

A G E N D A

**Wichita Public Library Board of Directors Meeting
Tuesday, January 17, 2023– 12:00 p.m.
Board Room
Advanced Learning Library, Second Floor
711 W 2nd, Wichita KS 67203**

1. Call to Order/Introductions
 - a) Staff Presentation: Mission, Vision, and Values work
2. Approval of the Agenda
3. Public Comment
4. Minutes of the December 20, 2022 Meeting
5. Unfinished Business
6. New Business
 - a) Semi-Annual Report of Staff Travel
7. Finance Committee Report
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

December 2022

Service Highlights

Staff restructured the process to register customers for library accounts. The new process is a paperless LEAN process that saves both customer and staff time and maintains the integrity of needed data entry. The change allows staff to build trustworthy relationships with the community instead of prioritizing transactional tasks – we’re now having a conversation and reviewing a few documents instead of completing a form, entering a form, and having a rushed welcome to the library. Staff is reporting they enjoy the streamlined data entry process and time savings.

The Research Pavilion received a donation of \$20,000 to assist in digitizing aerial photographs to both preserve them and increase access to Wichita’s rich local history. This contribution will help historians and scholars from around the world.

The City Council approved the Library’s purchase of LinkedIn Learning. LinkedIn Learning is an online learning provider of video courses taught by industry experts in software, creative, and business skills. Not only will this new service be beneficial for customers and residents, but it will also prove incredibly beneficial for City of Wichita employees who wish to build their professional skill sets. The Library will send City of Wichita employees’ information once this service begins. Top courses this week include: “Content Creation: Strategy and Tools,” “Building Trust,” “Essential Lessons for First-Time Managers,” and “How to Find and Use Your Strengths.”

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.

Sedgwick County’s Healthy Babies program is busy supplying their clients with information about early literacy courtesy of Wichita Public Library. Each family gets a 1000 Books Before Kindergarten folder that includes tracking sheets, book lists, information about story times and services, and ideas to help them build their own home libraries. This week, 150 more folders were delivered for distribution.

Wichita E-Reads had another banner year. In December 2022, the service had more than 33,000 checkouts for the first time, with 33,368 items borrowed. In total, 368,964 e-materials were borrowed through Wichita E-Reads in 2022, a 21% increase over 2021 (and a 125% increase over 2019).

Other News

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 LearningExpress and Mango Languages, 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 most popular book of the year was *Where the Crawdads Sing* by Delia Owens. It checked out 306 times in 2022 and a total of 1,308 times since its release in 2018. The second most popular book was *The Maid* by Nita Prose, which checked out 268 times.

The Research Pavilion had out-of-state researchers from Arkansas, Missouri, Oklahoma, Texas and the country of Jordan.

Savannah Ball and Sara Dixon (Advanced Learning Library) gave a morning and an evening tour to two groups from the Wichita Indochinese Center. These were mostly immigrants that recently relocated to Wichita. Savannah and Sara showed them 3D printers (they asked if we offered any technology classes in Spanish?), the world language books, Library of Things, and plenty of other wonderful resources available now that they are part of the Wichita community. Our Tech Training team supplied us with little 3D printed tchotchkes for the folks to take home. They were all impressed and excited to sign up for library cards.

Racine Zackula and Erin Howerton (Advanced Learning Library) and Katrina York (Rockwell) attended the City's Winter Wonderland event for families at Naftzger Park. They staffed the "Letters to Santa" booth where children could write their wishes down to send to the North Pole for a response from Santa.

The Youth Services team hosted six field trips for Northridge preschool classes of three- and four-year olds. They enjoyed a story time and learning about the public library, and their parents were excited to see all the Library has to offer young children.

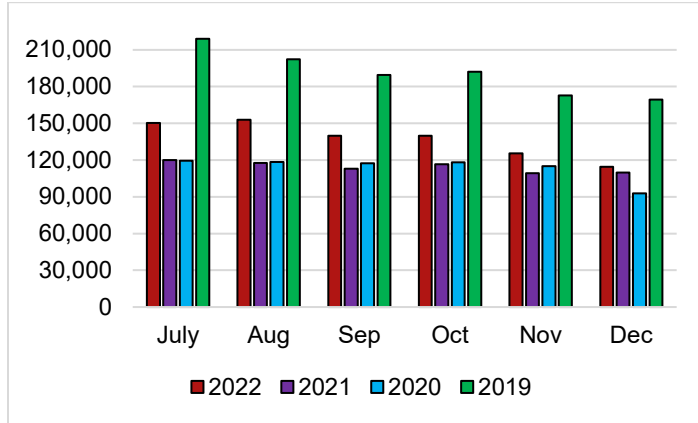
There are now 56 customers certified to 3D print with 13 certified to print on the Prusa, 31 certified on the MakerBot, and 12 certified to print on both. As of the end of the year, there are 195 people who have taken 3D Printing Basics, 117 students who have taken the Maker Bot Processes class, and 47 customers have taken the Prusa Processes class. Staff will conduct a review of the 3D printing process in 2023 to adjust the service as need to increase customer engagement.

Technology training staff were busy with programming. The section taught nine technology classes with 44 students in attendance. Staff completed 228 book a librarian appointments in December. Customers were given assistance or unemployment filing, resume posting and printing, passport applications, printing court documents, phone assistance, tax forms, and online security issues.

Service Dashboard

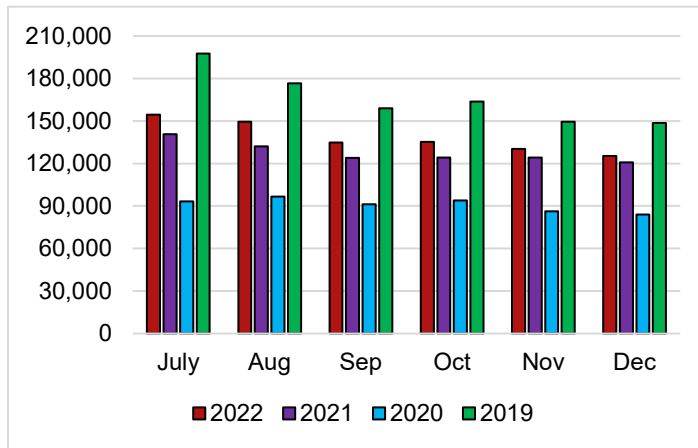
Due to inclement weather, two locations did not open on December 22 and all others closed early.

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



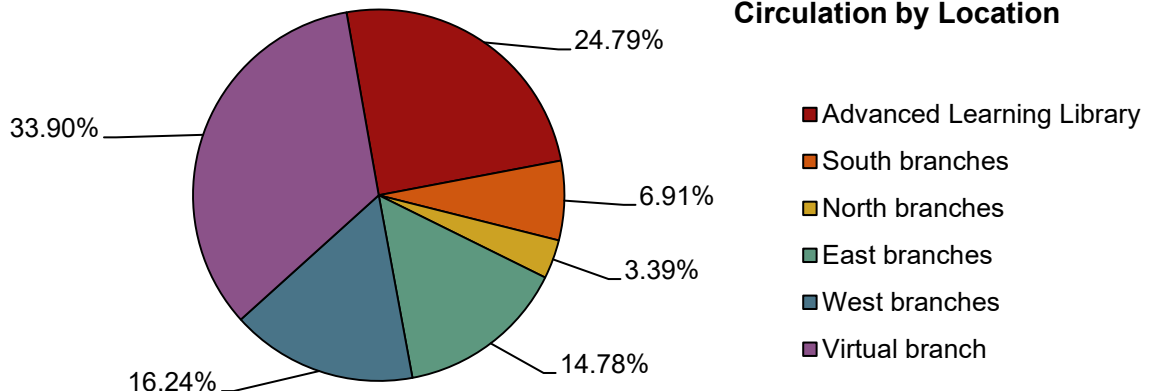
	DECEMBER		
	2022	2021	% change
Door Counts	42,365	35,464	19.46%
Catalog Log-ins	30,770	31,938	-3.66%
Website Visits	40,897	42,528	-3.84%
CONTENTdm Users	523	N/A	N/A
Total	114,555	109,930	4.21%

CHECKOUTS

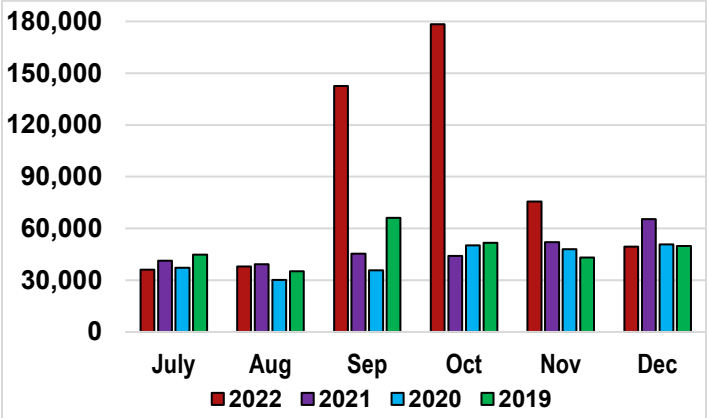


	DECEMBER		
	2022	2021	% change
Physical Circ	82,870	84,056	-1.41%
Virtual Circ	42,495	36,699	15.79%
<i>WPL</i>	35,817	29,984	19.45%
<i>State</i>	6,678	6,715	-0.55%
Total	125,365	120,755	3.82%

Circulation by Location

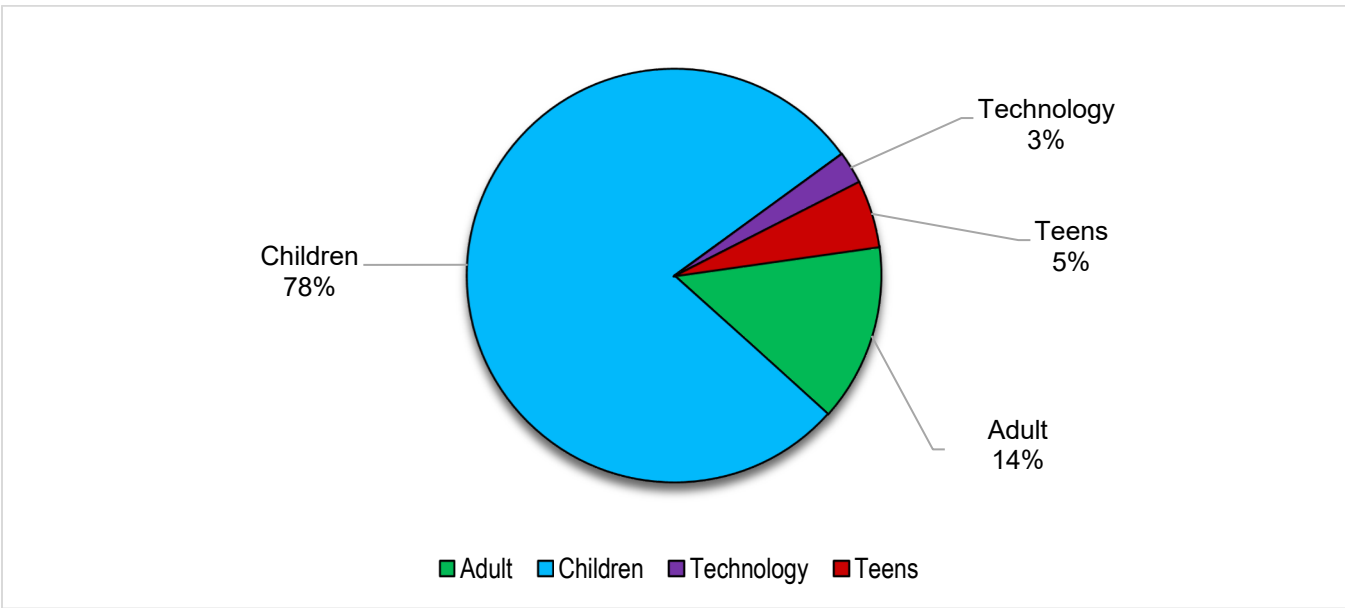


QUESTIONS ANSWERED (by staff in person/phone and through online services)



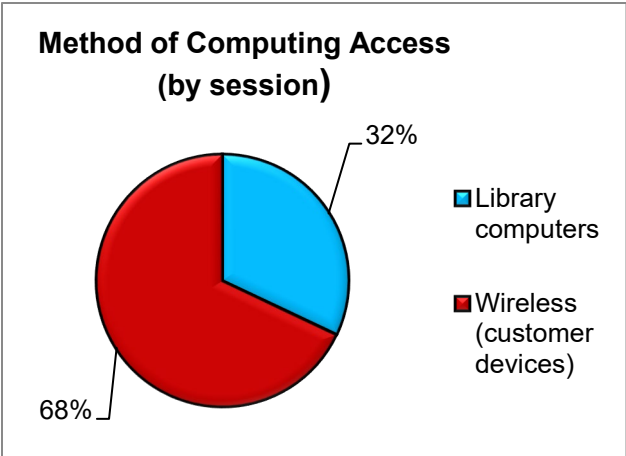
DECEMBER			
	2022	2021	% change
Reference Questions	5,009	5,611	-10.73%
Database Searches	41,574	56,681	-26.65%
Technology Assistance	2,715	2,839	-4.37%
Book-A-Librarian Appointments	233	206	13.11%
Total	49,531	65,337	-24.19%

PROGRAM ATTENDANCE



DECEMBER ATTENDANCE			
	2022	2021	% change
Adult events	173	55	214.55%
Children's events	976	1,301	-24.98%
Technology training	32	46	-30.43%
Teen events	65	51	27.45%
TOTAL	1,246	1,453	-14.25%

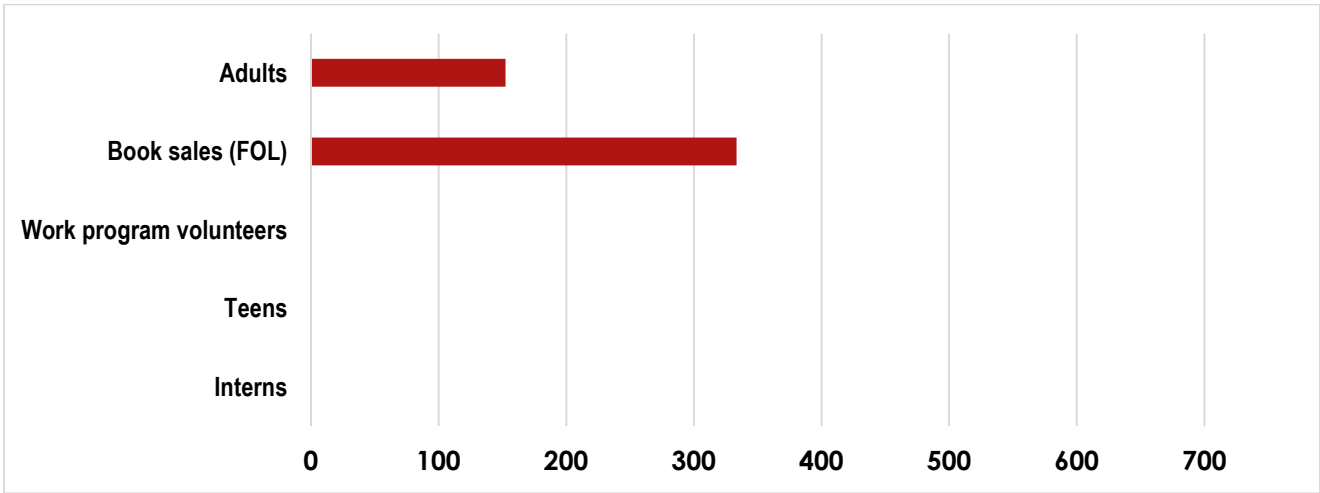
PUBLIC COMPUTING



DECEMBER

	2022	2021	% change
Workstation Sessions	4,053	4,225	-4.07%
Wi-Fi Sessions	8,611	6,700	28.52%
Number of Users	1,091	938	16.31%
Hours of Access	8,238	7,396	11.38%

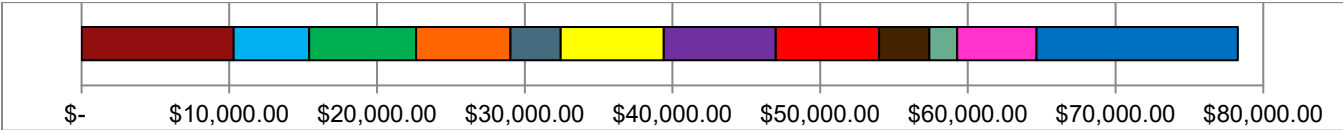
VOLUNTEERS (hours of service)



Number of volunteers YTD = 123 Hours of service YTD = 6,612

The total number of volunteers was over-reported in previous months due to a query error, while the number of hours in previous months was under-reported. Both are corrected as of this report.

MATERIALS DONATIONS (value if purchased)



Year to date total = \$78,281.57 Items added to Library collections YTD = 4,288

Service Snapshot: Recent Raving Fans Stories

A customer came to the Evergreen Branch to use a computer. She didn't have her card with her and asked for her card number. The customer said she has old fines that may prevent her from using the computer, but staff informed her that her old fines have been forgiven. The customer was extremely grateful to have those charges forgiven and thanked staff repeatedly. She used the computer and returned to the service desk to replace her card.

A customer returned 22 lost children's materials with a total charge of more than \$500. They were due in early November and the customer said they were late because "life happens." After checking them all in the total charge was reduced to \$0. Going fine free made returning these materials a positive experience for both customer and staff.

Katrina York (Rockwell) received a rave review from a parent that brings their child to story time: "Thank you for all that you do. Coming to story time has made a difference for my child. I can really see the change in their vocabulary since we started coming."

The United Way of the Plains has a scholarship in the name of a local student who died. Michelle Enke located several articles on the student and the car accident he had on the way to a United Way fundraiser he organized. The United Way of the Plains was very grateful for the information and emailed: "Thank you so much Michelle! This is all much appreciated! Bryan"

A customer asked Ian Bailey (Advanced Learning Library) for help finding information about an ancestor's local business in Wichita in the early 1900s. Ian was able to locate a photo in the Wichita Photo Archive of the storefront, and the customer was so excited by the find that she intended on having a copy of the photo framed and given to a family member as a gift.

Robin Dauster (Advanced Learning Library) was on the phone with a regular patron recently, and they complimented her helpfulness and phone etiquette. They remarked that all staff that they speak with at the Advanced Learning Library are wonderful. The patron stated that she never hesitates to call us with a question because she knows that we will do our best to answer it, or to find another resource that can.

While in the Children's Pavilion Bill Rohde (Advanced Learning Library) had a mother come up and ask him if we had a "tell us what you think" box somewhere. The mother then went on to explain that her daughter had written a note saying that this was her favorite library, and wanted to make sure that we received it. Bill then thanked the mother and her young daughter for the kind note.

Lexi Ternes (Advanced Learning Library) was working in the Children's Pavilion when she witnessed Zach Vilaythong assisting a customer to her car. He gathered her belongings and took the time to walk her out and across the street safely. Lexi thought that this was an excellent example of customer service and really reflected the City of Wichita's "Raving Fans" mindset!

WICHITA PUBLIC LIBRARY

Minutes of a Meeting of the Library Board of Directors
December 20, 2022.

The hybrid meeting of the Library Board of Directors was held on Tuesday, December 20, 2022 at the Advanced Learning Library with the following present in person: Ms. Abi Boatman, Ms. Erinn Bock, Ms. Donna Douglas, Ms. Rachel Enix, Ms. Lauren Hirsh, Mr. Kevin McWhorter, Mr. Chuck Schmidt, and Mr. Jonathan Winkler. The following attended virtually: Ms. TaDonne Neal.

Call to Order

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

Staff Presentation

Director Nix presented the 2023 work plan to the Board and played a video clip featuring all of the members of the Library's leadership team, each of whom highlighted accomplishments in 2022. Goals for 2023 include efforts to align with core service pillars and to advance three multi-year initiatives that embody inclusion and equity in services, grow library cardholders, and foster an engaged staff workplace.

Approval of the Agenda

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

Public Comment

None.

Approval of Minutes

Minutes of the regular meeting held on November 15, 2022 were presented. Erinn Bock moved (Schmidt) to approve the minutes as included in board packets. **Motion carried unanimously.**

Unfinished Business

Jonathan Winkler moved (Neal) to approve one additional closed day on Saturday, November 10, 2023 for Veteran's Day as a correction to the 2023 Holiday Schedule. **Motion carried unanimously.**

Lauren Hirsh moved (Boatman) to approve the revised SCKLS transfer balance of \$146,073.70 to close out the annual grant and accept an encumbrance of \$3385.19 that was not recorded in November. **Motion carried unanimously.**

After researching the art planned for the opening of the Advanced Learning Library, the Planning and Facilities Committee, not having a quorum, brought a recommendation to the Board. Lauren Hirsh moved (Neal) to recommend two potential sculpture additions to library locations to the City of Wichita Design Council for final approvals. Artists John Waltner and Paul Foley have talked with Library and City staff about their interest in donating their art to the library. **Motion carried unanimously.**

New Business

The Wichita Public Library Foundation annually presents a slate of Library Directors to the Library Board for endorsement. The 2023 Library Directors are Jaime Nix, Kevin McWhorter, Justin Henry, Kellie Hogan and Mary Eves. Jonathan Winkler moved (Schmidt) to endorse the Wichita Public Library Foundation nominating committee's proposed slate of Library Directors. **Motion carried unanimously.**

The Wichita Public Library Foundation adopts an annual spending policy that outlines the management of endowment, gift, and memorial funds that are managed by library staff. TaDonne Neal moved (Boatman) that the Board endorse changes to the Library Foundation Spending Policy as proposed by staff. **Motion carried unanimously.**

Finance Committee Report

On behalf of the Finance Committee, Kevin McWhorter moved to approve the November finance report and supplemental bills in the following amounts: General Fund bills of \$852,736.69; Grant Fund bills of \$147,085.75; and Gift and Memorial Fund bills of \$4715.61, for a total of \$1,004,538.05. **Motion carried unanimously.**

Operations Committee Report

None.

Planning & Facilities Committee Report

None.

Public Affairs Committee Report

The committee discussed advocacy opportunities, including a "I Love My Kansas Library" campaign and an effort by the Urban Library Council to reaffirm the freedom to read. On behalf of the Public Affairs committee, Abi Boatman moved to sign the Urban Library Council's Declaration of Democracy. **Motion carried unanimously.**

Special Committee Reports

Friends of the Library (FOL) – Director Nix reported that the Friends of the Library is reviewing the 2023 Budget Considerations for Library programming and a proposal from the Wichita Public Library Foundation. The board is in the process of electing new executive

members and is currently recruiting for President and Vice President vacancies. The December event brought approximately 200 attendees who purchased \$2000 from the sale. The next in-person book sale is tentatively scheduled for February 25.

Library Foundation – Kristi Oberg discussed annual fundraising goals, which include adding donation envelopes at each library location. The Foundation is in the process of recruiting new board members due to the adoption of term limits a number of years ago. More information will come after a January capital campaign kickoff.

Wichita Genealogical Society (WGS) – Julie Crawford reported that WGS did not hold a meeting in December, but February’s meeting will focus on Finding Ancestors. New magazines of interest to genealogists have been added to the collection. WGS is in the process of officer transitions.

Director of Libraries Report

Director Nix provided a brief update on the Westlink expansion project. The City Council has also approved a \$450,000 investment for the library to convert its inventory system to RFID and invest in self-check technologies that will generate efficiencies and improve the library’s management of its physical collections. Library leadership is updating the data from the Branch Master Plan and aims to bring information from this effort to the Board in February 2023. Moreover, WPL will begin a five-year Strategic Plan process in the first quarter of 2023.

All Board members are invited to a year-end reception after the meeting adjourns.

Announcements

Kevin McWhorter asked that board members and library staff consider efforts that can help inform and provide solutions to the community regarding fentanyl.

Adjournment

The meeting was adjourned at 12:56 p.m.

The next regularly scheduled meeting will be January 17, 2023.

Respectfully submitted,

Jaime Nix

SEMI-ANNUAL REPORT OF STAFF TRAVEL
July – December 2022

Name	Job Title	Date(s)	Place	Purpose	Cost	Funding Source
Savannah Ball	Library Manager	9/26-10/2	Kansas City Mo	2022 ALSC National Institute	1234.37	SCKLS
Zoe Burgess	Clerk	10/8	Wichita	Wichita Genealogical Society Annual Mtg	85.00	SCKLS
Megan Coffin	Library Assistant	10/26	Wichita	KLA 2022	185.00	SCKLS
Jennifer Durham	Librarian	10/26-28	Wichita	KLA 2022	245.00	SCKLS
Misti Hoheisel	Senior Library Assistant	10/26-28	Wichita	KLA 2022	345.00	SCKLS
Erin Howerton	Manager	9/29-10/2	Kansas City MO	2022 ALSC National Institute	1234.37	SCKLS
Sara McNeil	Librarian	9/29-10/2	Kansas City MO	2022 ALSC National Institute	1234.37	SCKLS
		10/26-28	Wichita	KLA 2022	375.00	SCKLS
Janelle Mercer	Librarian	10/26-28	Wichita	KLA 2022	405.00	SCKLS
Eva Peacock	Librarian	9/29-10/2	Kansas City MO	2022 ALSC National Institute	1234.37	SCKLS
Jaime Prothro	Director of Libraries	10/12-14	Minneapolis MN	City to City Conference	2500.00	SCKLS
Jeff Tate	Library Manager	10/16-21	Monterey CA	Internet Librarian 2022 Conference	3932.72	SCKLS
Alexis Ternes	Librarian	9/29-10/2	Kansas City MO	2022 ALSC National Institute	1234.37	SCKLS
Magdalen Vogt	Librarian	9/29-10/2	Kansas City MO	2022 ALSC National Institute	1234.37	SCKLS
Katrina York	Librarian	9/29-10/2	Kansas City MO	2022 ALSC National Institute	1234.37	SCKLS
Racine Zackula	Librarian	10/21-23	Lawrence KS	Kansas Author's Club Convention	441.12	SCKLS

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Operations Committee Agenda
Tuesday, January 17, 11:30am
Collaboration Room 204
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order

- Policy Review
 - i. PHI-002: Mission Statement
 - ii. PHI-003: Vision Statement
 - iii. PHI-004: Values Statement
 - iv. REF-002: General Equipment Available for Customer Use
 - v. REF-003: Public Computer Workstations
 - vi. REF-005: Photograph Collection Reproduction
 - vii. REF-007: Handouts and Bulletin Boards
 - viii. REF-009: Meeting Room Facilities
 - ix. REF-009.2: Advanced Learning Library AV Maker Studio

2. Other items from Committee Members

3. Adjournment

PHI-002 Mission Statement

~~The Wichita Public Library provides collections and services that inform, entertain and enrich the quality of life in Wichita. Connect. Discover. Learn. Thrive~~

Last Review: ~~September 2022~~ January 2023

Online Manual Listing: <http://wichitalibrary.org/About/Policies/Pages/philosophy-mission-vision.aspx#mission>

PHI-003 Vision Statement

~~The Wichita Public Library will be the community's preferred knowledge resource, providing inviting libraries, superb collections and excellent service.~~

~~Inclusive. Responsive. Collaborative. Your library makes your community limitless.~~

Last Review: ~~September 2022~~ January 2023

Online Manual Listing: <http://wichitalibrary.org/About/Policies/Pages/philosophy-mission-vision.aspx#vision>

PHI-004 Values Statement

Trust and Service are City of Wichita values that influence our interactions and decisions. We recognize that Wichita Public Library, as a social institution, has a duty to advance equity through library services to ensure all residents experience a sense of belonging. To support this work, we are guided by the following values:

Community: We embrace our role as a community ~~anchor~~builder. Our services evolve to meet the needs of our residents.

Diversity: We respect, reflect and value differences. Our services are inclusive and actively affirm the varied needs and interests of everyone.

Opportunity: We support curiosity, exploration, and learning for all individuals. We actively seek opportunities for our staff and community to learn, grow and thrive.

~~New: September 2022~~Last Review: January 2023

Online Manual Listing: <http://wichitalibrary.org/About/Policies/Pages/philosophy-mission-vision.aspx#values>

REF-002 **General Equipment Available for Customer Use**

The Library makes certain equipment available for customer use. Examples include, but are not limited to: typewriters, microfilm and microfiche readers, photocopiers, magnifiers, and fax machines. Not all equipment may be available in every Library location. Unless otherwise noted, these machines are available on a first-come, first-serve basis.

Fax Machines

Staff mediated fax service is available in most locations at a fee of \$1.00 per page.

Microform Printers and Scanners

A \$0.25 fee will be charged for each page printed from the microfilm or microfiche printers.

Photocopiers

Self-service photocopiers are available in most locations. Single-sided copies are available at \$0.~~20~~10 per copy. Double-sided copies are available at \$0.~~40~~20 per copy. Single-sided color copies are available at \$~~1.00~~.20 per copy. Double-sided color copies are available at \$~~2.00~~.40 per copy.

Typewriters

While use of typewriters is free, customers may either provide their own paper or purchase paper at the nearest service desk (three sheets/\$0.10).

Magnifiers

A lighted tabletop magnifier is available in the Burns Research Pavilion in the Advanced Learning Library. Hand held magnifiers are available for in-library use.

Computer Printing

There is a \$0.10 charge per page impression for printouts made through public computing services.

3D Printer

Customers with a Library account in good standing, who have completed a Library certification process, may use the 3D printer at the Advanced Learning Library. 3D Printed objects will be limited to weights of 75 grams or less, and no print job may exceed ~~four (4)~~ three (3) hours. Customer may not 3D print weapons and/or objects that violate CUS-001, Customer Code of Conduct. Cost for printing an object is \$0.20 per gram and weight of the object is based on ~~the 3D printer MakerBot Print~~ software's weight estimate.

Failure to pick up 3D print jobs, keep the 3D printing area clear of debris or misuse of the 3D printer may result in loss of 3D printing privileges.

Last Review: ~~May 2021~~January 2023

REF-003 **Public Computer Workstations**

Use of public computing services is open to all customers with a valid Wichita Public Library account. E-cards are available for customers who wish to only have access to computers, digital collections and electronic resources without the potential financial obligations that can result from borrowing privileges. Parents and legal guardians may restrict minors from access to public computing resources available through the Library ~~by completing a Parental Restriction Form.~~

Files left on computer hard drives are deleted at the end of each customer session. Flash memory drives will be available for \$9.00 for customers who wish to save their files.

Customers may attach peripherals and storage devices to Library computers if no software insertion, special purpose browser plug-ins, or file storage on fixed disks is required.

~~There is a \$0.10 per page charge for any printouts made from any public computer workstation.~~

There is a \$1.00 charge for each same-day, one-hour advanced reservation for public computer workstations.

Customers may provide their own headphones/ear buds for audio use on PCs, or ear buds are available at service desks for a \$1.00 fee.

Customers may connect their personal computers to the Library network for wireless access, but not by network cable. Some facilities may have electrical outlets conveniently located for customers to use for portable computing devices, but customers should ask for assistance before plugging in any devices. The Library is not responsible for any harm or data loss caused by electrical power fluctuations.

Related Form

~~Parental Restriction Form~~

Last Review: ~~May 2024~~ January 2023

REF-005 Photograph Collection Reproduction

Services and Permissions

As part of its public service mission, the Wichita Public Library provides reproductions of items from its photograph collection for personal, research or commercial use. Images contained in the ~~Wichita Photo Archives~~[library-sponsored digital collections](#) may be downloaded and printed for personal use at no charge for access, though printing fees will be charged if images are printed from the Library's public computer workstations (See REF-003 Public Computer Workstations). High-resolution digital images for personal use or for publication and copies of Wichita Public Library photo holdings not contained in the ~~Wichita Photo Archives~~[library-sponsored digital collections](#) may be obtained upon request. Fees to offset the cost of delivering these images will be charged. The Library reserves the right to choose the resolution and format and to limit quantities of items reproduced for its users. If an image is to be reproduced in any type of publication, CD-ROM, broadcast, exhibition, web site, etc., written permission is required and use fees may be assessed. Using a reproduction of an image from the Library's collections without the Library's official written permission is strictly prohibited.

Copyrighted Material

The nature of historical archival collections means that copyright or other information about restrictions may be difficult or even impossible to determine. Whenever possible, the Library provides information about copyright owners and other restrictions in the catalog records, finding aids, special-program illustration captions and other texts that accompany collections. The Library provides such information as a service, but it is the customer's obligation to determine and satisfy copyright and other use restrictions when publishing or otherwise distributing materials found in the Library's collections. A reproduction and use agreement confirming the customer's knowledge of copyright obligations is required for all requests to reproduce or use Library images.

Delivery of Material

Images will be copied within two to three business days after receiving the full payment of the necessary fees and a completed Reproduction Agreement Form. Images retrieved from the Advanced Learning Library, may be delivered through regular delivery by the U.S. Post Office, or may be delivered electronically. Expedited mail delivery may be made at the customer's expense. The Library requires prepayment of all required fees and a completed Reproduction Agreement Form before the delivery or use of the images.

Use Agreements and Fees

All customers wishing to obtain copies of Wichita Public Library photographs or to use Wichita Public Library photographs for other than personal or research purposes will be asked to complete a reproduction and use agreement specifying the intended use of the images and detailing the processing and use fees due to the Library in exchange for that use. Fees are charged for the non-exclusive use of images as outlined in the reproduction and use agreement. Subsequent use or reuse of the images will require completion of a new reproduction and use agreement. Use fees are assessed in addition to reproduction charges. The Library reserves the right to waive fees or to set requirements on an individual basis at its discretion.

Scanned Images

Scanned images are copies of items owned by the Wichita Public Library. The Library will not make any adjustments or manipulate the images. All files are scanned at a minimum of 300 DPI. Higher resolution files can be available upon request, but may incur a new scan fee. Images are available in JPEG or TIFF (archival) formats. Scanning the items with the customer's own equipment is not permitted.

Photographing Images

Photographing of images owned by the Wichita Public Library is allowed under the following conditions: 1) the image(s) are being reproduced for personal research purposes; 2) a use agreement has been completed documenting the image(s) being reproduced; 3) camera flash is disabled; 4) the image(s) are kept within protective sleeves or removed only by someone wearing gloves; and 5) a copy of the Library's repository card is included in each photograph.

Book Jacket Use

The fee for the use of an image on a book jacket includes the use of the item in the direct promotion of the work. Wider use of any kind, including derivative products, will require renegotiation.

Web Page Use

Web page use covers the single use of an image on the Internet such as on a web page, in a streaming video, or published in an electronic book or magazine. Images used in a commercial advertisement on the Internet fall under the heading of resale/advertising commercial use or resale/advertising nonprofit/government use.

Nonprofit Use

Nonprofit fees are applicable only to those organizations recognized as having nonprofit status. A commercial company providing contract work for a nonprofit will fall under the commercial use fees. Use by a government department or agency will fall under the nonprofit use fees.

| Last Review: ~~May 2021~~ January 2023

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

REF-007 Handouts and Bulletin Boards

At its discretion the Library will provide reasonable space for announcements and notices of programs and activities sponsored by civic, cultural, employment and educational groups. Most material is displayed for no more than one month. When space is limited, preference is given to organizations and agencies in Wichita.

The Library's Communications Specialist is responsible for approving material for display and distribution through the Wichita Public Library system. Material of specific interest to individual neighborhoods or areas of the city may be approved by Branch Managers.

The display of commercial and/or political advertising is prohibited.

Distribution or posting of materials by the Library does not indicate the Library's endorsement of the issues or events promoted by those materials.

Last Review: ~~May 2021~~January 2023

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

REF-009 Meeting Room Facilities

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

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

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

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

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

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

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

Amenities and Rates

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

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

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

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

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

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

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

Meeting Room	Capacity	Nonprofit / Government Fee	Business/ Individual Fee
ALL Conference Room (single)	Est 100	\$50.00	\$50.00/hour
ALL Conference Room (double)	Est 200	\$75.00	\$75.00/hour
ALL Conference Room (triple)	Est 300	\$100.00	\$100.00/hour
ALL Allison Dondlinger Children's Gallery	Est 50	\$50.00	\$50.00/hour
ALL Allison Dondlinger Children's Reading Theatre	Est 50	\$50.00	\$50.00/hour
ALL Dondlinger Children's Gallery AND Reading Theatre	Est 100	\$75.00	\$75.00/hour
ALL John Hyde Conference Room	Est 30	\$50.00	\$50.00/hour
ALL Rolland Eakins TEC-Novation Room	Est 30	\$50.00	\$50.00/hour
ALL Keeney Stevens Board Room	Est 30	\$50.00	\$50.00/hour
Outdoor Terrace (regular hours)	N/A	\$150.00	\$150.00/hours
Outdoor Terrace (after hours)	N/A	\$200.00/hour	\$200.00/hour
Conference Center (after hours)	N/A	\$200.00/hour plus regular rental fees	\$200.00/hour plus regular rental fees
Alford Branch	Est 130 people	\$30.00	\$50.00/hour
Angelou Northeast Branch	Est 69 people	\$20.00	\$50.00/hour
<u>Evergreen</u> EverDream Classroom	Est 40 people	\$20.00	\$50.00/hour
<u>Evergreen</u> Unidos Conference room	Est 15 people	\$15.00	\$50.00/hour
<u>Evergreen</u> Cirilo Arteaga Empowerment Multipurpose room (full space)	Est 174 <u>271</u> people	\$50.00	\$50.00/hour
<u>Evergreen</u> Arteaga A – Multipurpose room (west only)	Est 87 <u>154</u> people	\$25.00	\$50.00/hour
<u>Evergreen</u> Arteaga BC Multipurpose room (east only)	Est 87 <u>117</u> people	\$25.00	\$50.00/hour
<u>Evergreen</u> Arteaga B or C Multipurpose room (1/4 only)	Est 43 <u>65</u> people	\$20.00	\$50.00/hour
Rockwell Branch	Est 88 people	\$25.00	\$50.00/hour
Walters Branch	43 people	\$20.00	\$50.00/hour
Westlink Branch	85 people	\$25.00	\$50.00/hour

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

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

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

Reservations and Cancellations

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

Reservations are made on a first-come/first served basis by contacting the desired location. Reservations are considered tentative until both a completed meeting room agreement and full payment are received. Tentative reservations will be cancelled after ten working days.

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

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

Responsibilities and Regulations

- All meeting room use must comply with fire codes and will not exceed the facilities' maximum capacity.
- Smoking in any part of the Library is prohibited. Candles and open flames are also prohibited.
- Unless contracted for after-hours use, meeting rooms must be vacated 15 minutes prior to closing time.
- Advanced Learning Library staff will be responsible for set-up and restoration of rooms in that building. Meeting room users should not alter the room set without prior approval of Library staff.
- At branch libraries, employees are not generally available to assist with meeting room set up. Meeting room users assume full responsibility for arranging the meeting room, restoring it to its original condition, and leaving it in good order.
- A \$50.00 fee will be assessed to the individual who signs the meeting room contract if the room is not restored to its original condition.
- The Library does not provide staff to operate any equipment, and staff may not be able to provide instruction on equipment use on the day of the rental. Renters may schedule an appointment with staff several days in advance of the meeting to test equipment.

- All publicity concerning meetings should make it clear that the Library is not the sponsor and must include the statement, “Not an official Wichita Public Library program.” Neither the name nor address of the Wichita Public Library may be used as an organization’s official address with the exception of Library-affiliated organizations or with the approval of the Director of Libraries.
- Refreshments, except alcoholic beverages, may be served in meeting spaces of all library locations if they are kept inside the meeting room.
 - In branch libraries, the group or individual must provide all serving supplies.
 - For libraries where consumption of alcoholic beverages may be allowed under Section 4.04.045 of the City of Wichita Municipal Code of Ordinances, a valid liquor license from an established business will be required prior to rental date.
- The individual who has signed the meeting room contract is responsible for reasonable care of the room and is liable for damaged or stolen equipment or damage to facilities. The Library is not responsible for the equipment, supplies, materials or other items owned by the group or individuals in the Library.
- All decorations or displays must be freestanding, pinned to bulletin boards in the room, or limited to tabletops. Material may be attached to the meeting room walls only if ~~blue~~ painter’s tape is used. Directional signage related to the meeting requires approval by Library staff.

Advanced Learning Library Collaboration Rooms

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

Related Form

Meeting Room Agreement

Last Review: ~~April 2022~~ January 2023

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

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

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

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

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

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

Replacement fees will be assessed per item for any lost or damaged AV equipment.

Equipment Replacement Fee Schedule

Equipment	Replacement Cost*
Omnirax Presto Studio Workstation (Desk)	\$ 750.00
Middle Atlantic PD-1820R-RN Rack Mount Power	200.00
Chief MSSUB Medium Flat Panel Swivel Table Stand	450.00
NEC E326 32" LED Flat Panel Monitor	400.00
Dell Optiplex 7050 Computer	2,600.00
Black Magic Design Intensity Shuttle	200.00
Shuttle Xpress Video Edit Transport	60.00
Audio Technica ATH-M50X Headphones	150.00
Art Pro Eight Output Stereo Headphone Amp	65.00
Focusrite 2 Channel USB audio interface FOS2/22G	150.00
Zoom 16 Track Recorder R16	400.00
JVC BLU-RAY Disc & HDD Recorder	2,000.00
HDMI Cable 6'	5.00
Mackie CR3-CR Series 3" Creative Reference Multimedia Speakers	80.00
Audio Technica AT2020 Cardioid Condenser Studio XLR Microphone	100.00

Akai Professional MPK Mini MKII 25-Key Ultra-Portable USB-MIDI Drum Pad & Keyboard Controller	100.00
Canon EOS Rebel T6i Digital SLR with EF-S 18-55mm IS STM Lens	600.00
TAKSTAR SGC-598 Interview Microphone	27.00
Wide Angle/Macro Lens for Canon	10.00
58mm 2.2x Telephoto Lens	7.00
Digital Slave Flash with Bracket	12.00
Whirlwind MK4 XLR Cable 25'	32.00
AmazonBasics Tripod Boom Microphone	20.00
Vivitar VPT3662 62-Inch Tripod	40.00
Logitech C922x Pro Stream Webcam	120.00
*If exact make/model cannot be purchased, cost will be based on closest model that has equal functionality	

Last Review: ~~May 2024~~January 2023

Media Report: December 2022

- December 6, 2022: KSN, American Heritage City,
<https://www.kansas.com/news/local/article269683531.html>
- December 7, 2022: Wichita Eagle, American Heritage City,
<https://www.ksn.com/news/local/wichita-designated-as-american-world-war-ii-heritage-city/>
- December 8, 2022: KAKE, Kids Corner – Winter Break Activities,
<https://www.kake.com/clip/15362229/kids-corner-wichita-public-library>
- December 2, 9, 16, 23, 30, 2022: KCTU – Library updates
- December 21, 2022: KMUW, Check out ‘Books & Whatnot’ and so much more at the Wichita Public Library, <https://www.kmuw.org/podcast/next-up/2022-12-21/check-out-books-whatnot-and-so-much-more-at-the-wichita-public-library>