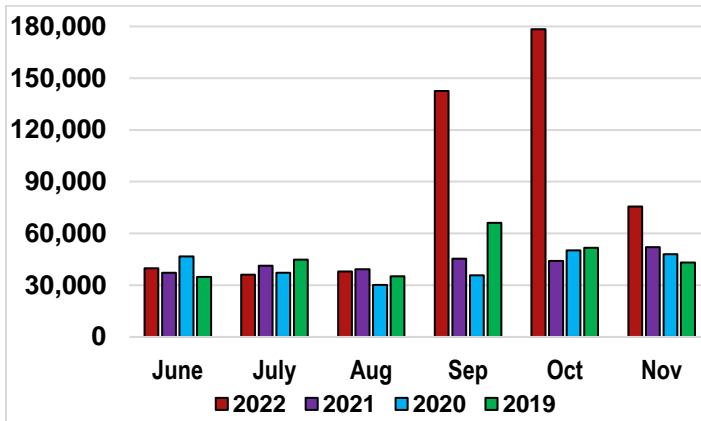


NOVEMBER			
	2022	2021	% change
Physical Circ	88,312	90,156	-2.05%
Virtual Circ	41,894	33,977	23.30%
WPL	34,877	27,133	28.54%
State	7,017	6,844	2.53%
Total	130,206	124,133	4.89%

Circulation by Location

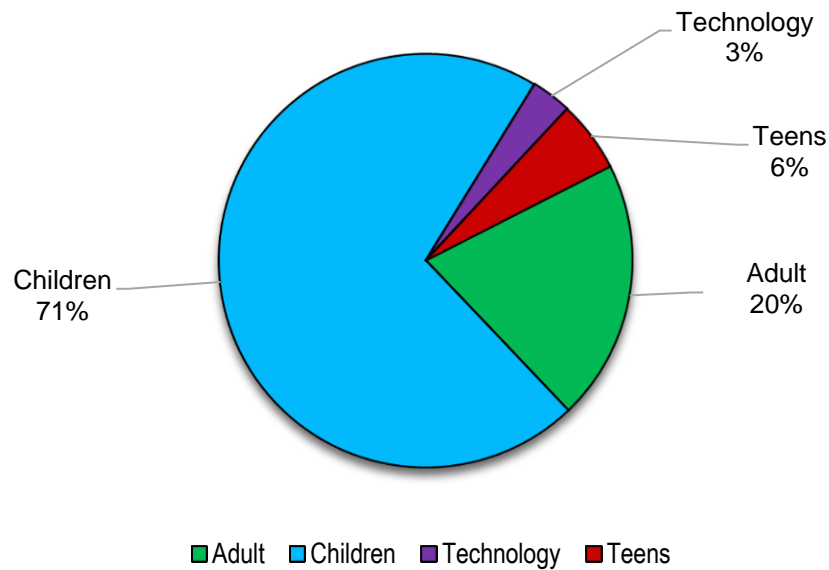


QUESTIONS ANSWERED (by staff in person/phone and through online services)



NOVEMBER			
	2022	2021	% change
Reference Questions	4,500	4,851	-7.24%
Database Searches	68,257	44,659	52.84%
Technology Assistance	2,563	2,391	7.19%
Book-A-Librarian Appointments	208	205	1.46%
Total	75,528	52,106	44.95%

PROGRAM ATTENDANCE

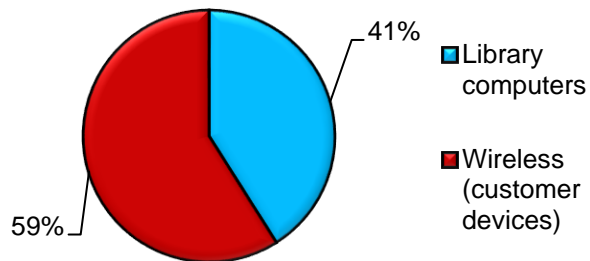


NOVEMBER ATTENDANCE

	2022	2021	% change
Adult events	323	196	64.80%
Children's events	1,122	68	1,550.00%
Technology training	50	35	42.86%
Teen events	88	20	340.00%
TOTAL	1,583	319	396.24%

PUBLIC COMPUTING

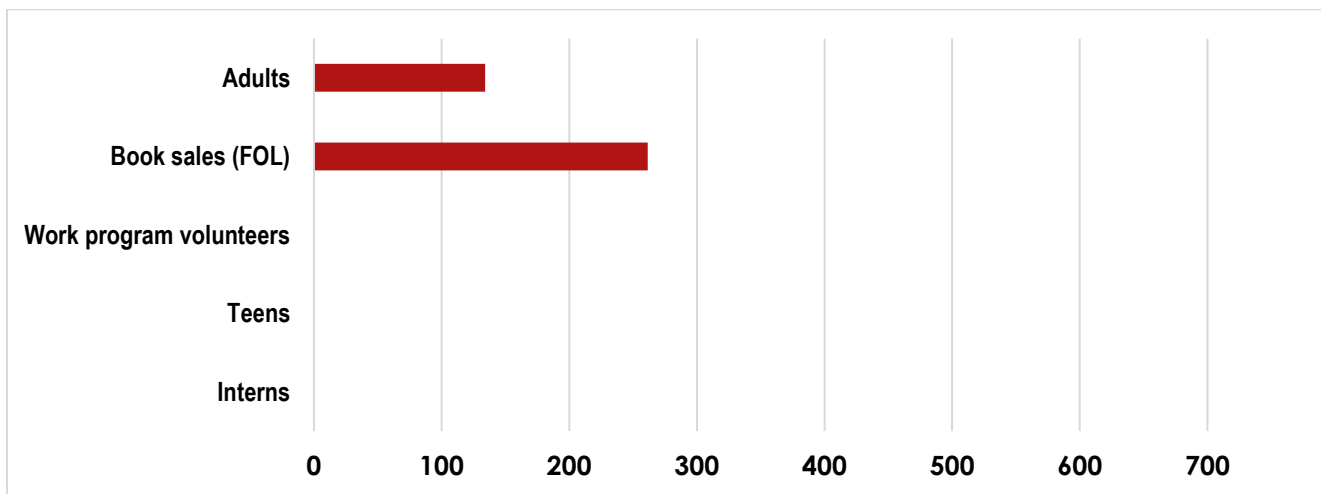
**Method of Computing Access
(by session)**



NOVEMBER

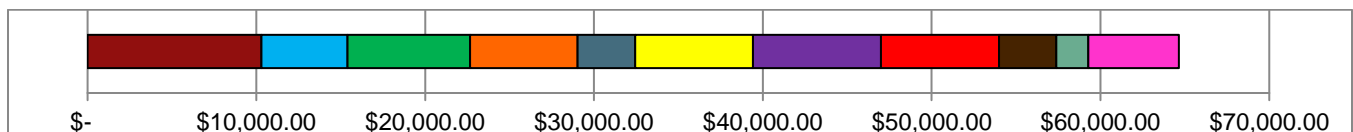
	2022	2021	% change
Workstation Sessions	4,953	4,255	16.40%
Wi-Fi Sessions	7,117	6,117	16.35%
Number of Users	1,216	942	29.09%
Hours of Access	8,224	7,149	15.04%

VOLUNTEERS (hours of service)



Number of volunteers YTD = 143 Hours of service YTD = 5,849

MATERIALS DONATIONS (value if purchased)



Year to date total = \$64,640.33 Items added to Library collections YTD = 3,557

Service Snapshot: Recent Raving Fans Stories

Sheri Williams recently issued a library card to a customer who hasn't had a library card since he was in middle school. He was thrilled at how many services the library offers. After showing the customer around, Sheri also put him in line for a telescope and a radon detector. He left the building thrilled and eager to return to "such a fantastic place!"

Jennifer Venn with Wichita Riverfest let staff know how much she appreciate the collaboration rooms at the Advanced Library. She said: "The 2023 Riverfest theme was developed in the Yellow Room 205! Not kidding! We find (the collaboration rooms) very useful and absolutely love working there! Way more creative than our offices."

Erin Howerton created library cards for a family recently arrived from Central America. The family was most comfortable speaking Spanish, so Erin translated and explained things for them. Their middle-school aged daughter was issued an e-card at enrollment this year and they all decided to get cards. "This girl has been an avid reader since she was little," the mom said. "If books are around, she will be reading them!"

Cassie Fahey took a call from a customer asking if she knew about a particular candy. She described it as a "hard strawberry shell, soft inside, with a green wrapper." Cassie found Arcor Strawberry Bon Bons, available on Amazon and through Walmart. The customer was delighted and said her searches failed because she wasn't sure of the search terms to use. Her grandmother wanted to recreate a nostalgic Christmas favorite. "I knew I could call the library and ask an 'out of the box' question" the customer said.

A customer called to thank Jenny Durham on helping her locate an obituary of an old childhood friend she lost contact with. When she couldn't find information in the newspaper, Jenny did some digging and found the obituary through the funeral home's website. The customer said "You are always so helpful and really good at what you do!" I love talking to all of you on the phone! You are all so wonderful!"

A man came to the service desk at the Walters Branch to check out his books while his wife used the computer. A note popped up on his account saying he had something in the lost and found. Bret went to retrieve the item - a red wallet belonging to the customer's wife. She let out an excited squeal from across the library and started crying. She said it wasn't about the money - it was about the pictures and sentimental notes that were irreplaceable. The couple thanked Bret and the staff for keeping their precious items safe.

A woman came to the Walters Branch recently with a list of books her son needed to read to participate in Battle of the Books at school. Of the four titles needed, one was on the shelf and three were available at other locations. Staff helped her place holds on the books, and the woman was happy her son had something to read while waiting for the other books!

WICHITA PUBLIC LIBRARY

Minutes of a Meeting of the Library Board of Directors
November 15, 2022.

The hybrid meeting of the Library Board of Directors was held on Tuesday, November 15, 2022 at the Advanced Learning Library with the following present in person: Ms. Abi Boatman, Ms. Erinn Bock, Ms. Lauren Hirsh, Mr. Randall Johnston, Mr. Kevin McWhorter, Ms. Shelby Petersen, and Mr. Jonathan Winkler. The following attended virtually: Ms. Donna Douglas, Ms. Rachel Enix, Ms. Shannon Littlejohn, Mr. Chuck Schmidt, and Dr. Maaskelah Thomas.

Call to Order

Kevin McWhorter called the meeting to order at 12:04 p.m., a quorum being present.

Staff Presentation

Pamela Clarkson and Jennifer Durham presented on the 2022 Staff Inservice Day, which was themed “Many Faces: One Library.”

Approval of the Agenda

Erinn Bock moved (Hirsh) to approve the agenda as published. **Motion carried unanimously.**

Public Comment

None

Approval of Minutes

Minutes of the regular meeting held on October 18, 2022 were presented. Shelby Petersen moved (Hirsh) to approve the minutes as included in board packets. **Motion carried unanimously.**

Unfinished Business

None

New Business

Director Nix presented the proposed closing dates for 2023, which include City of Wichita holiday observances as well as other closures specified in Library policy PER-005 or designated by the Board. Jonathan Winkler moved (Hirsh) to adopt the 2023 schedule as proposed by staff. **Motion carried unanimously.**

Finance Committee Report

On behalf of the Finance Committee, Kevin McWhorter moved (Hirsh) to approve the August finance report and supplemental bills in the following amounts: General Fund bills of \$917,842.19; Grant Fund Bills of \$31,997.27; and Gift and Memorial Fund bills of \$427,230.68, for a total of \$1,377,070.14. **Motion carried unanimously.**

On behalf of the Finance Committee, Jonathan Winkler moved (Hirsh) to approve the Library's subscription to LinkedIn Learning in the amount of \$19,000.00. **Motion carried unanimously.**

On behalf of the Finance Committee, Erinn Bock moved (Winkler) to authorize staff to transfer the remaining balance of the 2021 SCKLS grant into the SCKLS Facilities Improvement Fund. **Motion carried unanimously.**

Operations Committee Report

Jonathan Winkler reported that the committee discussed a subscription-based tool, currently being considered by Library leadership that promises to save hundreds of staff hours in evaluating the diversity of the materials collection.

Planning & Facilities Committee Report

Director Nix reported that work continues on the Westlink Branch project. Staff has learned that an automated material handler for the Westlink Branch would be significantly cheaper if it were equipped to work with RFID tags instead of the optically scanned Code 39 barcodes currently used for physical materials. More research is being done to determine whether the improved efficiency and reliability of RFID counterbalances the switching costs making it advantageous for the Library to transition to this technology.

Local artist John Waltner has requested the opportunity to create a custom art mobile for the Advanced Learning Library. A space has been identified on the main stairway that will also allow future artwork to be installed on the main stairwell wall.

Public Affairs Committee Report

No report

Special Committee Reports

Friends of the Library (FOL) – Amanda Shankle reported that the Friends of the Library is preparing for their next used book sale on December 3 at the Advanced Learning Library. Elections for FOL Board members are underway. The FOL has identified marketing the Advocate Program as its main priority going into 2023.

Library Foundation – Kristi Oberg reported that approximately 6500 patron mailings have gone out to support end-of-year fundraising. A further 2000 letters will go out soon to individuals who are not Library patrons. The social media push will also roll out soon. The Foundation is also looking for two honorary chairs for the Capital Campaign. Ideally, one each

will come from the east and west sides of town, and both should have a history of giving to the Library that will encourage others to do so.

Wichita Genealogical Society (WGS) – Julie Crawford reported that the Kansas Daughters of the American Revolution (KSDAR) held a reception at the Advanced Learning Library to honor the work done to merge their collection with the Local History/Genealogy materials at the Library. This reception had been delayed a few years due to Covid-19. WGS and the KSDAR are very grateful to staff for all of the work done in making this transfer successful.

Director of Libraries Report

Director Nix reported that checkouts continue to grow, with circulation increasing at a faster pace for electronic materials than for physical items. The City of Wichita will be transitioning to Windows 11, which will require the replacement of all computers, both public and staff. On December 5, the Library will move to a completely paper-free registration process for individuals getting a library card. This will eliminate the time-consuming process of scanning and storing the paper forms currently used.

Staff has been gathering use and customer statistics to create updated quantitative data regarding library use. This information will help in the 2023 Strategic Planning process, whose report staff will share with the Board when it is completed.

On Saturday, November 19, Storytime Village will hand out tablets to 5,000 pre-registered children; a donation by Shaquille O'Neal has made this giveaway possible. Library staff will be in attendance at this event to issue library cards to children receiving the tablets.

Announcements

None

Adjournment

The meeting was adjourned at 1:03 p.m.

The next regularly scheduled meeting will be December 20, 2022.

Respectfully submitted,

Jaime Nix



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Jaime Nix, Director of Libraries
SUBJECT: Proposed 2023 Workplan
DATE: December 12, 2022

A handwritten signature in black ink, appearing to read "Jaime Nix", is written over the printed name in the "FROM" field.

Background: The Library Board of Trustees reviews and adopts an annual workplan that guides efforts in fulfilling service priorities for Wichita's community.

Analysis: The department's workplan for 2023 continues to align with four service pillars that were adopted in 2017: 1) supporting a literate community; 2) ensuring digital inclusion; 3) providing equitable access to information; and 4) delivering administrative activities with efficiency and effectiveness. This workplan also represents the second year WPL has intentionally integrated three initiatives to:

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

Westlink's branch service will move to a temporary location in 2023 as the existing building is expanded and modernized. A book bus will take to the streets of Wichita in time for summer connections in neighborhoods with limited access to library experiences. Staff will move forward recommendations from several 2022 study projects will improve wayfinding and employee job descriptions will be updated to reflect diversity and community engagement skills. Partnerships will continue to be strengthened and a weekend of maker activities will be presented by the Library and Exploration Place. Specific steps will deepen the impact the library can have on kindergarten readiness and family engagement. And a Strategic Plan will be developed to guide the next five years of library services.

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

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

Recommendations/Actions: It is recommended that the Library Board adopt the 2023 Goals and Initiatives as proposed by staff.

Attachments: Proposed 2023 Workplan

Wichita Public Library 2023 Workplan - DRAFT

Wichita Public Library's 2023 Workplan continues to strengthen community access to resources, safe facilities, and excellent services. In addition to aligning efforts to specific pillars of library service, each project and activity aims to impact and improv on three multi-year initiatives to:

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

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

- Establish Wichita Public Library as a Family Place Library to enhance early learning and caregiver support.
- Install Little Free Libraries to build awareness of local libraries, create enthusiasm for reading, and expanding access to early learning materials.
- Host the NEA Big Read *Can't We Talk About Something More Pleasant*, by Roz Chast.
- Pilot bookmobile service in Summer 2023 that prioritizes stops at partner agencies, increases access to library resources and services, and amplifies summer programming.
- Engage and grow the Teen Advisory Board to establish projects and programs that are designed by and of interest to teens.
- Deliver #ReadICT promotions that encourage reading for pleasure and building a reader community.
- Install StoryWalks™ in each council district that host a rotation of diverse children's book titles throughout the year.
- Simplify, streamline and enact a Summer Reading Program that encourages reading while school is not in session and helps students develop the habit of reading for pleasure.
- Promote and operationalize issuing student e-cards to elementary schools and educators in the Wichita service area to ensure students have convenient access to research resources and collections.
- Enact a communications strategy to connect with lapsed library customers and ensure they know about new services offered by the library.

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

- Host a Maker faire event in partnership with Exploration Place to connect with the maker community and inspire participants with unique STEAM activities.

- Expand digital training to branch locations, fostering partnerships and volunteer opportunities that help build technology skills and support for navigating the online world.
- Prototype and launch a digital space that showcases local AV Studio and other public content made at the Library.
- Scan and digitize local area photograph repository for 24/7 access.

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

- Adjust Angelou and Walters hours of operations to improve access to library service.
- Enact the 2022 User Experience project that will identify facility enhancements to improve customers use of library spaces and services.
- Offer adult programs series that engages Wichita in dialogue around topics of equity, diversity, and inclusion that are guided by partnerships and community voices.
- Revise all library job descriptions to integrate diversity and inclusion expectations as well as unique roles for community engagement.
- Conduct a collections diversity audit to understand how the library's collections represent the diversity of our community.

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

- Temporarily relocate Westlink branch services to expand and modernize the facility.
- Enact a Staff Engagement Plan that includes an engagement survey, and nurtures employee's dedication, creativity, and innovation to serve communities most effectively.
- Expand passport services to the Evergreen Community Center and Library.
- Launch New Employee Orientation and Library Skills Building plans to ensure staff have the knowledge and competencies to serve diverse information needs.
- Begin a strategic planning process to align future services with community needs and interests.
- Upgrade Polaris ILS to ensure greatest functionality with the Library catalog.
- Establish a rollout plan to transition branches to a web-based catalog and inventory management software.
- Conduct a product assessment for public meeting room and program calendar software.



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Jaime Nix, Director of Libraries
SUBJECT: 2023 Holiday Schedule Correction
DATE: December 12, 2022



Background: To assist with service planning, the Library Board of Directors is asked to establish a schedule for board-approved closings prior to the start of each calendar year.

Analysis: The Library Board of Directors approved the 2023 holiday schedule closure during its November 15, 2022 meeting. Leadership neglected to include one additional closed day on Saturday, November 11, 2023. In review of past holiday closures, this aligns with additional board-designated closures.

Financial Considerations: The proposed schedule will allow for more effective staff utilization during holiday weeks.

Legal Considerations: Board adopted closings are authorized by Library policy.

Recommendations/Actions: It is recommended that the Library Board adopt the corrected 2023 holiday schedule as proposed by staff.

City Holiday Closings:

Monday, January 2 – New Year’s Day
Monday, January 16 – Martin Luther King Day
Monday, February 20– President’s Day
Monday, May 29 – Memorial Day
Monday, June 19 - Juneteenth
Tuesday, July 4 – Independence Day
Monday, September 4 – Labor Day
Friday, November 10 – Veteran’s Day
Thursday, November 23 – Thanksgiving
Friday, November 24 – Day after Thanksgiving
Monday, December 25 - Christmas

Additional Closings per Library Policy PER-005:

Sunday, April 9 – Board Designated Sunday Closing (Easter)*

Sunday, May 28– Memorial Day weekend

Sunday, September 3 – Labor Day weekend

Board Designated Closings:*

Sunday, January 1 – New Year's Day

Monday, October 9 – Staff In-Service Training Day

Saturday, November 11 – Veteran's Day

Wednesday, November 22 – 5 pm closing for Thanksgiving Eve

Sunday, December 24 – Christmas Eve

Sunday, December 31 –New Year's Eve

*require approval from Library Board of Directors



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Jaime Nix, Director of Libraries
SUBJECT: SCKLS 2021 Transfer Correction
DATE: December 12, 2022



Background: The balance of the 2022 SCKLS transfer was approved by the Library Board of Directors during its November 15, 2022 meeting. A revision to the amount is required due to an encumbered Purchasing Card transaction that was not captured in the financial report.

Analysis: The reported balance of the 2021 SCKLS grant fund that the Library Board of Directors authorized to be transferred was \$149,458.89. An expenditure was encumbered in the amount of \$3568.19, which reduces the transfer balance to \$146,073.70.

Financial Considerations: The corrected amount will be transferred.

Recommendations/Actions: It is recommended that the Library Board approve the corrected SCKLS grant of \$146,073.70 to be transferred to the Facilities Improvement Fund.

Attachments: See November Grant Fund Bills Report



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Jaime Nix
SUBJECT: Public Art Donations
DATE: December 12, 2022

Background: Local artist John Waltner has requested the opportunity to create a custom art mobile for the Advanced Learning Library. Mr. Waltner has installed pieces at the Hesston Public Library, has a mobile on exhibit at MarkArts, and has shown his work at CityArts.



In addition, local sculptor Paul Foley has created a sculpture called “The Best of Times” that he would like to donate to the Wichita Public Library. The sculpture is 6 x 4 x 4 feet and is made of bronze. The sculpture is at the foundry in Colorado and is being poured. Mr. Foley is a student of locally acclaimed sculptor Babs Mellor.



Analysis: Director Nix, Jana Erwin with City Arts, and John Waltner met to discuss the vision for the mobile sculpture, the alignment with building plans, and possible spaces for the piece to be placed. Mr. Waltner anticipates that the mobile will occupy approximately 15-16 feet of vertical space and no more than 6 feet of

horizontal space at its widest. It will be comprised of multiple balanced sections made up of painted geometric sheet metal pieces. These pieces would range in size from 1-4 inches in diameter and it is anticipated that there will be approximately 120-130 brightly colored pieces in total. After discerning the scale, appeal, and building opportunities a space has been identified on the main stairway and will allow future artwork to be installed on the main stairwell wall.


Director Nix and Jana Erwin with City Arts recommends the Foley sculpture is installed at the Alford Branch Library as part of the upcoming branch remodel in 2024.

Financial Considerations: None. Both pieces would be donated to the City of Wichita's art inventory.

Recommendations/Actions: It is recommended that the Library Board adopt approve the art concept for Mr. Waltner's mobile and Mr. Foley's bronze sculpture to be pursued and brought to the Design Council for consideration for placement at Wichita Public Library locations.



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Jaime Nix, Director of Libraries 
SUBJECT: WPLF Nominating Committee Library Directors Request for Approval
DATE: December 12, 2022

Background: Article Two of the Wichita Public Library Foundation bylaws state the Library Board of Directors shall select additional Directors to serve with the ex officio Directors and the Appointed Director on the Wichita Public Library Foundation Board so that the ratio of Library Directors to total Directors of the WPLF Board shall be maintained at approximately forty percent. Such additional selected Library Directors shall serve for three years.

Analysis: The Wichita Public Library Foundation bylaws state that a proposed slate of Library Directors will be presented to the Wichita Public Library Board of Directors for selection prior to the Foundation's annual meeting in December.

There will be 6 (40%) Library Directors in 2023 that will serve on the WPLF Board per bylaw requirements.

They are: Jaime Nix, Kevin McWhorter, Justin Henry, Kellie Hogan, and Mary Eves. All the Foundation only board members have all served as previous WPL Board Presidents and have a comprehensive understanding of Library needs and have the ability to help the Foundation put the best interests of the Library on the forefront of any policy or procedure WPLF issues.

Financial Considerations: None

Legal Considerations: None

Recommendations or Actions: It is recommended that the Library Board endorse the Wichita Public Library Foundation nominating committee's proposed slate of Library Directors.

Attachments: Wichita Public Library Foundation Organization Chart

Governance Committee

Motion: Slate of Library Directors and Officers FY'23
December 8, 2022



2023 Slate of New Board Members, Library Directors, Officers & Committee Chairs

New Members

Bill Pickert
Candice Farha
Patti Sullivan
Toni Porter

Library Directors (need 5 for 40%)

Jaime Prothro
Justin Henry
Kevin McWhorter
Kellie Hogan
Mary Eves

Officers


John DeCesaro – President
Kevin McWhorter – Vice-President
Kellie Hogan – Secretary
Alan Howarter – Treasure

Committee Chairs

Governance – Kellie Hogan
Marketing & Development – Amy Williams
Finance & Investment – Alan Howarter
Capital Campaign Committee – Don Barry



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Jaime Nix, Director of Libraries 
SUBJECT: Wichita Public Library Foundation Spending Policies
DATE: December 12, 2022

Background: The Wichita Public Library Foundation has adopted a spending policy to cover endowment funds as well as gift and memorial funds in a Foundation checking account managed by Library staff. Because the Library Board of Directors has oversight responsibility for spending from the checking account, the policy requires review and endorsement from the Library Board in addition to approval by the Library Foundation's Board of Directors.

Analysis: The proposed policy contains no updates to endowment fund restrictions from the 2022 policy. An annual review is conducted to ensure good stewardship.

Financial Considerations: There are no changes to policies relating to distributions, oversight or use of any of the funds outlined in this spending policy.

Legal Considerations: None

Recommendations or Actions: It is recommended that the Library Board endorse changes to the Library Foundation Spending Policy as proposed by staff.

Attachments: *Separate document to keep paging accurate* WPLF Endowed Spending Policies

Wichita Public Library Foundation Endowed Fund Spending Policies

As Endorsed by the Library Board of Directors

Updated June 26, 2022

ENDOWMENT FUNDS:

Beginning in 2021, the amount to create an endowment increased to \$20,000. Endowments not meeting this higher threshold are added to the Miscellaneous Donor Endowment Fund.

#Campaign for Books (CFB) Endowment Fund: The purpose of this permanently restricted fund is to provide broad support for collections, programs, and services in all public service sections of the library system. Distributions from this endowment may be used for the purchase of library materials, programming contracts, and supporting supplies, equipment to be used by the public or in the delivery of public service, or salaries for student interns or contractors working to promote or deliver library service to the community. This fund also includes the Beech Scholarship which is awarded to a library employee(s) pursuing a master's degree in Library Science or the equivalent. The scholarship distribution is currently \$4,000 per academic year and scholarship recipients are chosen by a WPLF Scholarship Committee.

General distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#National Endowment for the Humanities (NEH) Endowment Fund: The purpose of this permanently restricted fund is to support the Library's collections, programs, and services in the Humanities subject areas. Distributions from this endowment may be used for the purchase of library materials, programming contracts and supporting supplies, equipment to be used by the public or in the delivery of public service, or salaries for student interns or contractors working to deliver services relating to the subject areas of biography, fiction, genealogy, geography, history, language, literary criticism, local history or religion. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund, reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Miscellaneous Donor Endowment Fund: This fund consolidates a collection of permanently restricted general endowments, each of which has been created with a value of less than \$5,000. When contributions to any of the funds contained within this endowment exceed \$5,000, that fund is removed from the consolidated endowment and becomes a stand-alone named endowment. Beginning in 2021 the level for endowments has increased to \$20,000. Funds added to this fund in 2021 will need to meet this new higher threshold. Distributions from these endowments are used for the purchase of library materials. To expand the purchasing power of these small funds, the endowments are grouped into three categories: Donor Arts, Donor Children's, and Donor Miscellaneous. In this way, donor intent for these endowments is completed on a three-year rotation. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

NAMED ENDOWMENT FUNDS:

#Charles Driscoll Endowment Fund: This Foundation Board restricted endowment fund, established in 2020 through a transfer of unrestricted funds to Board endowed funds, is a general-purpose unrestricted endowment to be used to enhance the collections of the Library. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Cynthia Berner Endowment Fund: This Foundation Board restricted endowment fund, established in 2020 through a gift from the WPLF Board of Directors to honor Berner's years of service as Director of Libraries, is a general-purpose endowment to be used to enhance the collections of the Library. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Mary Jo Ohlmeier Endowment Fund: This Foundation Board restricted endowment fund, established in 2018 through a gift from the estate of Ms. Ohlmeier, is a general-purpose endowment to be used to enhance the collections of the Library. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Richard Rademacher Endowment Fund: This Foundation Board restricted endowment fund established in 2020 through a transfer of unrestricted funds to endowed funds is a restricted endowment to be used to support the Alford Branch and children's collections. The gift was initially made in 2000 by the WPLF Board of Directors to honor Rademacher's years of service as Director of Libraries. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Hattie Edwards Bright Memorial Endowment Fund: This permanently restricted endowment fund, established in 2013 by Jeanne Bright O'Malley in memory of her grandmother Hattie Edwards Bright is to be used to support Kansas history collections. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Carol & Ed Doherty Endowment Fund: This permanently restricted endowment fund, was established in 2010 by friends and family of Mrs. Doherty and then added to when Mr. Doherty passed in 2021. The fund is to be used for the purchase of spoken audio books and e-audio books. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund

reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Kendall Durst Endowment Fund: This permanently restricted endowment fund, established by the family of former Library employee Kendall Durst is to be used to support the Library's Durst Decorative Arts Collection. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Robert Edwin Fleischman Endowment Fund: This permanently restricted endowment fund, established by the family of Mr. Fleischman, is a general-purpose endowment to be used to enhance the collections of the Library. The fund became a stand-alone endowment in 2008. There are no restrictions on the subjects or formats that may be purchased using these funds. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Nancy C. Hinman Memorial Endowment Fund: This permanently restricted endowment fund, established in 2016 by the family of Nancy C. Hinman, is to be used for the purchase of books in the subject areas of genealogy, history, or science. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis. Distributions from this fund will begin in 2021, the year following the death of Ms. Hinman.

#Professor John Michael Hyde Endowment Fund: This permanently restricted endowment fund, established in 2012 by Professor John Hyde in memory of his mother Helen McCarthy Hyde ("Grandmother Hyde"), is to be used for the purchase of classic children's literature. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Jackman Endowment Fund: 75% of this permanently restricted endowment fund, established in 2010 as an estate gift from David and Sally Jackman, is to be used for the purchase of materials relating to the worldwide study of archaeology and anthropology. Precedence is given to the purchase of new titles relating to the study of archaeology and anthropology of the Americas prior to 1492. The remaining 25% of the fund is directed at the Library's discretion and in response to the Library's needs. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Keys Memorial Endowment Fund: This permanently restricted endowment fund, established in 2016 by Richard and Phyllis Keys in memory of Edna Carol and Joseph Franklin Keys, is to be used to support arts and business or technology book collections. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Jerry F. Kinzy Memorial Endowment Fund: This permanently restricted endowment fund, established in 2014 by friends and family of Jerry Kinzy, is to be used for the purchase of American and European history materials. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Edward V. Marnett Memorial Endowment Fund: This permanently restricted endowment fund, established in 2017 by the family of Edward Marnett, is to be used to enhance book collections at the Westlink Branch Library. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Mary Elizabeth Olson Memorial Endowment Fund: This permanently restricted endowment fund, established in 2017 by the daughter of Mary Olson, is to be used to enhance the library materials collections. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Shawver Endowment Fund: This permanently restricted endowment fund, initiated in 2019 through a gift from Kent and Martha Shawver, and will begin payouts upon the second death. Will disburse funds based on the current WPLF Investment, Payout & Spending Policy, with the exception that the disbursement to the activities listed below will be 2%. Any remaining investment earnings will be re-invested in the Shawver Endowment until it reaches \$2 million. At that time, the Shawver Endowment will increase its disbursement to 3.5%. The Foundation Board approved this exception on December 9, 2021.

The disbursement funds three areas: WPLF Board activities, WPLF CEO Community Outreach, and Library staff development. The annual disbursement will occur as follows:

- a) Not more than 25% will fund Board lunches and an annual Holiday party to recognize the service of Board members.
- b) Not more than 25% will fund a civic organization membership for the CEO.
- c) Not less than 25% will fund training to advance the Library staff's ability to serve the Library and its customers better.
- d) Not less than 25% will fund a scholarship for Library staff seeking a master's degree in Library of Science or related field.

AGENCY FUNDS:

***Gift and Memorial Fund:** This memorial fund receives contributions donated to the Wichita Public Library for materials to be purchased in honor or in memory of individuals or organizations in the community. In some cases, donors request specific titles, subjects, or locations for which materials are to be purchased using these memorial funds. In special cases, memorial funds may be designated for the purchase of equipment or to underwrite the delivery of a program or activity of the Library. All donor designations are subject to the Library's policies for gifts and donations. When donors do not designate a purpose for their donation, Library staff strives to make purchase selections that reflect the interests of the person being honored or memorialized as determined through consultation with the honoree or that person's family members. Expenditures of these gift and memorial distributions are authorized at the discretion of the Director of Libraries and approved by the Library Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***DAR Gift and Memorial Fund:** This fund receives donations to the Wichita Public Library from individuals and local chapters of the Kansas Society Daughters of the American Revolution wishing to honor or memorialize members. In some cases, donors request specific titles or subjects for which materials are to be purchased. In special cases, memorial funds may be designated for the purchase of equipment or to underwrite the delivery of a program or activity of the Library. All donor designations are subject to the Library's policies for gifts and donations. When donors do not designate a purpose for their donation, Library staff strives to make purchase selections that reflect the interests of the person being honored or memorialized as determined through consultation with the honoree or that person's family members. Expenditures of these gift and memorial distributions are authorized at the discretion of the Director of Libraries and approved by the Library Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***Local History Photo Fund:** The Local History Photo Fund is used to pay for processing and printing costs related to the copying of photographs from the Library's Local History collections. The fund is also used to support costs related to the Library's participation in the Wichita Photo Archives cooperative. In special circumstances, this fund also may be used to underwrite costs relating to special programs and services of the Edward & Elizabeth Burns Historical Research Pavilion. Revenue into the fund is derived from the pass through of reproduction costs for printed copies of images as well as from digital reproduction and publication use fees assessed for images as charged per Library policy. Expenditures of this fund are authorized at the discretion of the Director of Libraries and approved by the Library Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***Technology Enhancement Fund:** The Technology Enhancement Fund was established by the Library Board of Directors in 2010. Revenue into the fund is derived from universal service (e-rate) reimbursements for grant-funded purchases in past fiscal years. Expenditures from the fund are used for the purchase of digital resources and for projects and purchases relating to implementation of the department's Technology Plan are authorized at the discretion of the Director of Libraries and approved by the Library Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***Staff Association Fund:** The Wichita Public Library Staff Association Fund had its beginnings as a dues fund from which employees funded social events, including an annual holiday tea, retirement celebrations, etc. After the demise of the Staff Association, the fund has been maintained with revenues derived from the Library's share of the revenue from vending machines in the staff room of the Advanced Learning Library and

the public vending area at the Alford Regional Library as well as from contributions from the Friends of the Library. The fund continues to be used to assist with costs related to social events and retirements. In addition, the fund supports a service *award program* for Library employees in years when such recognition is not provided by the City of Wichita, welcoming new employees to the Library system and providing enjoyable and supportive activities such as the “Survivor” kits distributed to all staff members working during the COVID-19 pandemic. Expenditures of this fund are authorized at the discretion of the Director of Libraries and approved by the Library Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***Employee Flower Fund:** Established with approval of the Library Board in 2009, the employee flower fund receives donations from employees to be held and used to provide cards and flowers/plants at the time of weddings, the birth of children, loss of immediate family members, etc. as well as for memorial gifts at the time of the death of a library employee. Expenditures from this fund are authorized by the Director of Libraries and approved by the Library Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***Employee Training Fund:** The Friends of the Library has provided a restricted fund to be used to assist with costs related to employee training. Funds are used to support costs related to period In-Service training days held for the Library’s employees and volunteers as well as to assist with registration and travel costs for sending employees to special conferences and workshops. The fund is often used to pay initial registration fees for training activities, which are then reimbursed to the Library by the South-Central Kansas Library System. It is also used to pay registration fees for audio conferences sponsored by the Urban Library Council. Expenditures from this fund are authorized by the Director of Libraries and are reviewed and approved by the Library Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***Friends Project Funds:** By policy of the Friends of the Wichita Public Library, 50% of the proceeds of the Friends Used Bookstore revenue is donated to the Library for unrestricted use. In addition, the Friends Board of Governors regularly provides additional funding support for designated programs and projects. Friends’ donations may be allocated into sub-funds to track more easily expenditures for special purposes. Expenditures from these funds are authorized by the Director of Libraries and are reviewed and approved by the Library Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***Miscellaneous Fund:** The Library maintains a miscellaneous fund that is used to receive and fund miscellaneous activities of the Library. Examples of expenditures include lunches and supplies for Library Board meetings, expenses for Library, Friends and Foundation board member participation in library association activities, business cards for branch and division managers, etc. Revenues come from reimbursements with additional support from the Friends of the Library. This fund may be allocated into sub-funds to track more easily expenditures for special purposes. Expenditures from this fund are authorized by the Director of Libraries and are reviewed and approved by the Library Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***Wichita Genealogical Society Grant Fund:** Through its role as a supporting organization of the Wichita Public Library, the Wichita Genealogical Society provides funds to enhance genealogy and local history collections and services of the Library. The Society’s Board of Directors specifies the intended use of funds at the time grants are made to the Library. Expenditures from this fund are authorized by the Director of Libraries and are

reviewed and approved by the Library Board of Directors. Reports relating to the use of these grant funds are also made to the Genealogy Society Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***SCKLS Facilities Improvement Fund:** The South Central Kansas Library System (SCKLS) provides grants to member libraries to be used for library purposes only with no administrative fees allowed. This Facilities Improvement Fund, created by the Library Board of Directors in 2017, uses funds received from SCKLS to underwrite the purchase and support of furnishings, equipment, materials, programs, and services that benefit library customers as recommended in the building program for the Advanced Learning Library and the 2017 Wichita Public Library Branch Review. Expenditures from this fund are authorized by the Director of Libraries and are reviewed and approved by the Library Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***Levand Trust Fund:** As a beneficiary of the Leonard and Celia Levand Trust, the Library shares in annual distributions of the trust along with other public libraries serving Sedgwick County. The use of the trust distributions provided to the Library is negotiated with the fund trustees on an annual basis and the funds are distributed to the Wichita Public Library Foundation. Expenditures from this fund are authorized by the Director of Libraries and are reviewed and approved by the Library Board of Directors. An annual accounting of fund expenditures is provided to the Levand trustees as well as to the Foundation Board of Directors on a semi-annual basis.

GRANT FUNDS:

#Friends Marketing Fund: This grant, created in 2007 with proceeds generated from a permanently restricted endowment created by the Friends of the Wichita Public Library and held at the Wichita Community Foundation, is to be used for marketing and promotional activities surrounding Wichita Public Library programs and services. Expenditures from this fund are authorized by the Director of Libraries. An accounting of the expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Funds for which the Foundation Executive Director serves as fiscal agent

****Funds for which the Director of Libraries serves as fiscal agent***

Approved 2023 Policy by WPLF Board: December 8, 2022

*Approved by Library Board:

*approval pending

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS

Finance Committee Agenda

Tuesday, December 20, 2022, 11:30am

Collaboration Room 204

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

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

General Fund Bills	\$852,736.69
Grant Fund Bills	\$147,085.75
Gift & Memorial Fund Bills	\$4715.61
<u>Total</u>	\$1,004,538.05

3. SCKLS 2021 Transfer Correction (memo attached)
4. Other items from Committee Members
5. Adjournment

REVENUE REPORT - NOVEMBER 2022

OBJECT	ACCOUNT DESCRIPTION	BUDGET	MONTHLY REVENUE TARGET	RECEIVED IN MONTH	RECEIVED YTD	% RECEIVED YTD
422110	Library Desk Receipts (Fines)	\$ -	\$ -	\$ 9,178.28	\$ 154,754.21	0.00%
422111	Library Desk Receipts (Faxes)	\$ 6,240.00	\$ 499.20	\$ 498.00	\$ 5,488.00	87.95%
422112	Library Desk Receipts (Passports)	\$ 16,000.00	\$ 1,280.00	\$ 980.00	\$ 16,835.00	105.22%
423020	Building Lease (Tenants)	\$ -	\$ -	\$ 100.00	\$ 200.00	0.00%
423030	Meeting Room Rentals	\$ 12,000.00	\$ 1,200.00	\$ 1,750.00	\$ 12,527.50	104.40%
424011	Copy Charges	\$ 9,500.00	\$ 665.00	\$ 383.20	\$ 10,830.40	114.00%
424101	Public Computing Charges	\$ 11,450.00	\$ 801.50	\$ 1,158.05	\$ 18,120.78	158.26%
646981	State Setoff Collections	\$ 76,000.00	\$ 6,080.00	\$ 5,385.06	\$ 144,223.02	189.77%
646990	Other Non-Operating Revenue	\$ -	\$ -	\$ -	\$ -	0.00%
646998	Cash Over/Short	\$ -	\$ -	\$ -	\$ (26.00)	0.00%
	TOTAL	\$ 131,190.00	\$ 10,525.70	\$ 19,432.59	\$ 362,952.91	276.66%

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
NOVEMBER 2022

OBJECT	ACCOUNT DESCRIPTION	REVISED BUDGET	CURRENT MONTH EXPENDITURES	ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
511000	Base Compensation	\$ 5,501,769.00	\$ 418,800.55	\$ -	\$ 4,854,870.43	\$ 646,898.57	\$ 0.88
511040	Leave	\$ -	\$ -	\$ -	\$ 123.74	\$ (123.74)	#DIV/0!
511950	Year-end Payroll Accrual	\$ -	\$ -	\$ -	\$ (118,830.62)	\$ 118,830.62	#DIV/0!
511999	Planned Savings	\$ (360,752.00)	\$ -	\$ -	\$ -	\$ (360,752.00)	0%
512000	Special Compensation	\$ 1,800.00	\$ 684.62	\$ -	\$ 12,935.03	\$ (11,135.03)	719%
512051	Mileage Reimbursement	\$ -	\$ 92.38	\$ -	\$ 664.73	\$ (664.73)	#DIV/0!
513020	Premium Overtime	\$ -	\$ 200.26	\$ -	\$ 6,354.91	\$ (6,354.91)	#DIV/0!
518200	Employer Wage Taxes & WC	\$ 483,127.00	\$ 34,817.80	\$ -	\$ 408,233.33	\$ 74,893.67	84%
518300	Employer Share EE Insurance	\$ 1,001,852.00	\$ 77,722.51	\$ -	\$ 869,418.41	\$ 132,433.59	87%
518400	Employer Share Pension/Retire	\$ 580,930.00	\$ 41,974.56	\$ -	\$ 495,392.17	\$ 85,537.83	85%
	Personal Services	\$ 7,208,726.00	\$ 574,292.68	\$ -	\$ 6,529,162.13	\$ 679,563.87	91%
521011	Electricity	\$ 305,438.00	\$ 19,214.92	\$ -	\$ 240,892.76	\$ 64,545.24	79%
521021	Natural Gas	\$ 41,824.00	\$ 5,502.30	\$ -	\$ 69,365.06	\$ (27,541.06)	166%
521030	Water Service	\$ 12,132.00	\$ (2,380.78)	\$ -	\$ 28,592.13	\$ (16,460.13)	236%
521050	Trash Service	\$ 5,404.00	\$ 735.03	\$ -	\$ 4,825.73	\$ 578.27	89%
521060	Local Telephone Service	\$ 16,000.00	\$ 427.00	\$ -	\$ 5,063.00	\$ 10,937.00	32%
522010	PBX Line Charges	\$ 11,172.00	\$ 1,007.00	\$ -	\$ 10,798.35	\$ 373.65	97%
522020	PBX Instrument Charges	\$ 18,915.00	\$ 1,662.50	\$ -	\$ 17,750.75	\$ 1,164.25	94%
522040	Long Distance & Teleconference	\$ 2,000.00	\$ 43.70	\$ -	\$ 342.65	\$ 1,657.35	17%
522070	Voicemail	\$ 3,912.00	\$ 333.00	\$ -	\$ 3,635.00	\$ 277.00	93%
522080	Automatic Call Distribution	\$ 786.00	\$ 65.50	\$ -	\$ 720.50	\$ 65.50	92%
523010	Building & Contents Insurance	\$ 91,619.00	\$ -	\$ -	\$ 91,619.00	\$ -	100%
523020	Vehicle Liability Premiums	\$ 870.00	\$ -	\$ -	\$ 870.00	\$ -	100%
524010	Recruitment & Hiring	\$ 3,140.00	\$ -	\$ -	\$ 65.00	\$ 3,075.00	2%
524020	Employee Travel & Training	\$ 1,600.00	\$ -	\$ -	\$ -	\$ 1,600.00	0%
525013	Drug Screening	\$ -	\$ 820.00	\$ -	\$ 5,932.00	\$ (5,932.00)	#DIV/0!
525070	Background Checks	\$ -	\$ 96.00		\$ 928.00	\$ (928.00)	#DIV/0!
525083	Textile Rental & Laundry Svcs	\$ 2,925.00	\$ 157.93	\$ -	\$ 1,437.48	\$ 1,487.52	49%
525990	Other Professional Services	\$ 22,970.00	\$ 2,068.20	\$ -	\$ 27,529.45	\$ (4,559.45)	120%
526010	Motor Pool Scheduled Charges	\$ 3,720.00	\$ 310.00	\$ -	\$ 3,410.00	\$ 310.00	92%
526011	Trip Car Charges	\$ -	\$ -	\$ -	\$ 234.25	\$ (234.25)	#DIV/0!
526020	Building Repair & Maint	\$ 7,240.00	\$ -	\$ -	\$ 1,761.20	\$ 5,478.80	24%
526042	Pest Control Services	\$ 13,000.00	\$ 830.28	\$ -	\$ 8,446.60	\$ 4,553.40	65%
526044	Bldg Security & Fire Services	\$ -	\$ -	\$ -	\$ 2,097.57	\$ (2,097.57)	#DIV/0!

GENERAL FUND SUMMARY REPORT
NOVEMBER 2022

OBJECT	ACCOUNT DESCRIPTION	REVISED BUDGET	CURRENT MONTH EXPENDITURES	ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
526070	Equipment Repair & Maint	\$ 5,421.00	\$ -	\$ -	\$ 3,742.20	\$ 1,678.80	69%
526092	Rent-Real Property	\$ 52,060.00	\$ -	\$ -	\$ 44,970.64	\$ 7,089.36	86%
529010	Bank Charges	\$ 5,000.00	\$ -	\$ -	\$ 5,175.30	\$ (175.30)	104%
529020	Postage	\$ 4,000.00	\$ 63.45		\$ 1,942.90	\$ 2,057.10	49%
529061	Organizational Memberships	\$ 10,960.00	\$ -	\$ -	\$ 10,960.00	\$ -	100%
529070	Printing & Copying	\$ 23,472.00	\$ 3,483.95	\$ -	\$ 28,627.37	\$ (5,155.37)	122%
529110	Advertising	\$ -	\$ 85.47	\$ -	\$ 126.52	\$ (126.52)	#DIV/0!
529141	Software License & Maint Fees	\$ 550.00	\$ -	\$ -	\$ 501.64	\$ (1,476.47)	91%
529150	Data Center Charges	\$ 1,104,372.00	\$ 102,754.23	\$ -	\$ 1,130,296.53	\$ (25,924.53)	102%
529990	Other Contractuals	\$ 109,111.00	\$ 6,359.88	\$ -	\$ 72,212.17	\$ 20,370.83	66%
	Contractuals	\$ 1,879,613.00	\$ 143,639.56	\$ -	\$ 1,824,871.75	\$ 36,688.42	97%
531010	Computing Supplies	\$ 900.00	\$ -	\$ -	\$ 2,240.36	\$ (1,340.36)	249%
531020	Office Supplies	\$ 48,575.00	\$ 5,782.08	\$ -	\$ 40,110.27	\$ 8,464.73	83%
531030	Custodial Supplies	\$ 6,000.00	\$ 534.91	\$ -	\$ 3,090.03	\$ 2,909.97	52%
532020	Automotive Parts & Supplies	\$ 450.00	\$ 11.94	\$ -	\$ 131.34	\$ 318.66	29%
539012	Gasoline	\$ 4,134.00	\$ 158.99	\$ -	\$ 3,354.36	\$ 779.64	81%
539990	Other Commodities	\$ -	\$ -		\$ 25.98	\$ (25.98)	#DIV/0!
549010	Furniture & Fixtures <\$5k	\$ 9,990.00	\$ -	\$ -	\$ 2,328.68	\$ 7,661.32	23%
549020	Data Processing Equip <\$5k	\$ 9,665.00	\$ 1,389.10	\$ -	\$ 2,732.67	\$ 6,932.33	28%
549110	Library Materials	\$ 993,689.00	\$ 126,927.43	\$ -	\$ 702,693.45	\$ 290,439.05	71%
	Commodities	\$ 1,073,403.00	\$ 134,804.45	\$ -	\$ 756,707.14	\$ 316,139.36	70%
	Expense Total	\$ 10,161,742.00	\$ 852,736.69	\$ -	\$ 9,110,741.02	\$ 1,032,391.65	90%

**Grant Fund Summary Report
NOVEMBER 2022**

Grant	Beginning Balance 11/01/2022	Revenue Received	Admin Charges	Contractuals	Materials	Supplies & Petty Cash	Equipment	Total Expenditures	Encumbrances	Remaining Balance 11/30/2022
SCKLS 2021	\$ 149,458.89	\$ -	\$ -	\$ 149,458.89	\$ -	\$ -	\$ -	\$ 149,458.89	\$ -	\$ -
SCKLS 2022	\$ 202,208.04	\$ -	\$ -	\$ (1,219.00)	\$ -	\$ -	\$ -	\$ (1,219.00)	\$ -	\$ 203,427.04
State Aid 2022	\$ 11,378.26	\$ -	\$ -	\$ (5,634.51)	\$ 3,100.57	\$ -	\$ 1,379.80	\$ (1,154.14)	\$ -	\$ 12,532.40
Totals	\$ 363,045.19	\$ -	\$ -	\$ 142,605.38	\$ 3,100.57	\$ -	\$ 1,379.80	\$ 147,085.75	\$ -	\$ 215,959.44

Wichita Public Library General Fund Bills

November 2022

Org: 10000080

10001 - Library - Personnel

1B - Base Compensation

511000 Base Compensation

Payroll, MSC112322	\$75.33
Payroll, PP111122	\$211,907.39
Payroll, PPE112522	\$206,817.83

Total 511000 Base Compensation	\$418,800.55
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Total 1B - Base Compensation	\$418,800.55
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1F - Special Compensation

512000 Special Compensation

Payroll, PP111122	\$267.31
Payroll, PPE112522	\$417.31

Total 512000 Special Compensation	\$684.62
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512051 Mileage Reimbursement

Payroll, 7870	\$58.62
Payroll, 8359	\$33.76

Total 512051 Mileage Reimbursement	\$92.38
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Total 1F - Special Compensation	\$777.00
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1J - OT Compensation

513000 Overtime Compensation

Payroll, PPE112522	\$200.26
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Total 513000 Overtime Compensation	\$200.26
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Total 1J - OT Compensation	\$200.26
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1N - Employee Benefits

518200 Employer Wage Taxes & WC

Payroll, MSC112322	\$6.62
Payroll, PP111122	\$17,593.56
Payroll, PPE112522	\$17,217.62

Total 518200 Employer Wage Taxes & WC	\$34,817.80
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518300 Employer Share EE Insurance

Payroll, PP111122	\$38,329.81
Payroll, PPE112522	\$39,392.70

Total 518300 Employer Share EE Insurance	\$77,722.51
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518400 Employer Share Pension/Retire

Payroll, PP111122	\$20,882.95
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Wichita Public Library General Fund Bills

November 2022

Payroll, PPE112522	\$21,091.61
Total 518400 Employer Share Pension/Retire	\$41,974.56
Total 1N - Employee Benefits	\$154,514.87
Total 10001 - Library - Personnel	\$574,292.68

10002 - Library - Contractuals

2B - Utilities

521011 Electricity - EDI

EVERGY KANSAS CENTRAL INC \$19,214.92

Total 521011 Electricity - EDI	\$19,214.92
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521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC \$455.20

ENCORE ENERGY SERVICES \$3,755.40

ONE GAS INC \$1,291.70

Total 521021 Natural Gas - EDI	\$5,502.30
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521030 Water Service

City of Wichita (\$2,380.78)

Total 521030 Water Service	(\$2,380.78)
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521055 Trash Service - EDI

WASTE CONNECTIONS OF KANSAS INC \$735.03

Total 521055 Trash Service - EDI	\$735.03
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Total 2B - Utilities	\$23,071.47
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2F - Technology Charges

521060 Local Telephone Service

City of Wichita \$427.00

Total 521060 Local Telephone Service	\$427.00
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522010 PBX Line Charges

City of Wichita \$1,007.00

Total 522010 PBX Line Charges	\$1,007.00
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522020 PBX Instrument Charges

City of Wichita \$1,662.50

Total 522020 PBX Instrument Charges	\$1,662.50
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Wichita Public Library General Fund Bills

November 2022

522040 Long Distance & Teleconference

City of Wichita \$43.70

Total 522040 Long Distance & Teleconference	\$43.70
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522070 Voicemail

City of Wichita \$333.00

Total 522070 Voicemail	\$333.00
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522080 Automatic Call Distribution

City of Wichita \$65.50

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

City of Wichita \$102,754.23

Total 529150 Data Center Charges	\$102,754.23
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Total 2F - Technology Charges	\$106,292.93
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2R - Professional Svcs

525013 Drug Screening

KELLY COMPLIANCE INC \$820.00

Total 525013 Drug Screening	\$820.00
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525070 Background Checks

TRUVIEW BSI LLC \$96.00

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

CINTAS CORPORATION \$26.28

P-CARD ONE-TIME PAY \$131.65

Total 525083 Textile Rental & Laundry Svcs	\$157.93
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525990 Other Professional Services

SIGN LANGUAGE INTERPRETING SERVICES \$756.00

UNIQUE MANAGEMENT SERVICES INC \$1,312.20

Total 525990 Other Professional Services	\$2,068.20
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Total 2R - Professional Svcs	\$3,142.13
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2V - Bldg & Equip Charges

526010 Motor Pool Scheduled Charges

City of Wichita \$310.00

Total 526010 Motor Pool Scheduled Charges	\$310.00
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Wichita Public Library General Fund Bills

November 2022

526042 Pest Control Services

P-CARD ONE-TIME PAY \$830.28

Total 526042 Pest Control Services	\$830.28
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Total 2V - Bldg & Equip Charges	\$1,140.28
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2Z - Other Contractuals

529020 Postage

P-CARD ONE-TIME PAY \$63.45

Total 529020 Postage	\$63.45
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529070 Printing & Copying

City of Wichita \$1,067.70

HOUCHEN BINDERY LTD \$2,416.25

Total 529070 Printing & Copying	\$3,483.95
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529110 Advertising

SIJ HOLDINGS LLC \$85.47

Total 529110 Advertising	\$85.47
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529990 Other Contractuals

P-CARD ONE-TIME PAY \$6,259.88

UNIQUE MANAGEMENT SERVICES INC \$100.00

Total 529990 Other Contractuals	\$6,359.88
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Total 2Z - Other Contractuals	\$9,992.75
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Total 10002 - Library - Contractuals	\$143,639.56
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10003 - Library - Commodities

3B - Supplies

531020 Office Supplies

City of Wichita \$2,399.28

P-CARD ONE-TIME PAY \$3,382.80

Total 531020 Office Supplies	\$5,782.08
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531030 Custodial Supplies

P-CARD ONE-TIME PAY \$534.91

Total 531030 Custodial Supplies	\$534.91
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Total 3B - Supplies	\$6,316.99
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Wichita Public Library General Fund Bills

November 2022

3F - Components & Parts

532020 Automotive Parts & Supplies

City of Wichita \$11.94

Total 532020 Automotive Parts & Supplies	\$11.94
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Total 3F - Components & Parts	\$11.94
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3N - Fuel

539012 Gasoline

City of Wichita \$158.99

Total 539012 Gasoline	\$158.99
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Total 3N - Fuel	\$158.99
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4Z - Non-Capital Outlay

549020 Data Processing Equip <\$5k

City of Wichita \$1,389.10

Total 549020 Data Processing Equip <\$5k	\$1,389.10
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549110 Library Materials

P-CARD ONE-TIME PAY \$126,927.43

Total 549110 Library Materials	\$126,927.43
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Total 4Z - Non-Capital Outlay	\$128,316.53
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Total 10003 - Library - Commodities	\$134,804.45
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Grand Total

\$852,736.69

Wichita Public Library Grant Bills

November 2022

Y1801 - South Central Kansas Library Sys 21

2 - Contractuals

2N - Employee Development

524020 Employee Travel & Training

(\$183.00)

P-CARD ONE-TIME PAY

\$3,568.19

Total 524020 Employee Travel & Training	\$3,385.19
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Total 2N - Employee Development	\$3,385.19
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2Z - Other Contractuals

529990 Other Contractuals

WICHITA PUBLIC LIBRARY
FOUNDATION INC

\$146,073.70

Total 529990 Other Contractuals	\$146,073.70
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Total 2Z - Other Contractuals	\$146,073.70
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Total 2 - Contractuals	\$149,458.89
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Total Y1801 - South Central Kansas Library Sys 21

\$149,458.89

Y2801 - Library State Grant-In-Aid 2022

2 - Contractuals

2F - Technology Charges

521070 Internet Service

P-CARD ONE-TIME PAY	\$826.70
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Total 521070 Internet Service	\$826.70
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Total 2F - Technology Charges	\$826.70
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2R - Professional Svcs

525990 Other Professional Services

BUSINESS TECHNOLOGY CAREER OPPORTUNITIES	(\$6,450.00)
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Total 525990 Other Professional Services	(\$6,450.00)
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Total 2R - Professional Svcs	(\$6,450.00)
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2Z - Other Contractuals

529990 Other Contractuals

P-CARD ONE-TIME PAY	(\$11.21)
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Total 529990 Other Contractuals	(\$11.21)
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Total 2Z - Other Contractuals	(\$11.21)
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Total 2 - Contractuals	(\$5,634.51)
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3 - Commodities

4Z - Non-Capital Outlay

549010 Furniture & Fixtures <\$5k

DANIKSCO OFFICE INTERIORS	\$1,379.80
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Total 549010 Furniture & Fixtures <\$5k	\$1,379.80
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549110 Library Materials

INGRAM LIBRARY SERVICES INC	\$1,811.56
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P-CARD ONE-TIME PAY	\$1,289.01
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Total 549110 Library Materials	\$3,100.57
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Total 4Z - Non-Capital Outlay	\$4,480.37
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Total 3 - Commodities	\$4,480.37
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Total Y2801 - Library State Grant-In-Aid 2022	(\$1,154.14)
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Y2802 - South Central Kansas Library Sys 22		
2 - Contractuals		
2N - Employee Development		
524020 Employee Travel & Training		
		(\$1,779.00)
	P-CARD ONE-TIME PAY	\$560.00
	Total 524020 Employee Travel & Training	(\$1,219.00)
	Total 2N - Employee Development	(\$1,219.00)
Total 2 - Contractuals		(\$1,219.00)
Total Y2802 - South Central Kansas Library Sys 22		(\$1,219.00)
Grand Total		\$147,085.75

GIFT AND MEMORIAL FUND

RECEIPTS/REIMBURSEMENTS

Baird (interest)	\$1,126.01
CD Redeemed	\$200,000.00
Flower Fund (Staff Donations)	\$50.00
Friends Monthly Pledge (October 2022)	\$995.00
Memorials	\$29.69
Premier Food Service (Vending-WES 3rd Qtr 2022)	\$24.51
Quick Trip (Free Little Libraries Donation)	\$500.00
Staff Honorarium	\$35.00
Wichita Public Library Foundation (Kroger/Hobby Lobby Reimbursement)	\$61.13
Wichita Public Library Foundation (Homeless Training Rembursement)	\$21,018.00
TOTAL RECEIPTS	\$223,839.34

EXPENDITURES

All Community Café (Inservice Day Lunches)	\$2,850.00
Amazon (HDMI Cables/Audio Jack Adapter)	\$64.94
Ingram Library Services (Memorials)*	\$1,372.02
Kroger (Foundation)*	\$29.95
Midwest Tape (Memorials)*	\$365.85
Tillie's Flower Shop (Staff Flower Fund)*	\$32.85
TOTAL EXPENDITURES	\$4,715.61

*Reimbursed expenses

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS

Operations Committee Agenda

Tuesday, December 20, 2022, 11:30am

Collaboration Room 205

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

1. Call to Order
2. Mission and Vision update
3. Book bus service discussion
4. Other items from Committee Members
5. Adjournment

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Planning and Facilities Committee Agenda
Tuesday, December 20, 2022, 11:30am
Collaboration Room 206
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order
2. Westlink Update
 - Design
 - Automated Materials Handling
 - Temporary Location
3. Public Art Donations: John Waltner and Paul Foley (memo attached)
4. Other items from Committee Members
5. Adjournment

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Public Affairs Committee Agenda
Tuesday, December 20, 2022, 11:30am
Collaboration Room 203
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order
2. Urban Library Council's [Declaration of Democracy](#)
3. "I Love My Kansas Library" Campaign
4. Other items from Committee Members
5. Adjournment

Media Report: November 2022

November 7, 2022: KWCH Segment, "Voices of a Pandemic"

November 10, 2022: KAKE Kids Corner, "Kansas Reads to Preschoolers"

November 4, 11, 18, 2022: KCTU, Library updates

ULC DECLARATION OF DEMOCRACY

Democracy is under siege throughout the world and close to home. Daily, we witness assaults on basic freedoms and human rights we've long cherished as books are banned, programs and events are canceled, disinformation and misinformation spread unchecked and racism is institutionalized. Democracy's future is diminished when people's access to power, information, a diversity of voices and the ability to influence policy are restricted. As cornerstones of democracy, it is incumbent upon libraries to stand up against all efforts to impede the democratic process and limit the full participation in civic life.

Banning books through policy and legislation is one such example of the challenges facing us. These efforts have unfortunately met with success in some parts of the United States as lawmakers codify restrictions on reading material – and we strongly stand against the furtherance of such restrictive policymaking.

As leaders of North America's public libraries, we are committed to preserving, protecting and advancing the highest hopes and ideals of democracy so all members of our communities may fully participate in the democratic process. To meaningfully participate in society, people need access to a broad range of information and ideas, as well as opportunities for open, uncensored discourse to hear, read, debate and learn from each other's perspectives.

It is for this reason that libraries as trusted institutions in their communities join to advance this Declaration and commit to the following:

- Educating and informing the public about the rights afforded to them in the *United States Constitution* and the *Canadian Charter of Rights and Freedoms*, among them the freedom of religion, thought, speech, expression, belief, the press, peaceful assembly and association.¹
- Encouraging an active citizenry where all are engaged in creating an equitable and just society where everyone may realize their potential as individuals within the community.
- Serving as a convener for and facilitator of civic engagement and civil discourse, where all voices may be heard and respect is displayed for community members' diverse opinions, thoughts, histories and cultural heritage.
- Increasing efforts to fight misinformation and disinformation, providing reliable resources and seeking new ways to help patrons find verifiable and accurate information.

¹ See *First Amendment in the United States Constitution* and *Section 2 in the Canadian Charter of Rights and Freedoms*.

- Leveraging programming, collections and other resources to promote human dignity, open dialogue and respect for diverse viewpoints, civil rights, and all other protections and freedoms fundamental to democracies, and based on the conviction that “laws and institutions must go hand in hand with the progress of the human mind”², holding fast to the expectation that “the arc of the moral universe is long, but it bends toward justice”³, and that “*the Just Society will be one in which the rights of minorities will be safe from the whims of intolerant majorities.*”⁴

We resolve to continue to create spaces where entering our doors is an act of participating in democracy, where people can read and learn freely from all points of view, make up their own minds and engage in their communities. We stand as proud leaders of libraries, and as such, we will continue to guard democracy’s great promise and ensure all those we serve are included in its fulfillment.



Sign the ULC Declaration of Democracy

urbanlibraries.org/initiatives/declaration-of-democracy

² Thomas Jefferson, from a letter to Samuel Kercheval, July 12, 1816, enshrined on Southeast Portico of the Jefferson Memorial, Washington, D.C.

³ Martin Luther King, Jr., Washington National Cathedral, March 31, 1968, enshrined on South Wall of the Martin Luther King, Jr. Memorial, Washington, D.C.

⁴ Pierre Elliott Trudeau, as cited in *The Essential Trudeau*, ed. Ron Graham. (pp.16 – 20).