

**WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS**  
**Operations Committee Agenda**  
**Tuesday, August 12, 2025**  
Board Room / MS Teams 3:30pm  
Advanced Learning Library, 711 W 2<sup>nd</sup> St, Wichita, KS 67203

1. Call to Order
2. Approval of July 8, 2025 Minutes
3. Branch Remodel Updates
4. Meeting Room Policy Revisions
  - REF-009
  - REF-009.1
  - REF-009.2
5. Other items from the committee

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Meeting ID: 211 331 587 104

Passcode: 7jFtKF

## **WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS**

### **Operations Committee Agenda**

**Tuesday, July 8, 2025**

Board Room / MS Teams 3:30pm

In attendance: TaDonne Neal and Robin Templin (online); Jonathan Winkler (in person)

1. Call to Order at 3:38pm
2. Branch Remodel Updates: Director Nix provided updates on the stages of remodeling at Alford and Rockwell locations. The Library has worked with Public Works to identify additional funds for Alford, which will include a replaced roof in 2025 and updated windows and doors in 2026 to prevent leaks due to age and failing seals.
3. Angelou and Walters Performance Updates: Director Nix and Customer Experience Manager Kristi Dowell provided updates on programs, circulation, community feedback, partnerships and more regarding the community branches. The additional staff provided from Rockwell branch due to their closure has allowed Angelou to successfully expand hours for the summer, and to support growth in business at both locations.
4. City of Wichita DEI Audit Update: Director Nix provided a summary of the City of Wichita efforts to audit all policies, procedures, practices and programs for DEI compliance for federal funds. Library Leadership reviewed all library business and provided information to City Legal. The Law Department has assessed each item for risks and a meeting will help the library understand what, if any, modifications would be recommended.
5. 2026/27 Budget Update: Director Nix provided an update on the upcoming budget as it relates to approximately \$35,000 reductions in resources.
6. July Policy Review: Jonathan Winkler (Neal) to adopt proposed policy changes presented by staff with one correction to ORG-002.2, which should be ORG-002.4.
  - CIR-006 – InterLibrary Loan
  - CIR-009 - Holds
  - ORG-002.2 – Education and Engagement Division
  - REF-003 – Computer Workstations
  - REF-012 – Test Proctoring
7. Other items from the committee: Robin Templin recommended that the library explore options to let customers cancel held items. The Polaris ILS prevents this currently from being a self-selected option, which requires customers to contact library staff to complete this request.

## **REF-009      Meeting Room Facilities**

Meeting rooms are available so the community may gather to exchange ideas, access and share information, and participate in community activities.

The Wichita Public Library offers programs and events in its meeting rooms and makes these rooms available to organizations and non-profits engaged in educational, intellectual, charitable, advocacy, civic, or religious activities. Meetings and activities held in the library will advance the mission and strategic priorities of the library.

Meeting room use is prioritized for WPL sponsored events, WPL partner events, and events offered by library support organizations: Friends of Wichita Public Library, Wichita Genealogical Society, and Wichita Library Foundation. City of Wichita events are also prioritized.

WPL's meeting rooms are not available for:

- Commercial purposes
- Individual usage
- Groups that plan to use the room for monetary gain, including selling items, asking for donations, collecting personal information for future sales, distribution of materials or commercial information except for basic business information, political fundraising or campaigning, tithing, or similar activities.

Granting permission to use facilities does not constitute endorsement by the Library. All publicity concerning meetings should make clear that the library is not a sponsor, and must include the statement: "Not a program of Wichita Public Library"

The Library reserves the right to enter a meeting room at any time and to cancel any reservation due to misuse of the space or being out of compliance with any library policy.

Eligible groups may be denied use of meeting rooms if the request would interfere with library operations. All meeting room groups will comply with all library policies, including the Code of Conduct and maximum room capacity. Candles and open flames are prohibited, and activities that are deemed a risk for public spaces are prohibited.

### **Amenities**

Wireless Internet is available in all spaces and can be requested when reserving the room.

Technology equipment is available upon request when reserving a meeting room. Library staff do not operate equipment during meetings but can provide training in advance. Groups are responsible for operating the equipment themselves and equipment must be requested when reserving the room.

Groups meeting at branches are responsible for setting up and restoring the room to its original condition.

### **Reservations, Fees and Cancellations**

Meeting room use will be made available at no cost to groups who meet eligibility criteria and if the meeting is open. Donations are always welcome.

All meetings and events must be free of charge for those attending.

Failure to cancel meetings within 24 hours' notice may impact future reservations for the group.

Reservations are accepted for the current calendar year and groups may have 5 active reservations at any time and are not permitted to make standing reservations. 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 and adults must accompany any reservation that is intended to serve youth.

Costs of repair or replacement for damages or special cleaning will be charged to the renter and will be based upon the Library's costs of repair or replacement.

### **Other library spaces**

There is no charge for reserving or using additional library spaces.

Collaboration and Study rooms 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.

The AV Studio at the Advanced Learning Library may be reserved on a first-come, first served basis up to seven days in advance. Reservations are made for one three-hour session. When not previously reserved, the space is available on a first-come/first-served basis. To use this space, users must have a library card in good standing. Customers under the age of 14 must be accompanied by a responsible adult.

The Sensory Room at Westlink may be reserved on a first-come/first served basis beginning one week before the desired date. One one-hour reservation may be scheduled per day.

Wellness Rooms are available at the Advanced Learning Library, Alford, Rockwell, and Westlink branches and are available on a first-come/first-served basis.

When not previously reserved, rooms are available on a first-come/first served basis.

Groups meeting at the Advanced Learning Library may specify a room set up when reserving the room.

### **Room Capacities**

<b>Meeting Room</b>	<b>Capacity</b>
ALL Conference Room (single)	Est 100
ALL Conference Room (double)	Est 200
ALL Conference Room (triple)	Est 300
ALL Allison Dondlinger Children's Gallery	Est 50
ALL Allison Dondlinger Children's Reading Theatre	Est 50

ALL Dondlinger Children's Gallery AND Reading Theatre	Est 100
ALL John Hyde Conference Room	Est 30
ALL Rolland Eakins TEC-Novation Room	Est 30
ALL Keeney Stevens Board Room	Est 30
Outdoor Terrace (regular hours)	N/A
Alford Branch	Est 130 people
Alford Conference Room	Est 12 people
Angelou Northeast Branch	Est 40 people
Evergreen EverDream Classroom	Est 40 people
Evergreen Unidos Conference room	Est 15 people
Evergreen Cirilo Arteaga Empowerment Multipurpose room (full space)	Est 154 people
Evergreen Arteaga A – Multipurpose room (west only)	Est 89 people
Evergreen Arteaga BC Multipurpose room (east only)	Est 65 people
Evergreen Arteaga B or C Multipurpose room (1/4 only)	Est 32 people
Rockwell Branch	Est 88 people
Walters Branch	Est 43 people
Westlink Conference Room (single)	Est 60 people
Westlink Conference Room (double)	Est 120 people
Westlink Classroom	Est 16 people

Last Reviewed: August 2024

Revised:

## ~~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 during business hours. 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 Novation 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.~~

<b>Meeting Room</b>	<b>Capacity</b>	<b>Nonprofit/ Government Fee</b>	<b>Business/ Individual Fee</b>
<del>ALL Conference Room (single)</del>	<del>Est 100</del>	<del>\$50.00</del>	<del>\$50.00/hour</del>
<del>ALL Conference Room (double)</del>	<del>Est 200</del>	<del>\$75.00</del>	<del>\$75.00/hour</del>
<del>ALL Conference Room (triple)</del>	<del>Est 300</del>	<del>\$100.00</del>	<del>\$100.00/hour</del>
<del>ALL Allison Dondlinger Children's Gallery</del>	<del>Est 50</del>	<del>\$50.00</del>	<del>\$50.00/hour</del>
<del>ALL Allison Dondlinger Children's Reading Theatre</del>	<del>Est 50</del>	<del>\$50.00</del>	<del>\$50.00/hour</del>
<del>ALL Dondlinger Children's Gallery AND Reading Theatre</del>	<del>Est 100</del>	<del>\$75.00</del>	<del>\$75.00/hour</del>
<del>ALL John Hyde Conference Room</del>	<del>Est 30</del>	<del>\$50.00</del>	<del>\$50.00/hour</del>
<del>ALL Rolland Eakins TEC Novation Room</del>	<del>Est 30</del>	<del>\$50.00</del>	<del>\$50.00/hour</del>
<del>ALL Keeney Stevens Board Room</del>	<del>Est 30</del>	<del>\$50.00</del>	<del>\$50.00/hour</del>

Outdoor Terrace (regular hours)	N/A	\$150.00	\$150.00/hours
Alford Branch	Est 130 people	\$30.00	\$50.00/hour
Angelou Northeast Branch	Est 40 people	\$20.00	\$50.00/hour
Evergreen EverDream Classroom	Est 40 people	\$20.00	\$50.00/hour
Evergreen Unidos Conference room	Est 15 people	\$15.00	\$50.00/hour
Evergreen Cirilo Arteaga Empowerment—Multipurpose room (full space)	Est 154 people	\$50.00	\$50.00/hour
Evergreen Arteaga A—Multipurpose room (west only)	Est 89 people	\$30.00	\$50.00/hour
Evergreen Arteaga BC Multipurpose room (east only)	Est 65 people	\$25.00	\$50.00/hour
Evergreen Arteaga B or C Multipurpose room (1/4 only)	Est 32 people	\$20.00	\$50.00/hour
Rockwell Branch	Est 88 people	\$25.00	\$50.00/hour
Walters Branch	Est 43 people	\$20.00	\$50.00/hour
Westlink Conference Room (single)	Est 60 people	\$20.00	\$50.00/hour
Westlink Conference Room (double)	Est 120 people	\$25.00	\$50.00/hour
Westlink Classroom	Est 16 people	\$15.00	\$50.00/hour

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

Additional fees will be assessed to the individual who reserves the meeting room 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 making a reservation online or contacting the desired location. Reservations are considered tentative until both a confirmation of approved reservation 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.~~
- ~~• 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 reserves the meeting room 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 reserved 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 painter’s tape is used. Directional signage related to the meeting requires approval by Library staff.~~

### **~~Library Collaboration Rooms~~**

~~Collaboration and Study rooms 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.~~

~~The Sensory Room at Westlink may be reserved on a first-come/first-served basis beginning one week before the desired date. One one-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: March 25, 2024

## REF-009.1—Evergy Technology Training Center Rental

In addition to the policies that apply to the rental of meeting rooms (See REF-009 Meeting Room Facilities), the following policies apply to the rental of the Evergy Technology Training Center (TTC).

If a Technology Training Center rental must be cancelled because of technical failure, the session may be rescheduled at no extra charge or all rental fees will be reimbursed.

The policies and procedures as set forth in the Wichita Public Library Internet Access and Acceptable Use Policy (See REF-004 Internet Access and Acceptable Use Policy) shall apply to the use of the Evergy Technology Training Center. The Library's Acceptable Use Policy applies to all use of the Library's computers. All data added during a TTC session will be removed after the session's completion.

### Evergy Technology Training Center Fee Schedule

- When City of Wichita boards, commissions and departments or elected officials representing some or all of the corporate limits of the City of Wichita use the Technology Training Center for official business, TTC rental fees will be waived.
- The Technology Training Center may be rented to nonprofit groups or other government agencies for \$50.00/hour. Businesses or individuals may rent the TTC for \$100.00/hour.
- Special sessions of current technology training programs taught by Library staff members may be scheduled. Fees will be \$250.00 for nonprofit use, or \$300.00 for business/individual use.
- Program development or specialized programs with the addition of software may be available. A minimum of two weeks' notice must be given if special software manipulation is necessary.

### Related Form

Meeting Room Agreement

Last Review: August 2024

## **~~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.~~

Last Review: August 2024



**WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS**  
**Planning and Facilities Committee Agenda**  
**Wednesday, August 13, 2025, 1:00pm**  
Board Room / MS Teams  
Advanced Learning Library, 711 W 2<sup>nd</sup> St, Wichita, KS 67203

1. Call to Order
2. 2026/27 Budget Update
3. Branch Remodel Update
4. Planning Discussion

To attend virtually:

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Meeting ID: 216 133 910 730

Passcode: NL2i2F