A G E N D A
Wichita Public Library Board of Directors Meeting
Tuesday, May 16, 2023– 12:00 p.m.
Board Room
Advanced Learning Library, Second Floor
711 W 2nd, Wichita KS 67203

1. Call to Order/Introductions

2. Approval of the Agenda

3. Public Comment

4. Staff Presentation: Wichita Public Library Demographics

5. Minutes of the April 18, 2023 meeting

6. Unfinished Business

    a) 2025 Budget Updates

7. New Business

8. Finance Committee Report

    a) April 2023 Bills and Finance Reports

General Fund Bills	$847,857.96
Grant Fund Bills	$4988.11
Gift & Memorial Fund Bills	$17,049.00
Total	**$869,895.07**

    b) Approval of Invoices Exceeding $10,000 – StackMap
    c) Approval of Invoices Exceeding $10,000 – Chilton (Gale)

9. Operations Committee Report

    a) Policy Updates
       1) CIR-001   Customer Registration
       2) CIR-002   Address Checks
       3) CIR-003   Account Associations
       4) CIR-004   Issuing Cards to Tour Groups and Classrooms
       5) REF-002   General Equipment Available for Customer Use
       6) CUS-001.2   Suspension of Privileges for Health and Safety Reasons
       7) CUS-008   Advanced Learning Library Teen Space (new)

    b) Reauthorization of Internet Use Policy

10. Planning & Facilities Committee Report

11. Public Affairs Committee Report

12. Support Organization Reports

13. Director of Libraries Report

14. Announcements

15. Adjournment

Monthly Activity Report
April 2023

Service Highlights

The Library and community partners hosted this year's NEA Big Read: Wichita author Roz Chast on Saturday, April 15 at the WSU Hughes Metroplex. More than 240 people met to hear about her career as a cartoonist for *The New Yorker* and her development of this year's Big Read book *Can't We Talk About Something More Pleasant?* Her talk was followed by a Q&A and book signing.

On April 21, the Library released the latest episode of Read. Return. Repeat. podcast. The episode, featuring journalist Hayley Campbell, author of All the Living and the Dead: From Embalmers to Executioners, an Exploration of the People Who Have Made Death Their Life's Work. The episode, themed to the ReadICT category of books about death and grief, had 54 plays recorded in our podcast platform and 12 views on YouTube through April 30. Topics discussed during the interview included what led her to writing about the subject of death, memorable interviews, what she learned, and ethics in the death industry.

The Evergreen Branch processed 72 passport applications in April, resulting in $2,250 in revenues for the month.

The Alford Branch turned 20 on April 5, and they threw a birthday party! Familiar faces of former staff members, volunteers and supporters from the community stopped by to say hello, take pictures and share memories from the branch.

On April 21, Kelly Fabrizius (Advanced Learning Library) coordinated a program called Senior Downsizing Made Easy, presented by Katherine Ambrose of Empower Seniors. There were 36 people in attendance, and the program was well received. The comments on the evaluations were positive and included such sentiments as this "helped me understand what my Mother is going through and how to help her with making her own decisions." Another commented that it was a fun program and the presenter was upbeat and positive.

Sarah Kittrell (Advanced Learning Library) conducted a webinar for the South Central Kansas Library System on handling bed bugs in libraries. While most attendees were from public libraries, employees at academic libraries and a school library also registered.

Erin Howerton (Youth Services Manager) spoke at the April USD 259 Board of Education meeting. Erin shared information about summer knowledge loss and the role of Wichita Public Library's Summer Reading Program to encourage children to continue to read during the summer months away from school.

Other News

Staff attended the Big Truck: Gearing Up for Kids event organized by the Maize Early Childhood Center. Racine Zackula (Family Literacy Coordinator) and Eva Peacock (Westlink) shared information about Library services and materials.

Savannah Ball (Education and Engagement Manager) and Erin Howerton (Youth Services Manager) attended the Family Place Libraries Institute. They learned about the critical learning that happens in children ages 0-3 and how the Library can better support the community's youngest learners and their parents.

Sarah Kittrell (Collection Development Manager) conducted a webinar for the South Central Kansas Library System about handling bed bugs in libraries. Public, academic and school libraries attended, and the webinar will soon be available for members to view.

Erin Howerton (Youth Services Manager) presented at the Wichita Public Schools Board of Education meeting on April 10. She talked about the upcoming Summer Reading Program for kids and teens. You can view the meeting here.

Sara McNeil (Evergreen) gave tours to 70 first grade students at Cloud Elementary. She promoted Library services and programming, gave a tour, and held a read-aloud with students.

Katrina York (Rockwell) and Eva Peacock (Westlink) attended the Ascension Via Christ Community Baby Shower on April 29. They spoke with 220 expectant parents about library services for early literacy and gave them information about 1000 Books Before Kindergarten. They also issued more than one dozen library cards.

Sean Jones (Communications Specialist) received the 2023 Excellence in Public Service Award. Each year, one city, county and Wichita Public Schools staff member receive this award courtesy of the DeVore Foundation.

Technology training staff were busy with programming. The section taught 15 technology classes with 125 students in attendance. Staff completed 234 Book-A-Librarian appointments in April. Customers were given assistance or unemployment filing, resume posting and printing, passport applications, printing court documents, phone assistance, tax forms, and online security issues. Based on customer request, staff taught a special Computers for Beginners Pop Up class for the Breakthrough Club on April 11.

A small group of people – one who was in a graduation cap and gown – asked for permission to take some photos in front of one of the murals at the Evergreen Branch. The young woman said that some of the people depicted in the mural were her grandparents on their wedding day. Several family members of the pictured couple – and others who have family members in the mural – have stopped by to admire the artwork and pose for photos.
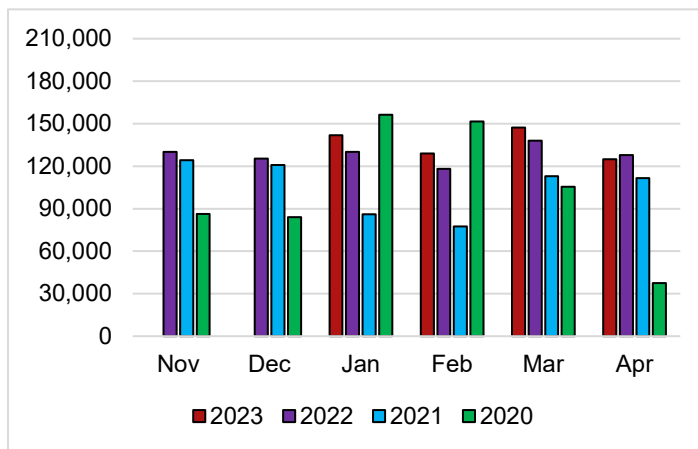
Service Dashboard

LIBRARY VISITS (door count, catalog sessions, and website visits)
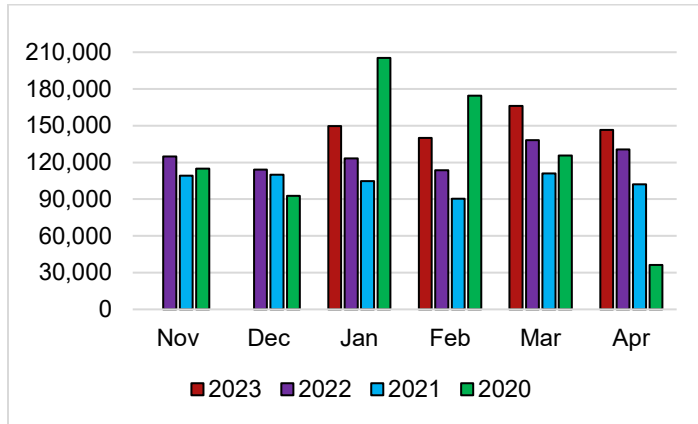
APRIL			
	2023	**2022**	**% change**
Door Counts	54,710	49,420	10.70%
Catalog Log-ins	34,924	33,540	4.13%
Website Visits	56,192	47,688	17.83%
CONTENTdm Users	644	N/A	N/A
Total	146,470	130,648	12.11%

CHECKOUTS

APRIL			
	2023	**2022**	**% change**
Physical Circ	88,162	90,792	-2.90%
Virtual Circ	36,653	37,009	-0.96%
WPL	*36,653*	*29,606*	*23.80%*
State	*N/A*	*7,403*	*N/A*
Total	124,815	127,801	-2.34%

The State Library had not reported circulation data by this report's publishing date.


Circulation by Location

- Advanced Learning Library — 28.85%
- South branches — 7.71%
- North branches — 3.69%
- East branches — 15.73%
- West branches — 14.66%
- Virtual branch — 29.37%
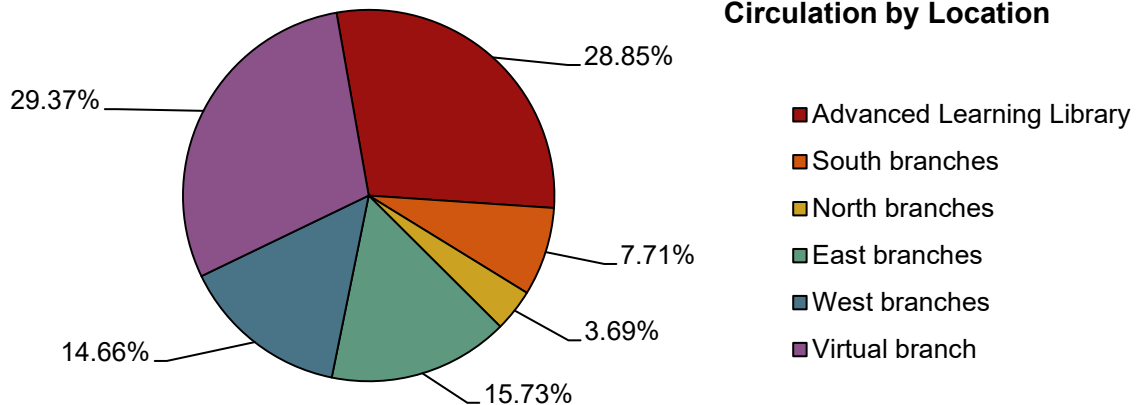
QUESTIONS ANSWERED (by staff in person/phone and through online services)
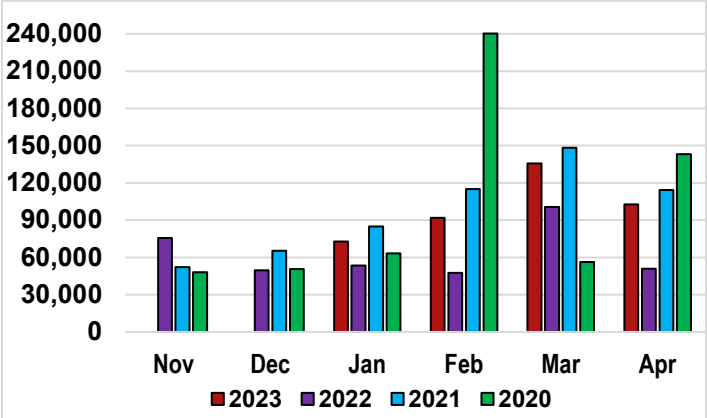
APRIL			
	2023	**2022**	**% change**
Reference Questions	6,133	5,289	15.96%
Database Searches	92,947	42,772	117.31%
Technology Assistance	3,351	2,610	28.39%
Book-A-Librarian Appointments	240	228	5.26%
Total	102,671	50,899	101.72%

PROGRAM ATTENDANCE
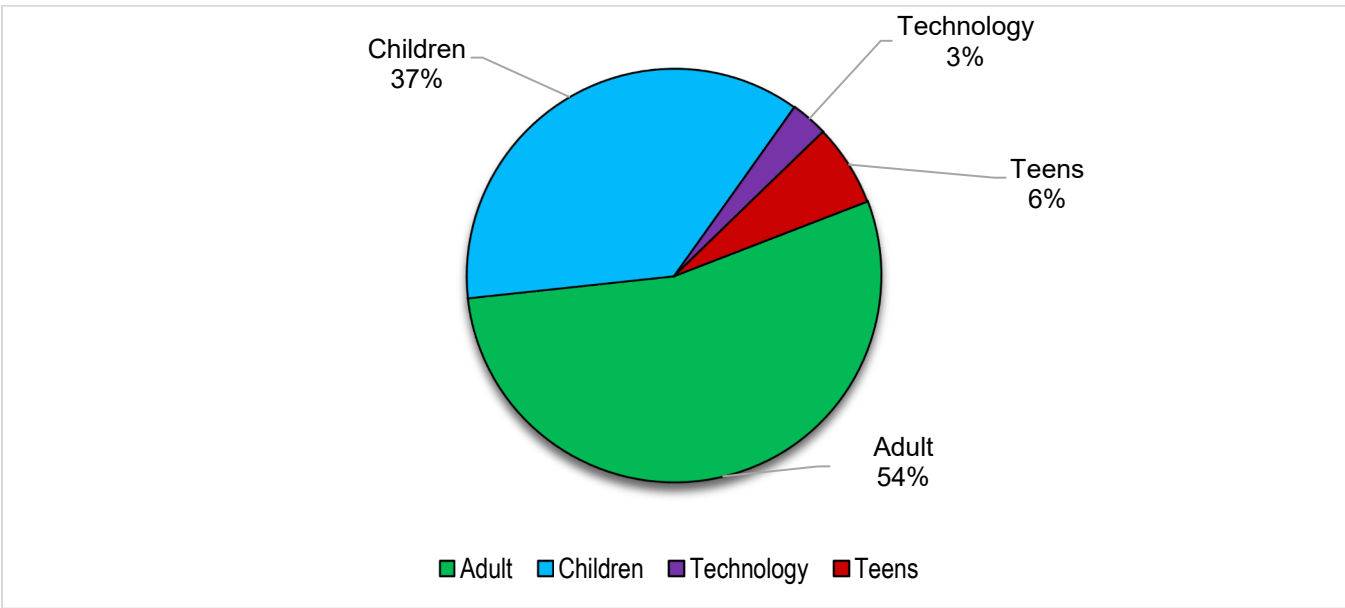
APRIL ATTENDANCE			
	2023	**2022**	**% change**
Adult events	2,155	1,005	114.43%
Children's events	1,456	809	79.98%
Technology training	116	85	36.47%
Teen events	254	2	12,600.00%
TOTAL	3,981	1,901	109.42%

PUBLIC COMPUTING

Method of Computing Access (by session)

- 40% Library computers
- 60% Wireless (customer devices)
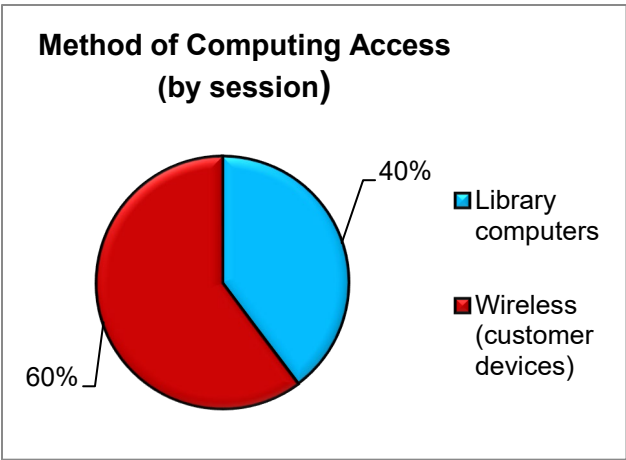
	APRIL		
	2023	**2022**	**% change**
Workstation Sessions	6,056	5,210	16.24%
Wi-Fi Sessions	9,169	6,240	46.94%
Number of Users	1,433	1,157	23.85%
Hours of Access	9,676	8,386	15.38%

VOLUNTEERS (hours of service)
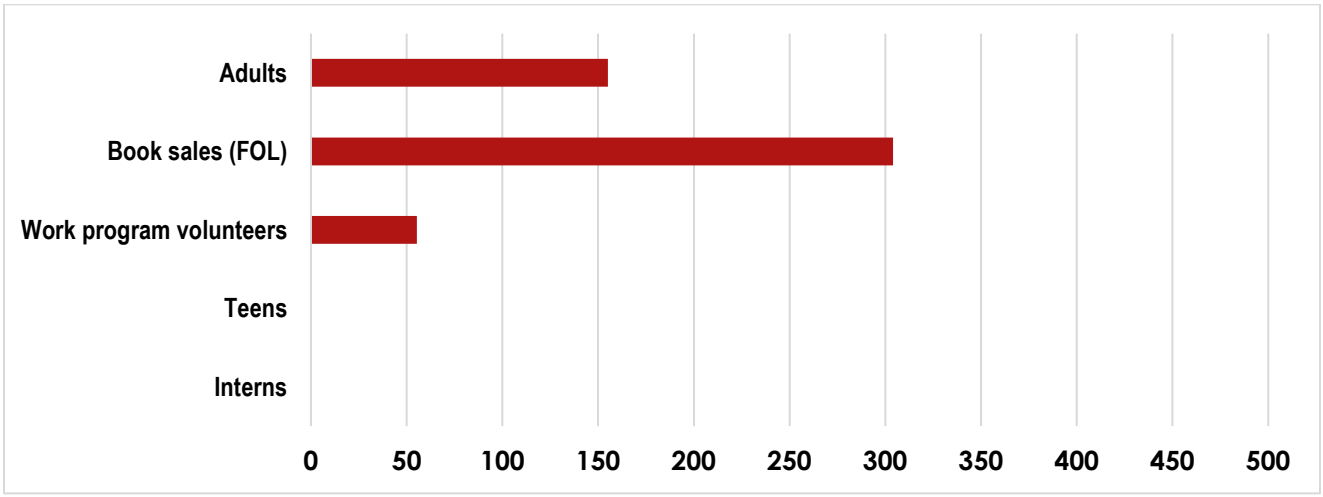
Number of volunteers YTD = 66   Hours of service YTD = 2,083

MATERIALS DONATIONS (value if purchased)
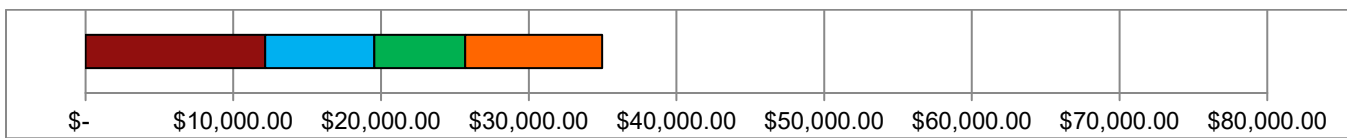
Year to date total = $34,973.90   Items added to Library collections YTD = 1,869

<u>Service Snapshot: Recent Raving Fans Stories</u>

The Tech Training Team has assisted a regular library customer with memory issues several times over the last few years with a variety of tech issues, including job applications, email, forms, etc. Tech trainers recently helped him list a vintage car on a web site to sell it. After many months, the process worked out and his item sold for a hefty price. He and his wife were elated!

Megan Coffin (Advanced Learning Library) set up a customer with a new library card so she could print out some documents. As the customer was leaving, she gave Megan thumbs up and said "Thank you! I really needed you guys today." As she said this, her voice cracked on the verge of tears.

Catherine Briggs is a newly trained clerk at the Advanced Learning Library and many people have had the opportunity to work with her at the customer service desk. Library Assistant Brook Cherry raves about her friendly and helpful energy which radiates when she helps people day to day. She is always matching customers with an even more positive attitude. She is confident in her abilities to get to know new customers she interacts with and to makes everyone feel as comfortable as possible. Catherine truly exemplifies the Raving Fans mentality of creating trust with customers one transaction at a time.

Library Assistant Sabreena Panyara has noticed that the pending Westlink Library remodel has caused many customers to transfer to the Advanced Learning Library ahead of the remodel. Multiple customers have never been to the Advanced Learning Library, and they are surprised they have not visited sooner. Many Westlink regulars have been in awe of the beauty and magnitude of the Advanced Learning Library compared to the Westlink branch which makes them enthusiastic to explore the selection and hopeful that the new Westlink can mimic what they have seen.

A family came into the children's room this week that normally frequents the Westlink branch and with the upcoming closure came to the Advanced Learning Library to check it out. They were in awe of how big the children's room was but a little overwhelmed trying to find items. Library assistant Jaynie showed them around the room and explained how everything was organized. They also loved the connected STEAM Learning Garden that their son could play in. They were very grateful for the help and are looking forward to coming to the Advanced Learning Library more.

A customer asked Diamond Henderson (Advanced Learning Library) about the early learning backpack collection. Diamond gave more context about their contents, and showed easier ways to see all the bags available for request. The customer was really impressed by the STEAM kits and early learning backpacks, stating she had "never seen any other library do this."

WICHITA PUBLIC LIBRARY

Minutes of a Meeting of the Library Board of Directors
April 18, 2023.

The hybrid meeting of the Library Board of Directors was held on Tuesday, April 18, 2023 at the Advanced Learning Library with the following present in person: Ms. Abi Boatman, Ms. Donna Douglas, Ms. Rachel Enix, Ms. Lauren Hirsh, Mr. Kevin McWhorter, Ms. Shelby Petersen, Mr. Chuck Schmidt, and Mr. Jonathan Winkler. The following attended virtually: Mr. Randall Johnston and Ms. TaDonne Neal.

Call to Order

Kevin McWhorter called the meeting to order at 12:05p.m., a quorum being present.

Approval of the Agenda

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

Public Comment

None

Approval of Minutes

Minutes of the regular meeting held on March 20, 2023 were presented. Shelby Petersen moved (Douglas) to approve them as included in board packets. **Motion carried unanimously.**

Unfinished Business

None

New Business

Director Nix and Mark Manning from the City of Wichita Finance Department presented information on preliminary projections for the 2025 budget. The City of Wichita has historically relied on restrained growth in expenditures to remain within the footprint of a slow-growing revenue base, some elements of which are technologically obsolescent (e.g., the tax on landline phones). However, a number of warning signs—such as ongoing inflation and generous wage settlements with bargaining units—point toward an emerging structural deficit that will lead to shortfalls beginning in 2025. Therefore, City departments are being asked to identify ways in which they can continue to provide services while cutting their general fund expenditures by 5%. For the Library this translates to a $450,000 reduction in budget.

Potential program options for 2025 include closing or cutting operating hours at branches, increasing meeting room rental fees, discontinuing use of the software that allows staff to

provide curbside service and collect account debt, reducing the quantity of public computers, and increasing passport services.

After discussing these ideas and brainstorming other possibilities, the Board formed a strong consensus that branch closures must be avoided and priority should be given to alternatives that minimize impact to library customers. Board members were encouraged to reach out to their appointing City Council members to express concern about the budget deficit and convey the Board's sense that is not acceptable to close library locations.

Finance Committee Report

On behalf of the Finance Committee, Chuck Schmidt moved to approve the January finance report and supplemental bills in the following amounts: General Fund bills of $1,127,589.37; Grant Fund Bills of $15,379.10; and Gift and Memorial Fund bills of $12,654.64, for a total of $1,155,623.11. **Motion carried unanimously.**

On behalf of the Finance Committee, Chuck Schmidt moved to approve the subscription to Newspapers.com in the amount of $21,060.00. **Motion carried unanimously.**

On behalf of the Finance Committee, Chuck Schmidt moved to approve payment of the Gale Analytics invoice in the amount of $14,965.01. **Motion carried unanimously.**

On behalf of the Finance Committee, Chuck Schmidt moved to approve the South Central Kansas Library System Grant FY23 proposed budget and authorize staff to submit the contract to the City Council for review and approval. **Motion carried unanimously.**

On behalf of the Finance Committee, Chuck Schmidt moved to approve the 2023 State Aid Grant budget as proposed by staff. **Motion carried unanimously.**

Operations Committee Report

No report.

Planning & Facilities Committee Report

Lauren Hirsh reported that the Westlink Branch will close for renovation at the end of its regular opening hours on May 6. The temporary location will open May 22. A conceptual design meeting was held earlier in the month that provided preliminary insight into interior layout, finishes, and other details for the renovated building. Through several meetings and surveys, the community has provided helpful insight into what they would like to see done. Since the bulk of its collections will be in storage, Westlink will be the last branch to undergo RFID conversion.

TaDonne Neal left.

Public Affairs Committee Report

No report.

Abi Boatman left.

Special Committee Reports

Friends of the Library – Amanda Shankle reported that planning continues for the Volunteer Luncheon being held April 28 at the Advanced Learning Library. The next used book sale will be on May 13. The Friends of the Library Board President position remains vacant.

Library Foundation – Kristi Oberg reported that the event featuring Roz Chast, author of the 2023 NEA Big Read book *"Can't We Talk About Something More Pleasant?",* was well attended. It was also the first joint event with the Friends of the Library.

Just under $300,000 has been raised for the capital campaign. The Foundation will be focusing on fundraising for the branch projects funded by this campaign.

Wichita Genealogical Society (WGS) – No report.

Director of Libraries Report

Director Nix reported that the NEA: Big Read program was hugely successful this year.

Internet bundle hotspot funding will run out at the end of June. Chromebooks will then continue to circulate without the hotspots while the Library and Foundation seek additional funding for this Internet connectivity.

This year's Summer Reading program is in the final planning stages. Preregistration has begun with open registration beginning May 1.

Circulation numbers continue to grow as staff begin preparing for a very active programming schedule over the summer.

Announcements

None

Adjournment

The meeting was adjourned at 1:10 p.m.

The next regularly scheduled meeting will be May 16, 2023.

Respectfully submitted,

Jaime Nix

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Finance Committee Agenda
Tuesday, May 16, 2023, 11:30am
Collaboration Room 204
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order

2. Review of March Bills and Finance Reports
   - Revenue Report
   - Grant Fund Summary Report
   - Report of Expenditures

General Fund Bills	$847,857.96
Grant Fund Bills	$4988.11
Gift & Memorial Fund Bills	$17,049.00
Total	**$869,895.07**

3. Approval of Invoices Exceeding $10,000 – StackMap

4. Approval of Invoices Exceeding $10,00 – Chilton

5. Other items from Committee Members

6. Adjournment

Wichita Public Library Board of Directors
Finance committee Meeting
April 18, 2023

Present: Members Kevin McWhorter, Chuck Schmidt, and Support Services Manager Tammy Penland

Chuck Smith called the meeting to order at 11:54 a.m.

Schmidt (McWhorter) moved to recommend approval of March 2023 bills and finance reports. The motion carried.

Schmidt (McWhorter) moved to recommend approval of Newspapers.com in the amount of 21,060.00. The motion carried.

Schmidt (McWhorter) moved to recommend approval of Gale Analytics in the amount of $14,965.01. This is year 2 of 3-year agreement. The motion carried.

Schmidt (McWhorter) moved to recommend approval of 2023 South Central Library System Grant budget as presented by staff. Total grant $239,266.00 The motion carried.

Schmidt (McWhorter) moved to recommend approval of 2023 State Aid Grant budget as submitted by staff. Total grant 111,562.65 The motion carried.

The meeting was adjourned at 11:58 a.m.

FOR 2023 04   **JOURNAL DETAIL 2020 1 TO 2020 1**

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10000080 Wichita Public Library							
422110 Library Desk Receipts (Fines)	0	0	-33,992.53	-6,856.88	.00	33,992.53	100.0%
422111 Library Desk - Faxes	-9,000	-9,000	-3,494.00	-1,154.00	.00	-5,506.00	38.8%
422112 Library Desk - Passports	-20,000	-20,000	-14,665.00	-4,480.00	.00	-5,335.00	73.3%
423030 Meeting Room Rentals	-28,000	-28,000	-5,240.00	-670.00	.00	-22,760.00	18.7%
424011 Copy Charges	-10,000	-10,000	-4,998.10	-1,386.90	.00	-5,001.90	50.0%
424101 Public Computing Charges	-12,000	-12,000	-6,681.50	-1,895.74	.00	-5,318.50	55.7%
429990 Other Operating Revenue	0	0	53.95	53.95	.00	-53.95	100.0%
646981 State Setoff Collections	-70,000	-70,000	-25,174.58	-5,311.10	.00	-44,825.42	36.0%
TOTAL Wichita Public Library	-149,000	-149,000	-94,191.76	-21,700.67	.00	-54,808.24	63.2%
TOTAL General Fund	-149,000	-149,000	-94,191.76	-21,700.67	.00	-54,808.24	63.2%

FOR 2023 04   JOURNAL DETAIL 2020 1 TO 2020 1

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
	GRAND TOTAL	-149,000	-149,000	-94,191.76	-21,700.67	.00	-54,808.24	63.2%

** END OF REPORT - Generated by Tammy Penland **

REPORT OPTIONS

```
          Field #      Total   Page Break    Year/Period: 2023/ 4
Sequence 1      1         Y          Y        Print revenue as credit: Y
Sequence 2      9         Y          N        Print totals only: Y
Sequence 3     11         Y          N        Suppress zero bal accts: Y
Sequence 4      0         N          N        Print full GL account: N
                                              Double space: N
  Report title:                               Roll projects to object: N
   YTD
                                              Carry forward code: 1
                                              Print journal detail: Y
  Print Full or Short description: F            From Yr/Per: 2020/ 1
  Print MTD Version: Y                            To Yr/Per: 2020/ 1
  Print Revenues-Version headings: N          Include budget entries: Y
  Format type: 1                              Incl encumb/liq entries: Y
  Print revenue budgets as zero: N            Sort by JE # or PO #: J
  Include Fund Balance: N                     Detail format option: 1
  Include requisition amount: N
  Multiyear view: D

        Find Criteria
Field Name          Field Value

Org                 10000080
Object
Project
Rollup code
Account type        Revenue
Account status
```

FOR 2023 04   JOURNAL DETAIL 2020 1 TO 2020 1

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10000080 Wichita Public Library							
511000 Base Compensation	5,506,305	5,506,305	1,958,034.55	437,365.25	.00	3,548,270.45	35.6%
511950 Year-End Payroll Accrual	0	0	-144,136.87	.00	.00	144,136.87	100.0%
511999 Planned Savings	-1,389,000	-1,389,000	.00	.00	.00	-1,389,000.00	.0%
512000 Special Compensation	1,800	1,800	10,300.21	747.12	.00	-8,500.21	572.2%
512051 Mileage Reimbursement	0	0	473.06	166.82	.00	-473.06	100.0%
513000 Overtime Compensation	0	0	2,028.14	126.36	.00	-2,028.14	100.0%
518200 Employer Wage Taxes & WC	483,529	483,529	162,867.81	36,200.26	.00	320,661.19	33.7%
518300 Employer Share EE Insurance	1,060,907	1,060,907	357,461.84	79,752.35	.00	703,445.16	33.7%
518400 Employer Share Pension/Retire	586,023	586,023	202,582.83	45,049.66	.00	383,440.17	34.6%
521011 Electricity - EDI	305,438	305,438	66,756.77	17,566.81	.00	238,681.23	21.9%
521021 Natural Gas - EDI	41,824	41,824	52,191.50	10,568.96	.00	-10,367.50	124.8%
521030 Water Service	12,738	12,738	5,524.20	1,478.66	.00	7,213.80	43.4%
521050 Trash Service	5,404	5,404	1,246.41	1,246.41	.00	4,157.59	23.1%
521055 Trash Service - EDI	0	0	495.36	495.36	.00	-495.36	100.0%
521060 Local Telephone Service	16,000	16,000	1,708.00	427.00	.00	14,292.00	10.7%
522010 PBX Line Charges	11,172	11,172	4,070.12	1,026.00	.00	7,101.88	36.4%
522020 PBX Instrument Charges	18,915	18,915	6,650.00	1,662.50	.00	12,265.00	35.2%
522040 Long Distance & Teleconferenc	2,000	2,000	124.10	35.15	.00	1,875.90	6.2%
522060 Air Cards (Mobile Connect)	0	0	19.83	19.83	.00	-19.83	100.0%
522070 Voicemail	3,912	3,912	1,343.90	340.00	.00	2,568.10	34.4%
522080 Automatic Call Distribution	786	786	262.00	65.50	.00	524.00	33.3%
522990 Other Communications Charges	0	0	1,690.00	.00	.00	-1,690.00	100.0%
523010 Building & Contents Insurance	91,619	91,619	22,904.75	.00	.00	68,714.25	25.0%
523020 Vehicle Liability Premiums	870	870	217.50	.00	.00	652.50	25.0%
524010 Recruitment & Hiring	3,140	3,140	.00	.00	.00	3,140.00	.0%
524020 Employee Travel & Training	1,600	1,600	2,918.17	.00	.00	-1,318.17	182.4%
525013 Drug Screening	0	0	1,867.00	824.00	.00	-1,867.00	100.0%
525070 Background Checks	0	0	384.00	224.00	.00	-384.00	100.0%
525083 Textile Rental & Laundry Svcs	2,925	2,925	421.47	131.99	.00	2,503.53	14.4%
525990 Other Professional Services	22,970	22,970	5,645.70	1,675.85	.00	17,324.30	24.6%
526010 Motor Pool Scheduled Charges	3,720	3,720	1,240.00	310.00	.00	2,480.00	33.3%
526020 Building Repair & Maint	7,240	7,240	92.50	92.50	.00	7,147.50	1.3%
526042 Pest Control Services	13,000	13,000	2,316.84	766.28	.00	10,683.16	17.8%
526070 Equipment Repair & Maint	5,421	5,421	3,392.57	.00	.00	2,028.43	62.6%
526092 Rent-Real Property	52,060	52,060	16,352.96	.00	.00	35,707.04	31.4%
529010 Bank Charges	5,000	5,000	1,466.31	521.95	.00	3,533.69	29.3%
529020 Postage	4,000	4,000	1,268.00	405.30	.00	2,732.00	31.7%
529030 Shipping & Freight	0	0	25.00	.00	.00	-25.00	100.0%
529040 Subscriptions	0	0	9,876.68	.00	.00	-9,876.68	100.0%
529061 Organizational Memberships	10,960	10,960	.00	.00	10,500.00	460.00	95.8%

FOR 2023 04   **JOURNAL DETAIL 2020 1 TO 2020 1**

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
529070 Printing & Copying	23,472	23,472	14,393.88	8,136.79	.00	9,078.12	61.3%
529141 Software License & Maint Fees	550	550	33,775.09	25,502.15	.00	-33,225.09	6140.9%
529150 Data Center Charges	1,148,795	1,148,795	380,484.72	95,121.18	.00	768,310.28	33.1%
529990 Other Contractuals	92,583	109,111	19,271.59	12,310.80	16,528.00	73,311.41	32.8%
531010 Computing Supplies	900	900	.00	.00	.00	900.00	.0%
531020 Office Supplies	48,575	48,575	14,081.55	4,669.45	.00	34,493.45	29.0%
531030 Custodial Supplies	6,000	6,000	1,393.72	528.28	.00	4,606.28	23.2%
532020 Automotive Parts & Supplies	450	450	59.70	35.82	.00	390.30	13.3%
539012 Gasoline	4,134	4,134	1,074.88	289.42	.00	3,059.12	26.0%
549010 Furniture & Fixtures <$5k	9,990	9,990	59.98	.00	.00	9,930.02	.6%
549020 Data Processing Equip <$5k	9,665	9,665	1,016.72	727.32	.00	8,648.28	10.5%
549110 Library Materials	982,530	1,029,816	193,444.06	61,244.88	556.61	835,815.49	18.8%
TOTAL Wichita Public Library	9,219,922	9,283,736	3,421,139.10	847,857.96	27,584.61	5,835,012.45	37.1%
TOTAL General Fund	9,219,922	9,283,736	3,421,139.10	847,857.96	27,584.61	5,835,012.45	37.1%

FOR 2023 04   JOURNAL DETAIL 2020 1 TO 2020 1

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	9,219,922	9,283,736	3,421,139.10	847,857.96	27,584.61	5,835,012.45	37.1%

** END OF REPORT - Generated by Tammy Penland **

REPORT OPTIONS

_____

```
            Field #       Total   Page Break    Year/Period: 2023/ 4
Sequence 1      1           Y         Y          Print revenue as credit: Y
Sequence 2      9           Y         N          Print totals only: Y
Sequence 3     11           Y         N          Suppress zero bal accts: Y
Sequence 4      0           N         N          Print full GL account: N
                                                 Double space: N
Report title:                                    Roll projects to object: N
 YTD
                                                 Carry forward code: 1
                                                 Print journal detail: Y
Print Full or Short description: F                 From Yr/Per: 2020/ 1
Print MTD Version: Y                                 To Yr/Per: 2020/ 1
Print Revenues-Version headings: N               Include budget entries: Y
Format type: 1                                   Incl encumb/liq entries: Y
Print revenue budgets as zero: N                 Sort by JE # or PO #: J
Include Fund Balance: N                          Detail format option: 1
Include requisition amount: N
Multiyear view: D

        Find Criteria
Field Name          Field Value

Org                 10000080
Object
Project
Rollup code
Account type        Expense
Account status
```

Grant Fund Summary Report
April 2023

Grant		Beginning Balance 04/01/23	Revenue Received	Admin Charges	Contractuals	Materials	Supplies & Petty Cash	Equipment	Total Expenditures	Encumbrances	Remaining Balance 04/30/23
SCKLS 2022		$ 22,727.71	$ -	$ -	$ 4,988.11	$ -	$ -	$ -	$ 4,988.11	$ -	$ 17,739.60
Totals		$ 22,727.71	$ -	$ -	$ 4,988.11	$ -	$ -	$ -	$ 4,988.11	$ -	$ 17,739.60

Org: 10000080

10001 - Library - Personnel

1B - Base Compensation

511000 Base Compensation

Payroll, PP04.14.23	$218,200.99
Payroll, PP04.28.23	$218,230.05
Payroll, RT04.14.23	$934.21
Total 511000 Base Compensation	**$437,365.25**

Total 1B - Base Compensation	**$437,365.25**

1F - Special Compensation

512000 Special Compensation

Payroll, PP04.14.23	$298.56
Payroll, PP04.28.23	$448.56
Total 512000 Special Compensation	**$747.12**

512051 Mileage Reimbursement

Payroll, 3446	$105.91
Payroll, 4032	$17.68
Payroll, 4120	$43.23
Total 512051 Mileage Reimbursement	**$166.82**

Total 1F - Special Compensation	**$913.94**

1J - OT Compensation

513000 Overtime Compensation

Payroll, PP04.14.23	$126.36
Total 513000 Overtime Compensation	**$126.36**

Total 1J - OT Compensation	**$126.36**

1N - Employee Benefits

518200 Employer Wage Taxes & WC

Payroll, PP04.14.23	$18,049.79
Payroll, PP04.28.23	$18,069.65
Payroll, RT04.14.23	$80.82
Total 518200 Employer Wage Taxes & WC	**$36,200.26**

518300 Employer Share EE Insurance

Payroll, PP04.14.23	$39,791.60
Payroll, PP04.28.23	$39,960.75
Total 518300 Employer Share EE Insurance	**$79,752.35**

518400 Employer Share Pension/Retire

Payroll, PP04.14.23	$22,474.97
Payroll, PP04.28.23	$22,453.24

Payroll, RT04.14.23	$121.45
Total 518400 Employer Share Pension/Retire	$45,049.66
Total 1N - Employee Benefits	$161,002.27
Total 10001 - Library - Personnel	$599,407.82

10002 - Library - Contractuals

2B - Utilities

521011 Electricity - EDI

EVERGY KANSAS CENTRAL INC	$17,566.81
Total 521011 Electricity - EDI	$17,566.81

521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC	$891.70
ENCORE ENERGY SERVICES	$6,716.29
ONE GAS INC	$2,960.97
Total 521021 Natural Gas - EDI	$10,568.96

521030 Water Service

City of Wichita	$1,478.66
Total 521030 Water Service	$1,478.66

521050 Trash Service

P-CARD ONE-TIME PAY	$1,246.41
Total 521050 Trash Service	$1,246.41

521055 Trash Service - EDI

WASTE CONNECTIONS OF KANSAS INC	$495.36
Total 521055 Trash Service - EDI	$495.36

Total 2B - Utilities	$31,356.20

2F - Technology Charges

521060 Local Telephone Service

City of Wichita	$427.00
Total 521060 Local Telephone Service	$427.00

522010 PBX Line Charges

City of Wichita	$1,026.00
Total 522010 PBX Line Charges	$1,026.00

522020 PBX Instrument Charges

City of Wichita	$1,662.50
Total 522020 PBX Instrument Charges	$1,662.50

522040 Long Distance & Teleconference

City of Wichita	$35.15
Total 522040 Long Distance & Teleconference	$35.15

522060 Air Cards (Mobile Connect)

City of Wichita	$19.83
Total 522060 Air Cards (Mobile Connect)	**$19.83**

522070 Voicemail

City of Wichita	$340.00
Total 522070 Voicemail	**$340.00**

522080 Automatic Call Distribution

City of Wichita	$65.50
Total 522080 Automatic Call Distribution	**$65.50**

529150 Data Center Charges

City of Wichita	$95,121.18
Total 529150 Data Center Charges	**$95,121.18**
Total 2F - Technology Charges	**$98,697.16**

2R - Professional Srvcs

525013 Drug Screening

KELLY COMPLIANCE INC	$824.00
Total 525013 Drug Screening	**$824.00**

525070 Background Checks

TRUVIEW BSI LLC	$224.00
Total 525070 Background Checks	**$224.00**

525083 Textile Rental & Laundry Svcs

CINTAS CORPORATION	$26.28
P-CARD ONE-TIME PAY	$105.71
Total 525083 Textile Rental & Laundry Svcs	**$131.99**

525990 Other Professional Services

SIGN LANGUAGE INTERPRETING SERVICES	$84.00
UNIQUE MANAGEMENT SERVICES INC	$1,591.85
Total 525990 Other Professional Services	**$1,675.85**
Total 2R - Professional Srvcs	**$2,855.84**

2V - Bldg & Equip Charges

526010 Motor Pool Scheduled Charges

City of Wichita	$310.00
Total 526010 Motor Pool Scheduled Charges	**$310.00**

526020 Building Repair & Maint

P-CARD ONE-TIME PAY	$92.50
Total 526020 Building Repair & Maint	**$92.50**

526042 Pest Control Services

P-CARD ONE-TIME PAY	$766.28
Total 526042 Pest Control Services	**$766.28**

Total 2V - Bldg & Equip Charges	**$1,168.78**

2Z - Other Contractuals

529010 Bank Charges

City of Wichita	$521.95
Total 529010 Bank Charges	**$521.95**

529020 Postage

P-CARD ONE-TIME PAY	$405.30
Total 529020 Postage	**$405.30**

529070 Printing & Copying

City of Wichita	$6,230.99
HOUCHEN BINDERY LTD	$1,905.80
Total 529070 Printing & Copying	**$8,136.79**

529141 Software License & Maint Fees

KANOPY INC	$24,048.00
ONLINE COMPUTER LIBRARY CENTER INC	$1,454.15
Total 529141 Software License & Maint Fees	**$25,502.15**

529990 Other Contractuals

P-CARD ONE-TIME PAY	$12,192.80
UNDERGROUND VAULTS & STORAGE INC	$18.00
UNIQUE MANAGEMENT SERVICES INC	$100.00
Total 529990 Other Contractuals	**$12,310.80**

Total 2Z - Other Contractuals	**$46,876.99**
Total 10002 - Library - Contractuals	**$180,954.97**

10003 - Library - Commodities

3B - Supplies

531020 Office Supplies

City of Wichita	$2,990.60
P-CARD ONE-TIME PAY	$1,678.85
Total 531020 Office Supplies	**$4,669.45**

531030 Custodial Supplies

P-CARD ONE-TIME PAY	$528.28
Total 531030 Custodial Supplies	**$528.28**

Total 3B - Supplies	**$5,197.73**

3F - Components & Parts

532020 Automotive Parts & Supplies

City of Wichita	$35.82

Total 532020 Automotive Parts & Supplies	$35.82
Total 3F - Components & Parts	**$35.82**

3N - Fuel

    539012 Gasoline

        City of Wichita $289.42

Total 539012 Gasoline	$289.42
Total 3N - Fuel	**$289.42**

4Z - Non-Capital Outlay

    549020 Data Processing Equip <$5k

        City of Wichita $727.32

Total 549020 Data Processing Equip <$5k	$727.32

    549110 Library Materials

        P-CARD ONE-TIME PAY $61,244.88

Total 549110 Library Materials	$61,244.88
Total 4Z - Non-Capital Outlay	**$61,972.20**
Total 10003 - Library - Commodities	$67,495.17

Grand Total   **$847,857.96**

Wichita Public Library Grant Bills   April 2023

Y2802 - South Central Kansas Library Sys 22

    2 - Contractuals

        2F - Technology Charges

            521070 Internet Service

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

        2N - Employee Development

            524020 Employee Travel & Training

JAIME NIX	$279.25
JENI LEHECKA	($247.49)
P-CARD ONE-TIME PAY	$2,460.06
RACINE ZACKULA	$247.49
SAVANNAH BALL	$357.10
Total 524020 Employee Travel & Training	$3,096.41
Total 2N - Employee Development	$3,096.41

        2Z - Other Contractuals

            529141 Software License & Maint Fees

P-CARD ONE-TIME PAY	$1,065.00
Total 529141 Software License & Maint Fees	$1,065.00
Total 2Z - Other Contractuals	$1,065.00
Total 2 - Contractuals	$4,988.11

Total Y2802 - South Central Kansas Library Sys 22	$4,988.11

Grand Total   **$4,988.11**

GIFT AND MEMORIAL FUND

RECEIPTS/REIMBURSEMENTS

Baird (interest)	$3,322.94
Friends Monthly Donation	$2,145.77
Friends of the Library (Branch Program Reimbursements)	$65.58
Staff Honorarium	$35.00
Wichita Community Foundation (Travel Stipend for S Ball)	$2,000.00
Wichita Public Library Foundation (Kroger/Reimbursements)	$31.25
TOTAL RECEIPTS	**$7,600.54**

EXPENDITURES

Amazon (Lock Box for Friends Payments)	$68.99
Amazon (HDMI Cable/Camera Battery/Charger)	$34.98
Amazon (Branch Programming)*	$65.33
Amazon (Refund)	-$60.47
Amazon (Memorials)*	$36.00
Breakout EDU (Subscription)	$213.93
BTCO (Photograph Conversion)	$2,672.58
City Blue Print (Vinyl Decals)	$319.71
Copp Media Services (Advertising)	$3,200.00
Demco (Booktruck)	$546.87
Displays2Go (Magazine Stand)	$231.56
Flamingo Ink, LLC (Book Labels)	$70.41
Hutton (Little Free Libraries)	$3,709.56
Ingram Library Services (Memorials)*	$102.37
Lee Reed Engraving (Staff Service Awards)	$346.37
Meta (Advertising)	$86.04
Mailchimp (Monthly Plan)	$115.00
Music Theatre Wichita (Advertising)	$2,400.00
Nintendo (Branch Programming)*	$64.49
Jaime Nix (National Library Week)	$491.64
Star Lumber (Little Free Libraries)	$74.23
QuikPrint (Bookmarks)	$504.90
TCV Publishing (Advertising)	$150.00
Tillies (Staff Flower Fund)*	$124.51
Volgistics (Volunteer Software Renewal)	$480.00
Wichita Mom (Advertising)	$1,000.00
TOTAL EXPENDITURES	**$17,049.00**

*Reimbursed expenses

WICHITA PUBLIC LIBRARY

Background: In early 2022 the Library partnered with a City Management Fellow to conduct a Journey Mapping project of three Library locations (ALL, ROC, ANG). The User Experience Team submitted recommendations to the Leadership Team that resulted from the report issued to the Library on improving customer use of facilities. A priority recommendations pertained to enhancing the Library's Online Catalog for ease of finding materials in facilities as this issue arose at all locations. The recommendation was to add links in the online catalog that customers could click on to get an image of a map of the floor plan that showed where to find the specific item they are searching for.

Analysis: The User Experience Team was informed of a product called StackMap, a digital platform for indoor mapping, which does exactly as the team recommended. The UX Team, Customer Service, Collection Development, Digital Services, and Virtual Branch managers participated in a demo from the vendor to get an idea of how the product would work.

The product has four modules; Collection Mapping, Explore, Computer Availability Mapping, and Room Mapping.

StackMap provides unlimited tech support as well as training for staff to utilize the administrative functions.

The collections mapping product will be helpful for customers who are searching for items online, in each facility looking for items in-house and for customers using mobile devices who are on the way to a branch to locate an item and who walk in with it already pulled up on their phone. Many customers prefer to find items themselves rather than ask for staff mediation. There may be privacy concerns regarding content they are needing. Staff are becoming busier with additional services to provide and may not be readily available to walk customers to shelves. Collections are often times moved, displays are temporary or moving, and the Library is currently in the process of branch remodels. This product would be a proactive step to help the customer to have the most up-to-date information regarding location of materials, displays and spaces in our facilities. It would empower the customer to locate items on their own.

The User Experience Team conducted a snapshot of the number of times customers asked for assistance in locating an item. The total number of collections related questions totaled 683 (ALL-331, ROC-69, WES-138, ALF-13, ANG-15, EVE-68, WAL-49) during a two-week gathering period. We did not include the Children's, Research or Streetscape pavilions at the ALL. This short study was completed during a slow time of the year. In addition, staff took short notes on the type of information customers

were asking for. Additional directional questions will be addressed through a concurrent signage audit and wayfinding project.

Utilizing StackMap at all locations, through the Library website and for mobile devices would create a consistent barrier free experience for customers, especially those customers who use multiple locations. It would assist customers to locate items where there are poor sightlines in facilities for which wayfinding is not effective, it would help customers where we have redesigned a facility, increased in size, moved collections and displays and where there are multiple floors.

This product supports the Library's mission to Connect. Discover. Learn. Thrive.

Financial Considerations: Multiple quotes were requested for different scenarios and Library Leadership determined that because of number of customers who visit multiple branches requires a consistent user experience and to maximize pricing discounts, StackMap should be available at all seven branches. The annual subscription cost is $13,522/year with a 3-year agreement.

Legal Considerations: The contract has been approved to form by City's Law Department.

Recommendations/Actions: It is recommended that the Board approve the invoice of $13,522 for StackMap.

Attachments:

StackMap Service Agreement

StackMap Inc.
Library Mapping Solutions

Service Agreement for Setup, Implementation and Subscription to StackMap Software between StackMap Inc. and Wichita Public Library.

1. Parties

StackMap Inc., referred to as the "Seller", with a principal address at 2901 4th St Unit 318, Santa Monica, CA, 90405, USA.

Wichita Public Library, referred to as the "Subscriber", with a principal address at 711 W. 2nd Street, Wichita, KS 67203.

2. Purpose

This Service Agreement is for the purpose of implementing and hosting StackMap Collection Mapping mapping software, referred to as the "Product", in a maximum of 8 floor(s) of Wichita Public Library, referred to as the "Library."

3. Background

Seller is a software developer, selling library mapping software as a service (SaaS).

Subscriber is a library.

Subscriber wishes to subscribe to the Product for implementation in the Library.

4. Terms and Conditions

This agreement will commence on May 1, 2023 (or when the contract is fully signed and executed). The term of the agreement is for three years.

Seller is responsible for assisting the Subscriber in having the Product updated with current layout and call number information, after initial payment has been received for the first year but before the start date of the subscription. Payment for the second year of subscription will not be required until one year after the day that the Seller has provided integration code and instructions to connect the Product to the Library's catalog.

From May 1, 2023 – April 30, 2026 (target dates):

a. Seller will provide the Product and services for the rate specified in Section 6.

b. Seller will provide full technical maintenance for the Product, keeping it fully functional throughout the term and providing technical assistance with catalog integration as needed.

c. Subscriber will assume responsibility for providing patron-facing maps, updating the library layout and call number input during range shifts.

Seller will retain all rights for the distribution and sale of the Product to other parties not specified in this agreement and to the Subscriber for use in library floors not specified in this agreement.

Subscriber will not have the right to redistribute the Product to other parties not specified in this agreement or to implement the Product in facilities not specified in this agreement. Subscriber is expected to provide initial maps, layout, and call number information for setup within 180 days of signing this agreement.

5. Statement of Deliverables

The Seller agrees to provide the Subscriber with the following services as part of the Product offering, pursuant to the terms of this agreement:

a. A staff interface that will enable library staff to reconfigure stack layouts and to update stack locations and call numbers, in addition to providing other tools to librarians like range sign printing that will continue to be periodically added with software updates.

b. OPAC integration in which patrons can click a "Map It" link for the item record that will display the location of the item in a stack map.

c. Complete hosting, technical and general support as needed throughout the subscription period.

6. Compensation

The Subscriber agrees to compensate the Seller according to the rates listed below –

Subscription: **$13,552 per year**

Subscriber will provide the first year subscription payment within 30 days of signing this Service Agreement. Subsequent annual subscription payments will not be required until the anniversary of the day on which the Seller first

provided integration code and instructions to connect the Product to the Library's catalog.

7. Non-Disclosure Clause

The Subscriber and Seller irrevocably agree that they shall not disclose or otherwise reveal any confidential information provided by one party to the other including, but not limited to, contract terms, product information, or product pricing.

8. Termination

This Service Agreement may be terminated by either party with a 30 day advanced written notice. Should service be terminated by the Seller, paid subscription fees will be returned to the Subscriber, prorated for the number of months of service delivered in that subscription year.

Should service be terminated by the Subscriber, before the term of the agreement has ended, the Subscriber will still be obligated to pay any unpaid subscription fees, for the duration of the term stipulated in Section 4, according to the billing schedule described in Section 6, of this agreement.

9. Governing Law

This Service Agreement is governed by the laws under the State of California, United States of America.

StackMap Inc.
Library Mapping Solutions

Signature:

_____

Name : Lex Cooke

Job Title : CEO

Company : StackMap Inc.

Address : 2901 4th St Unit 318, Santa Monica, 90405, CA, USA

Date :

Signature:

_____

Name :

Job Title :

Organization : Wichita Public Library

Address : 711 W. 2nd Street, Wichita, KS 67203

Date :

Please fill in the appropriate information above, and email this signed document to maggie@stackmap.com.

Thank you for choosing StackMap.

WICHITA PUBLIC LIBRARY

INTEROFFICE MEMORANDUM

TO:	Library Board of Directors
FROM:	Sarah Kittrell, Collection Development Division Manager
SUBJECT:	Approval of invoices exceeding $10,000: ChiltonLibrary
DATE:	May 9, 2023

Background: In the 2023 budget, Wichita Public Library received a budget increase, specifically to subscribe to several databases. The final database to be added to the library's digital resources is ChiltonLibrary, a database that provides automotive help wherever customers are, whenever they need it. ChiltonLibrary is offered by Gale, a company that specializes in educational databases and other resources. The subscription will run 5/26/2023 – 5/31/2024.

Financial Considerations: ChiltonLibrary will cost $19,000 for the first year, a 5.5% discount off of the list price of $20,095. This will be paid for through the designated budget increase in the 2023 budget.

Request: Library staff request approval to pay the invoice totaling $19,000.

Attachment: Quote for Chilton's Library.

Attachment: Price quote for Chilton's Library.

Contact Us   Tech Support   Find your Rep

Confidential Price Quote - Chilton's Library

Deliver To Address:
ADVANCED LEARNING LIBRARY 711
W 2ND ST N
WICHITA
Kansas
United States
67203

05/09/2023
Pricing on this Proposal Guaranteed: 05/31/2023

Presented To: Sarah Kittrell
Prepared By: Alex Suzore, Education Sales Consultant, (734) 652-8974, alex.suzore@cengage.com

Account #:	161817		Account #:	161817
Deliver To:	WICHITA PUBLIC LIBRARY		Invoice To:	WICHITA PUBLIC LIBRARY
	Sarah Kittrell			Sarah Kittrell

Subscription Titles	Qty	Total List Price	Total Sales Price
Chiltonlibrary.Com, Imprint:CENGAGE Delmar Learning, ISBN: 220508 , Subscription Dates: 05/26/2023 to 05/31/2024 , Number of Sites: 1	1	$20,095.00	$19,000.00
		Total List Price	Total Sales Price
Total for Subscription Titles:		$20,095.00	$19,000.00

Subscription Item Total: $19,000.00

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Operations Committee Agenda
Tuesday, May 16, 2023, 11:30am
Collaboration Room 203
Advanced Learning Library, 711 W 2ⁿᵈ St, Wichita, KS 67203

1. Call to Order

2. Policy Updates

   - CIR-001   Customer Registration
   - CIR-002   Address Checks
   - CIR-003   Account Associations
   - CIR-004   Issuing Cards to Tour Groups and Classrooms
   - REF-002   General Equipment Available for Customer Use
   - CUS-001.2   Suspension of Privileges for Health and Safety Reasons
   - CUS-008   Advanced Learning Library Teen Space (new; YALSA examples attached)

3. Reauthorization of Internet Use Policy

4. Other items from Committee Members

5. Adjournment

WICHITA PUBLIC
LIBRARY

INTEROFFICE MEMORANDUM

TO: Library Board of Directors

FROM: Jaime Nix, Director of Libraries

SUBJECT: Proposed Policy Updates

DATE: May 10, 2023

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

Analysis: During recent reviews of the Circulation, Reference, and Customer Rights and Responsibility sections of the Policy Manual, form changes to eliminate the paper registration card application as a streamlined customer service improvement have been reflected.

Below is a brief description of the recommended changes.

CIR-001   Customer Registration
- Removes patron code Friends of the Library due to changes in advocacy membership benefit workflows; eliminates reference to registration form)

CIR-002   Address Checks
- Eliminates reference to registration form

CIR-003   Account Associations
- Eliminates reference to registration form

CIR-004   Issuing Cards to Tour Groups and Classrooms
- Clarifies that Minor Cards, not student e-cards, requires association to an adult account

REF-002   General Equipment Available for Customer Use
- Updates 3D printing fee structure to reflect cost of supplies and disposal of unclaimed prints

CUS-001.2   Suspension of Privileges for Health and Safety Reasons
- Provides identified back-up staff for suspending privileges for continuity in communication)

CUS-008   Advanced Learning Library Teen Space
- New policy to reflect programming needs and a culture of space use where teens are the priority audience served

Financial Considerations: The library's cost recovery for 3D printing more accurately reflects the costs of supplies.

Legal Considerations: The proposed policy changes are in review from the Law Department.

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

Attachments: Proposed policy updates.

CIR-001   Customer Registration

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

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

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

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

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

An adult who is under legal guardianship or conservatorship or who is a resident of a residential facility for the developmentally disabled (such as KETCH) may obtain a library card with the consent of the person who has legal control of that adult's finances.

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

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

4. FRIENDS OF THE LIBRARY (FRIENDS)
~~Issued for one year with a paid Gold or Platinum Membership to the Friends of the Library, the "gold or platinum card" type is used to recognize the level of advocacy. Unclaimed hold fees and any fees associated with Interlibrary Loan items still apply to Friends of the Library accounts.~~

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

6. INTERLIBRARY LOAN (ILL)
Libraries to which the Wichita Public Library sends materials through Interlibrary Loan protocols receive accounts with the ILL card type. Libraries within Sedgwick County receive a special subset of ILL

account to indicate that they make loan requests directly through the Library catalog rather than through traditional ILL protocols and systems.

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

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

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

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

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

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

13. STUDENT E-CARD
Through a formal partnership with an area school district, a Student E-card can be issued electronically to provide access to online and digital resources, research, and reading material. Limited personal data is provided from the school, and the account is not associated with an adult account. Student E-Cards will expire after the student graduates from school. Card numbers assigned to this code will typically be the student ID.

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

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

Related City Codes and Ordinances
City Code Section 5.92.020; City Ordinance No. 34-827 (part)

Related Forms
~~Registration Form;~~ Internet Access Restriction Form

Updated: ~~September 2022~~May 2023

CIR-002   Address Checks

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

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

Related City Codes and Ordinances
City Code Section 5.92.020
City Ordinance No. 34-827 (part)

~~Related Forms~~
~~Registration Form~~

Last Review: ~~March 2022~~May 2023

CIR-003   **Account Associations**

The Library permits limited access to other customers' library accounts for individuals who have created associations. The use of associated accounts enables individuals to pick up hold requests, pay fees, renew materials and obtain a list of items currently checked out for their associations. No other library activity is permitted.

A minor's account will be associated with the account of the adult accepting legal and financial responsibility for that minor's account. Minors assume all responsibilities for associations on their own accounts when they reach 18 years of age or are designated an emancipated minor.

Adults who wish to associate their accounts may do so in person, via telephone, or by email. The individual who wishes to associate another account must provide the names and card numbers for the accounts to be associated.

~~**Related Forms**~~
~~Registration Form~~

Last Review: ~~March 2022~~May 2023

CIR-004   Issuing Cards to Tour Groups and Classrooms

The Library will issue E-cards to groups in advance of their visit to the Library with prior arrangement.

School entities will be asked to partner with the Library to ensure access is provided to all eligible students and to ensure parental permission.

Other groups and non-profits must notify the Advanced Learning Library Circulation Section or branch that they wish to visit as a group. The Library must receive a group list of names and birthdates for each application at least 7 days before the group visit. Regular Minor Card accounts must be associated to an adult account in good standing.

A classroom bulk loan may be created with the teacher in advance, for checkout of materials on the day of the visit.

Updated: September 2022May 2023

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 $0.10 per copy. Double-sided copies are available at $0.20 per copy. Single-sided color copies are available at $0.20 per copy. Double-sided color copies are available at $0.40 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~~ the Library certification process, may use the 3D printers 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) 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~~ $0.10 per gram and weight of the object is based on the 3D printer software's weight estimate. Print jobs left behind will be discarded.

Failure to pick up 3D print jobs, not keeping the 3D printing area clear of debris or misuse of the 3D printer may result in loss of 3D printing privileges.

Last Review: ~~January 2023~~May 2023

CUS-001.2   Suspension of Privileges for Health and Safety Reasons

It is the responsibility of the Wichita Public Library to maintain a healthy and clean environment for all Library users and to protect the City's investment in Library collections, equipment and property. In order to fulfill this responsibility, the Library may restrict a user's ability to borrow materials and/or to visit Library facilities when such use may jeopardize the health and cleanliness of Library facilities, collections and users.

Examples of situations where borrowing of materials may be suspended include, but are not limited to:
- Evidence that items on loan to a customer may have been returned with insects that are known to be damaging to library materials, or that can result in pest infestations in library facilities, e.g. roaches, silverfish, bed bugs, and some types of beetles

Examples of situations where access to Library facilities may be suspended include, but are not limited to:
- Customers or customer possessions with fleas, lice, or bed bugs
- Customers with clothing that is stained with urine or feces

Should it become necessary to suspend Library privileges of a customer in order to protect Library collections, facilities or other users, notification of the suspension will be made by the Director of Libraries, or Collection Development Division Manager, or in their absence a designated staff from the Collection Development Division.

Any customer that has privileges suspended under the terms of this policy may request a re-evaluation of the suspension under the terms of the reinstatement of Library privileges policy, CUS-002.

Last Review: March 2022May 2023

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

CUS-008 Advanced Learning Library Teen Space

The Wichita Public Library is committed to providing an inviting and safe space for teens to engage in individual and group activities. We recognize that the social nature and unique characteristics of this age group may require a separate space designed for their needs.

The Teen Pavilion located on the 1st floor of the Advanced Learning Library is specifically designed for use by patrons ages 12 to 18. The teen space is open during all regular hours All activities and programs in the Teen Pavilion are designed solely for this age group.

Adults wishing to browse and checkout items displayed in the space are welcome to do so, but the space and equipment is reserved exclusively for teen use. Customers outside of the intended age group are allowed in the teen space if accompanied by a teen or when browsing material. Adults over the age of 18 not accompanying a teen may be asked to leave the Teen Pavillion at any time.

National Teen Space Guidelines
Young Adult Library Services Association (YALSA)

5.0 Ensure the teen space has appropriate acceptable use and age policies to make teens feel welcome and safe.

The teen space is intended for use by customers age 12-18 years old, and its purpose is to centralize the information and recreation resources of this age group while offering teens a safe, supportive, and positive space that is uniquely their own.

5.2 Clearly state and display guidelines once they have been discussed and determined.

5.3 Ensure that both staff and the public are aware of the rules and expectations for using the space.

5.3 Address common points and behaviors within the guidelines, including but not limited to:

    5.3.a Age requirement

    5.3.b. Use of appropriate language and behavior, including no fighting, no public displays of affection, and cleaning up one's mess.

5.5 Consider adopting a "teen-only" policy for use of the space to create a space that is uniquely their own. A teen-only space can:

    5.5.a. Indicate to teens that the library cares about their unique developmental, recreational, educational, and social needs.

    5.5.b. Enable teens to be themselves in a teen-friendly environment.

    5.5.c. Help teens feel more at ease in the library.

    5.5.d. Help contain noise levels that may be distracting to other patrons.

    5.5.e. Contribute to the safety and well-being of teens while in the library.

5.6 Limit adult use of the teen-only space to browsing materials for a period of time not to exceed 15 minutes, adult tutors who are currently working with teen students, adults accompanied by a teen, and library staff. This space can:

    5.6.a. Allow teens to feel comfortable in an area where other teens are the primary occupants.

    5.6.b. Enable teens to feel safe from risky, adult-initiated interactions.

Menomonee Falls Public Library
Explore, Learn, Grow, Connect

Teen Space Policy
Original Effective Date: 12/17/20
Revision History: 8/18/21, 11/17/21

The Teen Space located on the 2nd floor of the Menomonee Falls Public Library is specifically designed for use by patrons ages 13 to 18. Teen services staff monitor the area to provide assistance and to ensure appropriate access by this age group. The Teen Space is open during all regular hours.

All activities and programs in the Teen Space are designed solely for this age group; no other patrons or programs will be accommodated in this area.

Adults wishing to browse and checkout items displayed in the space are welcome to do so, but the space and equipment is reserved exclusively for teen use. Guardians and siblings are allowed in the teen space if accompanied by a teen or when browsing materials for a period of time not to exceed 20 minutes. Signs are posted to indicate the age group permitted in this specific area and to restrict other users from the area.

The Menomonee Falls Public Library is committed to providing an inviting and safe space for teens to engage in individual and group activities. We recognize that the social nature and unique characteristics of this age group require a separate space designed for their needs.

Patrons using the Teen Space must adhere to all other Library policies including the Code of Conduct.

Teen Space Policy

Adopted 10/16/18 by the Board of Trustees

Teen Space Policy PDF

The teen room is intended for middle school and high school age teens during all times when school is not in session. Other individuals are welcome to visit the Teen Room briefly to retrieve books and other library materials or to request assistance from staff working in that space.
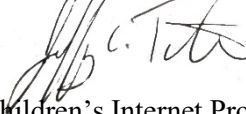
We are committed to providing an inviting, safe space for teenage patrons to engage in individual and group activities. The social nature and unique characteristics of this age group require a separate space designed for their needs. The teen room is not an appropriate space for adults to gather, or for tutoring.

The library reserves the right to utilize the teen room for scheduled teen programs or library events. Adults over the age of 18 not accompanying a teen may be asked to leave the Teen Area at any time.

WICHITA PUBLIC LIBRARY

INTEROFFICE
MEMORANDUM

TO:	Library Board of Directors
FROM:	Jeff Tate, Digital Services Manager
SUBJECT:	Affirmation of Compliance with Kansas Children's Internet Protection Act
DATE:	May 7, 2023

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

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

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

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

Financial Considerations: None

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

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

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

Attachment: REF-004 Internet Access and Acceptable Use Policy

REF-004   Internet Access and Acceptable Use Policy

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

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

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

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

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

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

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

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

Inappropriate use of Internet access will result in cancellation of the individual's use of this service and may result in the loss of other Library privileges. Examples of inappropriate use include, but are not limited to, the following:
- Displaying or disseminating images containing gratuitous violence or obscenity as defined by Kansas law;
- Disclosure, use, or dissemination of personal information that could threaten the safety or security of a minor, any other person, or the Library;
- Attempting unauthorized access to restricted or confidential systems;
- Tampering with computer hardware or software;
- Violation of software license agreements and copyright laws;
- Violation of another user's privacy;
- Any illegal activity, unethical misrepresentation or any form of harassment;

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

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

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

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

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

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

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

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

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Planning and Facilities Committee Agenda
Tuesday, May 16, 11:30am
Collaboration Room 206
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order

2. Westlink Branch Library Update

3. Alford, Angelou, and Rockwell Discussion

4. Other items from the committee

5. Adjournment

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Public Affairs Committee Agenda
Tuesday, May 16, 2023, 11:30am
Collaboration Room 205
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order

2. Update on April and May Media Activities

3. 2023 Advocacy and Awareness Priorities – continued discussion

4. Other items from Committee Members

5. Adjournment

Priorities for 2023 Advocacy and Awareness
Wichita Public Library

The following tactics were discussed by the Public Affairs Committee of the Library Board of Directors and will be a focus of the Library's marketing and communications department for 2023.

- 2023 Budget Options
  - The Library will communicate budget options to staff, and once decisions are made, communicate information to residents. The Library will prepare staff for implementation later in the year.

- 'The Library is for Everyone' campaign
  - The Library continues to create monthly messaging for this campaign, including Google Ads, YouTube pre-roll video, print ads, digital signs, a monthly Wichita Mom article and social media.

- New Mission, Vision, Values
  - The Library's new mission, vision and values will be promoted to residents in presentations, brochures and the website. Staff will receive a mission t-shirt at staff in-service this October.

- Fine Free / Get A Card
  - The Library continues conversations with customers about the elimination of overdue fines. Through outreach presentations and tours, we encourage residents to register for both a Wichita Public Library card and a State Library of Kansas eCard.
  - Every September, the Library participates in National Library Card Sign Up Month, encouraging both youth and adults to register for a card.

- I Love My Kansas Library
  - This statewide campaign provides advocacy for libraries in Kansas. The Library will share information on social media and has stickers to distribute to locations and partners to show support.

- Westlink Expansion & Capital Campaign
  - The Library will communicate information about the Westlink expansion project to residents. As we approach opening of the remodeled facility,

staff will prepare a grand reopening celebration.

- Book Bus
  - o This summer, the Library will introduce a book bus to provide youth outreach opportunities to areas of Wichita without direct library services. The Library will use social media and communication through partnerships to raise awareness of this service.

- Story Walks
  - o The Evergreen StoryWalk is heavily promoted in and around the Evergreen service area. As new storywalks are introduced, the Library will create campaigns to promote to residents.

- Little Free Libraries
  - o The Library will continue promoting the 26 Little Free Libraries in City Council District III.

- Viewpoint (PBS)
  - o The Library will welcome the Viewpoint film crew on May 26.

- USD 259 eCards for elementary students
  - o The Library will begin working on a campaign for elementary students to register for an eCard at registration.

Media Report: April 2023

- The Wichita Eagle, Westlink Remodel

  https://www.kansas.com/news/politics-government/article274041955.html

- KMUW, Drag in Wichita

  https://www.kmuw.org/news/2023-04-05/drag-in-wichita

- The Wichita Eagle, Westlink Remodel

  https://www.kansas.com/news/politics-government/article273958050.html?utm_campaign=trueanthem&utm_medium=social&utm_source=facebook&fbclid=IwAR0Bwl8p5mTD67YeHQdINkSXTAE_x-H5tuNSK2Ke2c6AKxZ1c_hFNxKTZ3w

- Wichita Public Schools, Little Free Libraries

  https://www.usd259.org/site/default.aspx?PageType=3&DomainID=4&ModuleInstanceID=13639&ViewID=6446EE88-D30C-497E-9316-3F8874B3E108&RenderLoc=0&FlexDataID=53532&PageID=1

- KWCH, Roz Chast Keynote

  https://www.kwch.com/video/2023/04/11/newstalk-big-read/

- KSN, Excellence in Public Service

  https://www.ksn.com/news/good-news/two-wichita-public-servants-awarded-2500-for-excellence/

- KAKE, Kids Corner: Stepping Into Chapters

  https://www.kake.com/clip/15386299/kids-corner

- KFDI, Summer Reading Program

  https://www.kfdi.com/2023/04/30/wichita-public-library-introduces-2023-summer-reading-program/

- KSN, Summer Reading Program

  https://www.ksn.com/news/local/wichita-public-library-introduces-2023-summer-reading-program/