

A G E N D A  
**Wichita Public Library Board of Directors Meeting**  
**Tuesday, December 19 2023– 12:00 p.m.**  
**Board Room**  
**Advanced Learning Library, Second Floor**  
**711 W 2<sup>nd</sup>, Wichita KS 67203**

1. Call to Order/Introductions
2. Approval of the Agenda
3. Public Comment
4. Staff Presentation: Advanced Learning Library Café and Food Access, Jaime Nix and Sean Jones
5. Minutes of the November 21, 2023 meeting
6. Unfinished Business
7. New Business
8. Finance Committee Report

a) November 2023 Bills and Finance Reports

General Fund Bills	\$929,492.46
Grant Fund Bills	\$100,660.40
Gift & Memorial Fund Bills	\$14,307.36
<b>Total</b>	<b>\$1,044,460.22</b>

- b) Approval of Invoices over \$10,000 – LinkedIn Learning
- c) Approval of Invoices over \$10,000 – Newsbank
9. Operations Committee Report
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

## November 2023

### Service Highlights

The Library unveiled the new Book Bus at a special media briefing in November. The up-cycled bus from Wichita Transit is outfitted with shelves that provide a small selection of children's books residents can borrow. Residents will also be able to get a library card, connect to WiFi and return materials. The wrap was designed by local artist Lindsey Kernodle. Funding for the bus was provided by the Kansas Health Foundation and the Wichita Public Library Foundation.

Kansas Reads to Preschoolers kicked off with a great event at the Alford Branch. Special guest Julia Harvey (Ponca/Hidatsa) read *My Heart Fills With Happiness* to more than 50 attendees. The book highlights a bunch of Native representation, which is perfect as November is Native American Heritage Month. Families made heart box craft, took pictures at a photo booth, and visited the book bus.

Stack Map is now live on the Library's online catalog. When customers look up a material in the catalog, they can now click "Map It" to see the exact location it can be found at that location. This will help customers with wayfinding issues, especially at the Advanced Learning Library downtown. New end cap signs are being designed and installed at all locations.

A new Maker Space has been created and is now open at the Advanced Learning Library for customers to use. Inside this space, customers can let their creativity run wild with the 3D printers, the Cricut machine, iMac computers and more. Some equipment requires staff assistance.

The RFID conversion is quickly progressing. At the end of November, the tagging team began working on the Alford collection and have completed tagging at the Advanced Learning Library, Angelou, Evergreen and Walters locations. As the tagging team completes a location, Library staff takes over the tagging of returned items.

The Library passed 400,000 eMaterial checkouts in a year for the first time. It is anticipated total annual circulation will be about 450,000. Nearly 2,000 more people have borrowed eMaterials in 2023 than in 2022.

A book home delivery service proposal was approved by the Library's Leadership Team and submitted to Rainbows United staff for feedback. Rainbows provides early childhood speech intervention through home visits. The proposed service will provide a bundle of books to 100 of these families.

The Book Bus began its monthly stops in November. In the first week, the bus visited Planeview Park, Dr. Glen Day Rey Park, The Treehouse, Fairmount Park, and McAdams Park.

## **Other News**

Jaime Nix (Director of Libraries) received the Literacy Champion Award at Storytime Village's Read & Rise Breakfast Gala this week. In Jaime's career, she has focused on raising awareness of the value of public libraries. Her work centers on building enthusiasm for reading anything at any time. She is thrilled to help Wichitans gain access to library resources, and enables the library team to achieve ambitious and impactful goals for our community.

Staff is working on creating the Library's new online program calendar and meeting room websites. The Library purchased Communico last month. Communico is the library industry leader for this type of software and offers a modern and refined interface with lots of new features for customers and staff.

There are now 91 customers certified to 3D print. The technology trainers taught 12 technology classes with 120 people in attendance. They also completed 231 Book-A-Librarian appointments in November. Customers were given assistance on unemployment filing, resume posting and printing, passport applications, printing court documents, phone assistance, tax forms, and online security issues.

Gary Kraisinger, a Kansas historian and author researching cattle trails, was in several times in November to research for his next book on the Shawnee Cattle Trail. He was pleasantly surprised at the number of books on the old west that we have in special collections.

Special Collections picked up the first five boxes of archival material from the airport. Materials include photographs, annual reports, airport plans, and published books.

The Library hosted its inaugural Adult Spelling Bee on November 3. This was an after-hours event that encouraged members of the community to join us for a night of fun competition. The event was well attended with 125 people there. Thirty-six teams competed.

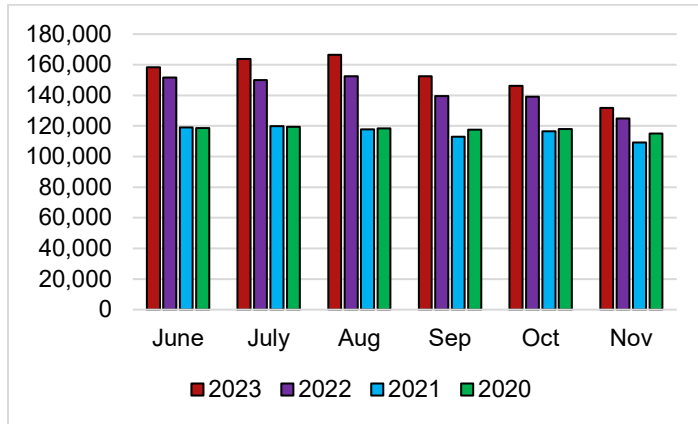
The Wichita Public Library celebrated Kansas Reads to Preschoolers, a statewide early literacy initiative in November. Families enjoyed the My Heart Fills with Happiness book selection during storytime as well as decorating happy heart craft boxes to enjoy at home. The library hosted several successful KRTP events including a kickoff party, evening storytime, and some crafting opportunities. Over 300 books were given away in the community to families.

Teen Librarian Lexi Ternes had the opportunity to attend the 2023 YALSA Symposium in St. Louis, Missouri. While there, she connected with other teen librarians and was able to collect so many exciting ideas to try to integrate into Teen Services at WPL. Some of those include creating shelf-talkers for the teen space as well as a sticky note question wall, and plenty of ideas for her Teen Advisory Board. She was so happy she got this opportunity and that it left her feeling energized and inspired!

The Family Literacy Coordinator worked with: Annoor Islamic School, Senior Services, Wichita Literacy Coalition, USD 259, Urban League, Girls on the Run, The Treehouse, Boys & Girls Club of South Central Kansas.

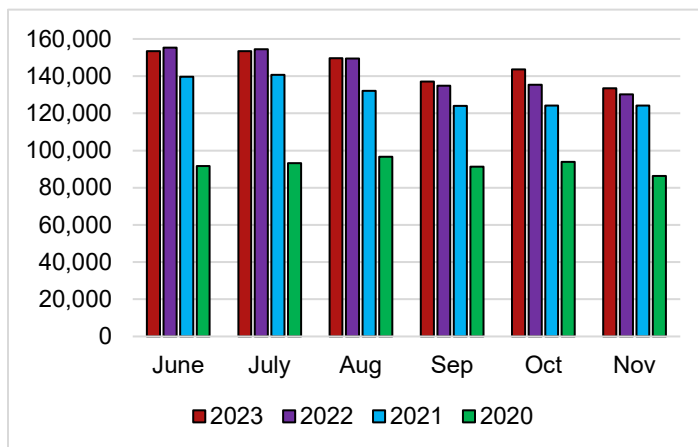
## Service Dashboard

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

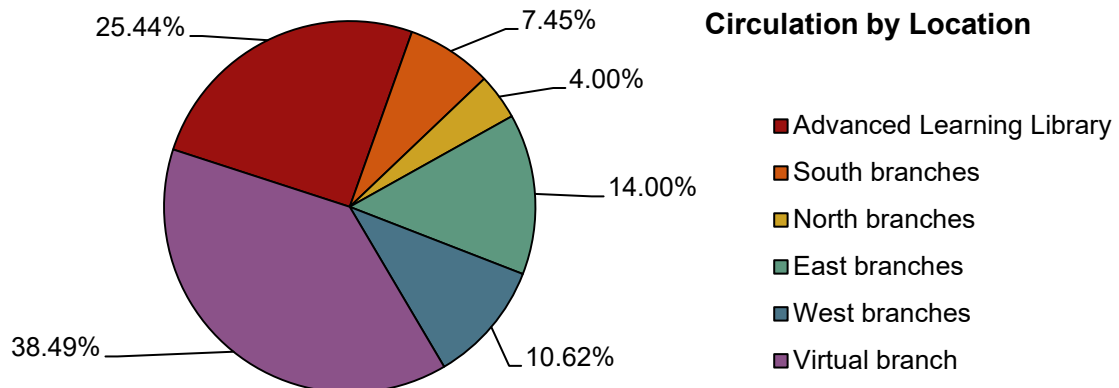


NOVEMBER			
	2023	2022	% change
Door Counts	38,928	45,748	-14.91%
Catalog Log-ins	35,055	35,201	-0.41%
Website Visits	57,609	43,855	31.36%
CONTENTdm Users	273	614	-55.54%
<b>Total</b>	<b>131,865</b>	<b>125,418</b>	<b>5.14%</b>

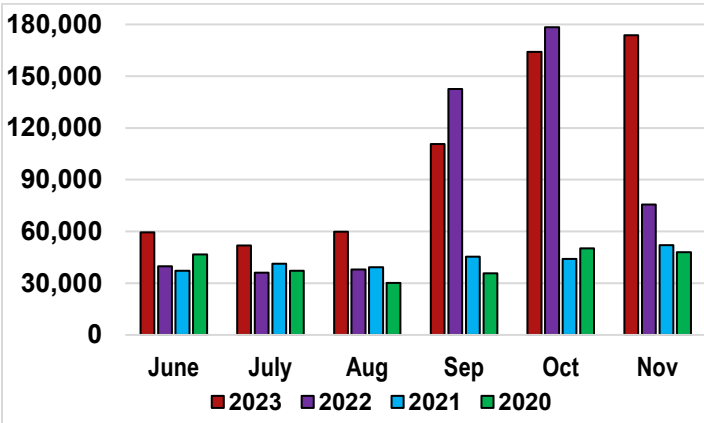
### CHECKOUTS



NOVEMBER			
	2023	2022	% change
Physical Circ	82,072	88,312	-7.07%
Virtual Circ	51,356	41,894	22.59%
WPL	44,121	34,877	26.50%
State	7,235	7,017	3.11%
<b>Total</b>	<b>133,428</b>	<b>130,206</b>	<b>2.47%</b>

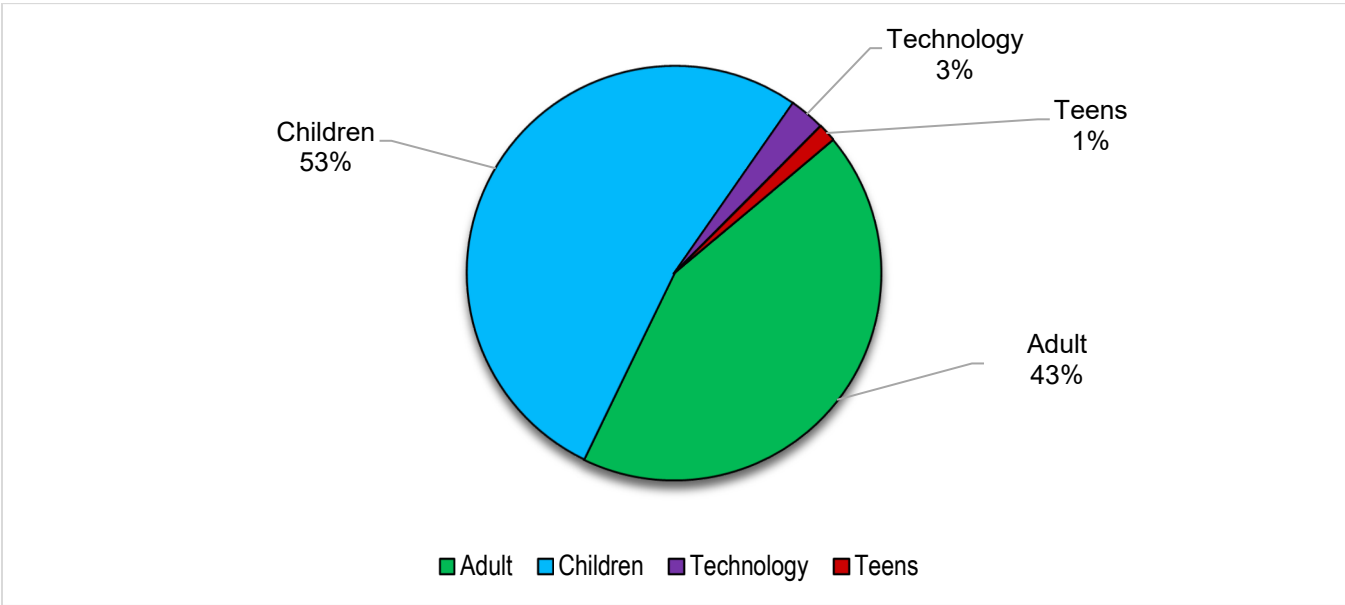


**QUESTIONS ANSWERED (by staff in person/phone and through online services)**



	2023	2022	% change
Reference Questions	5,220	4,500	16.00%
Database Searches	165,502	68,257	142.47%
Technology Assistance	2,777	2,563	8.35%
Book-A-Librarian Appointments	234	208	12.50%
<b>Total</b>	<b>173,733</b>	<b>75,528</b>	<b>130.02%</b>

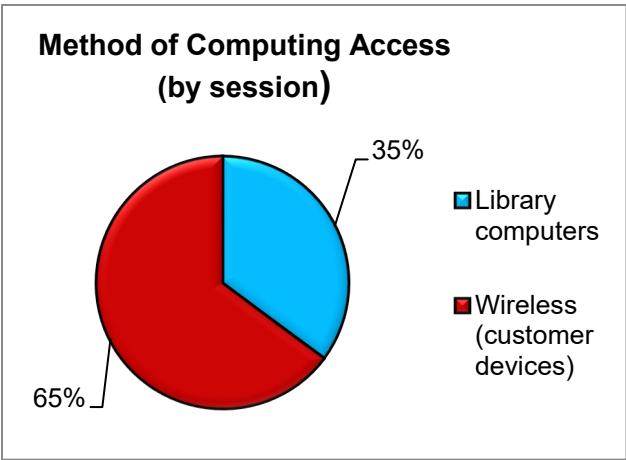
**PROGRAM ATTENDANCE**



	2023	2022	% change
Adult events	1,794	323	455.42%
Children's events	2,178	1,122	94.12%
Technology training	114	50	128.00%
Teen events	59	88	-32.95%
<b>TOTAL</b>	<b>4,145</b>	<b>1,583</b>	<b>161.84%</b>

Attendance data for one children's event was not available by this report's publishing deadline.

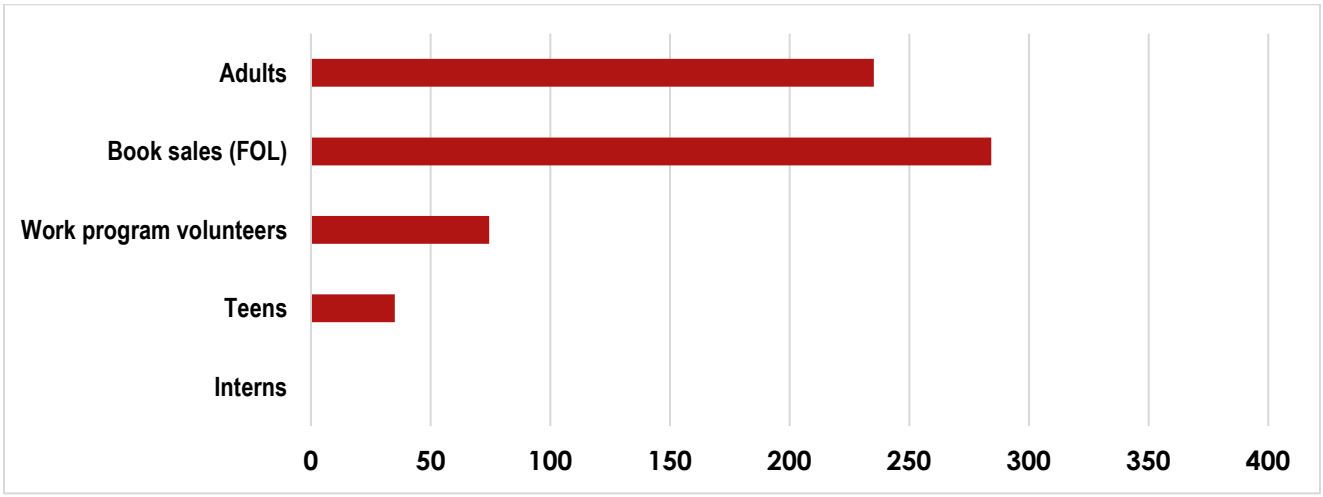
**PUBLIC COMPUTING**



**NOVEMBER**

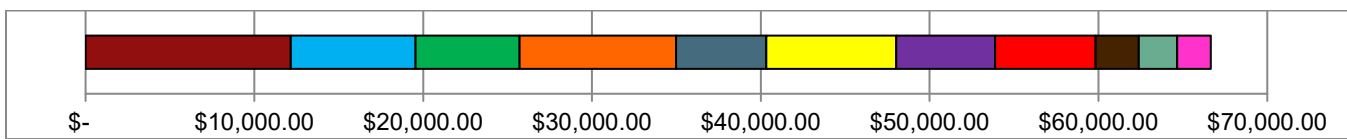
	2023	2022	% change
Workstation Sessions	5,127	4,953	3.51%
Wi-Fi Sessions	9,456	7,117	32.86%
Number of Users	1,264	1,216	3.95%
Hours of Access	9,174	8,224	11.55%

**VOLUNTEERS (hours of service)**



**Number of volunteers YTD = 136    Hours of service YTD = 7,448**

**MATERIALS DONATIONS (value if purchased)**



**Year to date total = \$66,661.39    Items added to Library collections YTD = 3,632**

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

Lexi would like to give a shout-out to Ricardo Hernandez-Herrera, one of our amazing Support Staff members, for taking time out of one of his night shifts to come assist a Spanish-speaking patron in the Children's Pavilion. The customer needed help on the computer, and Ricardo was more than happy to come and walk him through what he was trying to do!

Jaleen Claasen from Treehouse was very pleased with the presentation Racine Zackula, Family Literacy Coordinator, gave to her clients, "(she) empowered clients showing how they might already intuitively do some of the things to teach children. The training was interactive and practical. Clients can easily incorporate getting kids ready for reading into busy lives."

Megan Coffin (Library Assistant, Advanced Learning Library) had a customer named Steph come up to get a library card so that they could print out some documents. While getting Steph a library card, they were telling Megan about looking for a job. They were concerned because their computer skills are lacking. Megan took a pause from issuing the library card to talk to Steph about the library's various tech classes and the book-a-librarian service. When they heard about all the free learning opportunities, Steph perked up excitedly. Steph was very grateful to hear that they could get free computer classes to make them more marketable for possible jobs.

An Alford customer had a rough time when her car battery died in the parking lot. She works as a school bus driver and on this day just so happened to leave her cell phone at work. She came up to the service desk and asked Youth Services Librarian Lena Vogt and Branch Manager Steve Hamersky if she could borrow the phone to call AAA for assistance. She was advised that they would be there in about one and a half hours, so she asked the staff to check the status of her library card. She was then able to sign into a public computer and reach out to family using social media. Her car help arrived as planned and the woman sincerely thanked the library for being there for her when she really needed it.

An elderly woman visited the Alford Branch Library and wanted to add e-books to her Kindle reader. She was usually a customer of the Westlink branch, but was venturing out to other locations since Westlink's remodel has started. Library Clerk Daniel Velazquez updated the woman's library card, and Branch Managers Robyn Belt and Steve Hamersky reviewed the device. Though the touchscreen was slow to respond, the library was able to connect to the WiFi network and show how to navigate to Wichita Public Library's [Wichita E-Reads](#) website to see available titles. The woman loved Amish romantic fiction, and quickly saw authors she recognized and wanted to read. She thanked the Alford crew for their help and that she really appreciated how patiently they showed her how to use the technology.

Circulation Clerk, Tina Qualls, was able to put her reader's advisory skills to use while working at the Customer service desk! Recently, a first grader visited the library in search of books like the Magic Tree House series that they had completed. The father stressed that they wanted to find appropriate content as the first grader was reading at a fourth grade level. Tina was able to find some great recommendations using the Wichita Public Library website. As they left to search for them, the first grader exclaimed "Thank you super-duper much!"

## WICHITA PUBLIC LIBRARY

Minutes of a Meeting of the Library Board of Directors  
November 21, 2023.

The hybrid meeting of the Library Board of Directors was held on Tuesday November 21, 2023 at the Advanced Learning Library with the following present in person: Ms. Donna Douglas, Mr. Randall Johnston, Mr. Kevin McWhorter, Ms. Shelby Petersen, Mr. Chuck Schmidt, and Mr. Jonathan Winkler. The following attended virtually: Ms. TaDonne Neal.

### Call to Order

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

### Approval of the Agenda

Donna Douglas moved (Schmidt) to approve the agenda as published. **Motion carried unanimously.**

### Public Comment

None

### Staff Presentation

Director Nix played the Wichita Public Library segment for the upcoming show PBS Viewpoint. This coverage, which will play on PBS stations across the country, will hopefully elevate the Library's story within the community. She also spoke of how themes mentioned on camera connect to the forthcoming Strategic Agenda that will be presented for Board discussion in December.

### Approval of Minutes

Minutes of the regular meeting held on October 17, 2023 were presented. TaDonne Neal moved (Schmidt) to approve the minutes as included in board packets. **Motion carried unanimously.**

### Unfinished Business

None

### New Business

Director Nix presented proposed updates to spending policies for the Wichita Public Library Foundation. The only major change folds the Employee Flower Fund into the existing Staff Association Fund.



Jonathan Winkler moved (Petersen) to endorse changes to the Library Foundation Spending Policies as presented by staff. **Motion carried unanimously.**

### **Finance Committee Report**

On behalf of the Finance Committee, Chuck Schmidt moved to approve the October finance report and supplemental bills in the following amounts: General Fund bills of \$1,969,468.91; Grant Fund Bills of \$16,402.51; and Gift and Memorial Fund bills of \$755,603.38, for a total of \$2,741,474.80. **Motion carried unanimously**

### **Operations Committee Report**

TaDonne Neal reported that the committee agreed to table the proposed motion on the Enhanced Library Card until December in order to allow staff time to answer questions from committee members.

On behalf of the Operations Committee, TaDonne Neal moved to adopt the 2024 Holiday Closing schedule as proposed by staff. **Motion carried unanimously.**

### **Planning & Facilities Committee Report**

No report.

### **Public Affairs Committee Report**

No report.

### **Special Committee Reports**

*Friends of the Library* – Jennifer Foley reported that the next used book sale will take place on December 2 at the Advanced Learning Library with a member preview sale the previous day. The Friends continues to recruit board members.

*Library Foundation* - Director Nix reported that Kristi Oberg worked her last day for the Foundation on November 17. Hiring her replacement is still in progress: candidates have been interviewed and an offer has been extended. The end-of-year campaign is underway and the capital campaign has almost reached the halfway mark to its goal.

*Wichita Genealogical Society (WGS)* – Fred Knoblauch reported that Cindy Couch will begin serving as the WGS library liaison starting in December. The November meeting featured specialists about cattle trails in the local area and set an attendance record for the WGS.

### **Director of Libraries Report**

Director Nix reported there will be upcoming Library Board elections and a nomination committee will be formed soon.

Library staff has been speaking with USD 259 to explore the challenges schools have confronted as they roll out digital access to all students.

The contract with Smart Security will end in December. Recruitment has begun for three library resource officer positions to implement a more holistic model for building space management that will combine provision of building security with development of closer connections with patrons. This change should improve public safety not just at the Advanced Learning Library but throughout the library system.

**Announcements**

None

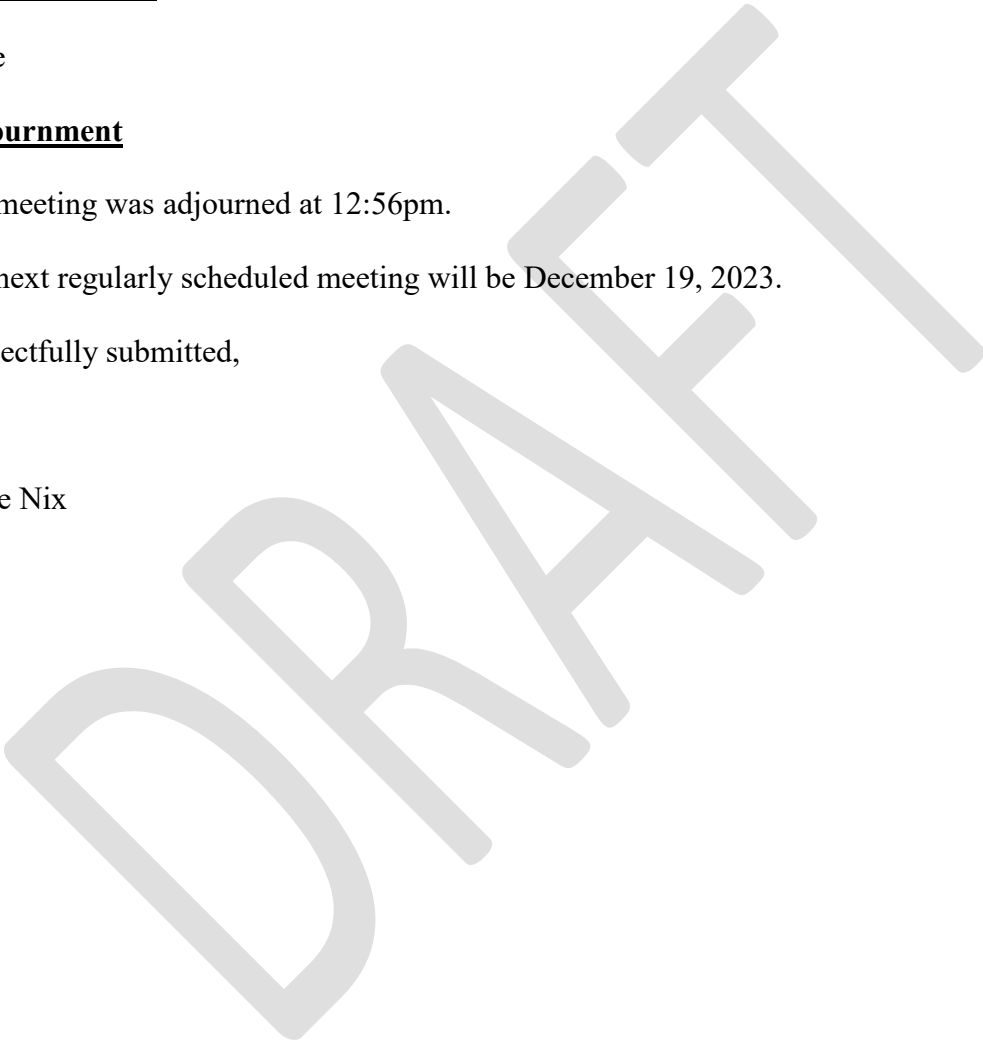
**Adjournment**

The meeting was adjourned at 12:56pm.

The next regularly scheduled meeting will be December 19, 2023.

Respectfully submitted,

Jaime Nix



**WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS**  
**Finance Committee Agenda**  
**Tuesday, December 19, 2023, 11:30am**  
Collaboration Room 204  
Advanced Learning Library, 711 W 2<sup>nd</sup> St, Wichita, KS 67203

1. Call to Order
2. Review Meeting Minutes for November 21, 2023
3. Review of November Bills and Finance Reports
  - Revenue Report
  - Grant Fund Summary Report
  - Report of Expenditures

General Fund Bills	\$929,492.46
Grant Fund Bills	\$100,660.40
Gift & Memorial Fund Bills	\$14,307.36
<b>Total</b>	<b>\$1,044,460.22</b>

4. Approvals of Invoices over \$10,000 – Linked In Learning
5. Approvals of Invoices over \$10,000 - Newsbank
6. Other items from Committee Members
7. Adjournment

To attend virtually:

Microsoft Teams meeting

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

**Wichita Public Library Board of Directors**  
**Finance Committee Minutes**  
**November 21, 2023**

Present: Board Members: Chair Chuck Schmidt, Committee members Kevin McWhorter, Staff Member: Jaime Nix, Director of Libraries

Chair Schmidt called the meeting to order at 11:41

The committee reviewed the revenue report, grant fund summary report, and report of expenditures for October 2023.

Kevin McWhorter (Schmidt) moved to accept the October Bills in the total amount of \$2,741,474.80.

With no new business the meeting was adjourned at 11:56 a.m.

YTD

FOR 2023 11

JOURNAL DETAIL 2020 1 TO 2020 1

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
<b>10000080 Wichita Public Library</b>							
422110 Library Desk Receipts (Fines)	0	-75,000	-89,135.86	-7,368.98	.00	14,135.86	118.8%
422111 Library Desk - Faxes	-9,000	-9,000	-11,338.89	-1,090.00	.00	2,338.89	126.0%
422112 Library Desk - Passports	-20,000	-20,000	-35,945.00	-2,310.00	.00	15,945.00	179.7%
423030 Meeting Room Rentals	-28,000	-28,000	-12,972.50	-675.00	.00	-15,027.50	46.3%
424011 Copy Charges	-10,000	-10,000	-13,254.75	-818.90	.00	3,254.75	132.5%
424101 Public Computing Charges	-12,000	-20,000	-19,673.90	-1,589.85	.00	-326.10	98.4%
429990 Other Operating Revenue	0	0	219.59	.00	.00	-219.59	100.0%
645030 Sale of Equipment	0	0	-1,500.00	-1,500.00	.00	1,500.00	100.0%
645980 Sale of Scrap	0	0	-1,143.45	.00	.00	1,143.45	100.0%
646981 State Setoff Collections	-70,000	-70,000	-40,794.18	-1,065.61	.00	-29,205.82	58.3%
646990 Other Non-operating Revenue	0	0	-33.18	-33.18	.00	33.18	100.0%
TOTAL Wichita Public Library	-149,000	-232,000	-225,572.12	-16,451.52	.00	-6,427.88	97.2%
TOTAL General Fund	-149,000	-232,000	-225,572.12	-16,451.52	.00	-6,427.88	97.2%

YTD

FOR 2023 11

JOURNAL DETAIL 2020 1 TO 2020 1

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	-149,000	-232,000	-225,572.12	-16,451.52	.00	-6,427.88	97.2%

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

YTD

REPORT OPTIONS

Sequence 1	Field #	Total	Page Break	Year/Period: 2023/11
Sequence 2	1	Y	Y	Print revenue as credit: Y
Sequence 3	9	Y	N	Print totals only: Y
Sequence 4	11	Y	N	Suppress zero bal accts: Y
	0	N	N	Print full GL account: N

Report title: YTD

Print Full or Short description: F  
 Print MTD Version: Y  
 Print Revenues-Version headings: N  
 Format type: 1  
 Print revenue budgets as zero: N  
 Include Fund Balance: N  
 Include requisition amount: N  
 Multiyear view: D

Carry forward code: 1  
 Print journal detail: Y  
 From Yr/Per: 2020/ 1  
 To Yr/Per: 2020/ 1  
 Include budget entries: Y  
 Incl encumb/liq entries: Y  
 Sort by JE # or PO #: J  
 Detail format option: 1

Find Criteria

Field Name	Field Value
Org	10000080
Object	
Project	
Rollup code	
Account type	Revenue
Account status	

**GENERAL FUND SUMMARY  
NOVEMBER 2023**

<b>OBJECT</b>	<b>ACCOUNT DESCRIPTION</b>	<b>REVISED BUDGET</b>	<b>YTD EXPENDED</b>	<b>MTD EXPENDED</b>	<b>ENCUMBRANCES</b>	<b>AVAILABLE BUDGET</b>	<b>% USED</b>
511000	Base Compensation	\$ 5,821,736.00	\$ 5,245,327.11	\$ 446,554.36	\$ -	\$ 576,408.89	90.10
511950	Year-End Payroll Accrual	\$ -	\$ (144,136.87)	\$ -	\$ -	\$ 144,136.87	100.00
511999	Planned Savings	\$ (225,161.00)	\$ -	\$ -	\$ -	\$ (225,161.00)	0.00
512000	Special Compensation	\$ 4,200.00	\$ 16,329.72	\$ 1,090.18	\$ -	\$ (12,129.72)	388.80
512051	Mileage Reimbursement	\$ -	\$ 1,671.47	\$ 60.90	\$ -	\$ (1,671.47)	100.00
513000	Overtime Compensation	\$ -	\$ 3,946.43	\$ 562.68	\$ -	\$ (3,946.43)	100.00
518200	Employer Wage Taxes & WC	\$ 503,580.00	\$ 436,293.62	\$ 37,685.35	\$ -	\$ 67,286.38	86.60
518300	Employer Share EE Insurance	\$ 1,018,362.00	\$ 883,989.80	\$ 40,986.52	\$ -	\$ 134,372.20	86.80
518400	Employer Share Pension/Retire	\$ 615,354.00	\$ 542,901.59	\$ 46,374.90	\$ -	\$ 72,452.41	88.20
	<b>TOTAL</b>	<b>\$ 7,738,071.00</b>	<b>\$ 6,986,322.87</b>	<b>\$ 573,314.89</b>	<b>\$ -</b>	<b>\$ 751,748.13</b>	<b>90.29</b>
521011	Electricity - EDI	\$ 305,438.00	\$ 237,928.46	\$ 22,660.59	\$ -	\$ 67,509.54	77.90
521021	Natural Gas - EDI	\$ 41,824.00	\$ 77,927.15	\$ 3,843.67	\$ -	\$ (36,103.15)	186.30
521030	Water Service	\$ 12,738.00	\$ 18,009.62	\$ 1,330.09	\$ -	\$ (5,271.62)	141.40
521050	Trash Service	\$ 5,404.00	\$ 1,846.41	\$ 200.00	\$ -	\$ 3,557.59	34.20
521055	Trash Service - EDI	\$ -	\$ 4,248.49	\$ 504.36	\$ -	\$ (4,248.49)	100.00
521060	Local Telephone Service	\$ 8,000.00	\$ 4,894.20	\$ 451.65	\$ -	\$ 3,105.80	61.20
522010	PBX Line Charges	\$ 11,806.00	\$ 11,252.12	\$ 1,026.00	\$ -	\$ 553.88	95.30
522020	PBX Instrument Charges	\$ 19,414.00	\$ 18,287.50	\$ 1,662.50	\$ -	\$ 1,126.50	94.20
522040	Long Distance & Teleconference	\$ 1,000.00	\$ 363.60	\$ 37.20	\$ -	\$ 636.40	36.40
522060	Air Cards (Mobile Connect)	\$ -	\$ 264.83	\$ 35.00	\$ -	\$ (264.83)	100.00
522070	Voicemail	\$ 3,968.00	\$ 3,723.90	\$ 340.00	\$ -	\$ 244.10	93.80
522080	Automatic Call Distribution	\$ 786.00	\$ 720.50	\$ 65.50	\$ -	\$ 65.50	91.70
522990	Other Communications Charges	\$ 197.00	\$ 1,690.00	\$ -	\$ -	\$ (1,493.00)	857.90
523010	Building & Contents Insurance	\$ 172,088.00	\$ 172,088.00	\$ -	\$ -	\$ -	100.00
523020	Vehicle Liability Premiums	\$ 870.00	\$ 870.00	\$ -	\$ -	\$ -	100.00
524010	Recruitment & Hiring	\$ 3,140.00	\$ -	\$ -	\$ -	\$ 3,140.00	0.00
524020	Employee Travel & Training	\$ 1,600.00	\$ 182.09	\$ (2,736.08)	\$ -	\$ 1,417.91	11.40
525013	Drug Screening	\$ -	\$ 4,425.00	\$ 671.00	\$ -	\$ (4,425.00)	100.00
525070	Background Checks	\$ -	\$ 736.00	\$ 64.00	\$ -	\$ (736.00)	100.00



525080	Service Contractors	\$	-	\$	591.25	\$	-	\$	-	\$	(591.25)	100.00
525083	Textile Rental & Laundry Svcs	\$	1,925.00	\$	1,434.42	\$	78.84	\$	-	\$	490.58	74.50
525990	Other Professional Services	\$	31,361.00	\$	20,762.80	\$	2,288.75	\$	-	\$	10,598.20	66.20
526010	Motor Pool Scheduled Charges	\$	3,720.00	\$	3,410.00	\$	310.00	\$	-	\$	310.00	91.70
526020	Building Repair & Maint	\$	7,240.00	\$	92.50	\$	-	\$	-	\$	7,147.50	1.30
526042	Pest Control Services	\$	13,000.00	\$	8,803.60	\$	1,544.56	\$	-	\$	4,196.40	67.70
526044	Bldg Security & Fire Services	\$	420.00	\$	1,171.00	\$	-	\$	-	\$	(751.00)	278.80
526070	Equipment Repair & Maint	\$	5,421.00	\$	5,251.57	\$	-	\$	-	\$	169.43	96.90
526092	Rent-Real Property	\$	52,060.00	\$	49,058.88	\$	4,088.24	\$	-	\$	3,001.12	94.20
529010	Bank Charges	\$	5,000.00	\$	3,906.89	\$	309.46	\$	-	\$	1,093.11	78.10
529020	Postage	\$	4,000.00	\$	4,743.70	\$	483.00	\$	-	\$	(743.70)	118.60
529030	Shipping & Freight	\$	-	\$	25.00	\$	-	\$	-	\$	(25.00)	100.00
529040	Subscriptions	\$	9,877.00	\$	9,876.68	\$	-	\$	-	\$	0.32	100.00
529061	Organizational Memberships	\$	10,960.00	\$	10,500.00	\$	-	\$	-	\$	460.00	95.80
529070	Printing & Copying	\$	23,472.00	\$	24,199.68	\$	(14,063.70)	\$	-	\$	(727.68)	103.10
529141	Software License & Maint Fees	\$	7,768.00	\$	7,767.94	\$	-	\$	-	\$	0.06	100.00
529150	Data Center Charges	\$	1,140,249.00	\$	1,140,249.00	\$	189,037.20	\$	-	\$	-	100.00
529990	Other Contractuals	\$	109,111.00	\$	110,235.37	\$	(9,200.21)	\$	16,528.00	\$	(17,652.37)	116.20
	<b>TOTALS</b>	\$	<b>2,013,857.00</b>	\$	<b>1,961,538.15</b>	\$	<b>205,031.62</b>	\$	<b>16,528.00</b>	\$	<b>35,790.85</b>	<b>98.22</b>
531010	Computing Supplies	\$	900.00	\$	-	\$	-	\$	-	\$	900.00	0.00
531020	Office Supplies	\$	50,575.00	\$	49,259.78	\$	8,201.76	\$	-	\$	1,315.22	97.40
531030	Custodial Supplies	\$	4,000.00	\$	4,854.15	\$	322.94	\$	-	\$	(854.15)	121.40
532020	Automotive Parts & Supplies	\$	450.00	\$	309.84	\$	10.80	\$	-	\$	140.16	68.90
539012	Gasoline	\$	6,434.00	\$	3,326.33	\$	232.42	\$	-	\$	3,107.67	51.70
549010	Furniture & Fixtures <\$5k	\$	9,990.00	\$	2,600.94	\$	-	\$	-	\$	7,389.06	26.00
549020	Data Processing Equip <\$5k	\$	9,665.00	\$	1,335.77	\$	83.84	\$	-	\$	8,329.23	13.80
549030	Communication Equip <\$5k	\$	-	\$	633.50	\$	57.40	\$	-	\$	(633.50)	100.00
549110	Library Materials	\$	1,012,721.16	\$	747,979.65	\$	142,236.79	\$	32,017.71	\$	232,723.80	77.00
658999	Purchasing Card Clearing	\$	-	\$	(19.98)	\$	-	\$	-	\$	19.98	100.00
	<b>TOTALS</b>	\$	<b>1,094,735.16</b>	\$	<b>810,279.98</b>	\$	<b>151,145.95</b>	\$	<b>32,017.71</b>	\$	<b>252,437.47</b>	<b>76.94</b>
	<b>Grand Total</b>	\$	<b>10,846,663.16</b>	\$	<b>9,758,141.00</b>	\$	<b>929,492.46</b>	\$	<b>48,545.71</b>	\$	<b>1,039,976.45</b>	<b>90.41</b>

**Grant Fund Summary Report  
November 2023**

Grant	11/1/2023	Revenue Received	Admin Charges	Contractuals	Materials	Supplies & Petty Cash	Equipment	Total Expenditures	Encumbrances	Remaining Balance 11/30/23
<b>SCKLS 2023</b>	\$ 180,626.86	\$ -	\$ -	\$ 48,536.13	\$ 10,563.79	\$ -	\$ -	\$ 59,099.92	\$ -	\$ 121,526.94
<b>SA 2023</b>	\$ 60,946.54	\$ -	\$ -	\$ 17,597.93	\$ 19,620.55	\$ -	\$ 4,342.00	\$ 41,560.48	\$ -	\$ 19,386.06
<b>Totals</b>	<b>\$ 241,573.40</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 66,134.06</b>	<b>\$ 30,184.34</b>	<b>\$ -</b>	<b>\$ 4,342.00</b>	<b>\$ 100,660.40</b>	<b>\$ -</b>	<b>\$ 140,913.00</b>

# Wichita Public Library General Fund Bills

November 2023

Org: 10000080

## 10001 - Library - Personnel

### 1B - Base Compensation

#### 511000 Base Compensation

Payroll, PP11.10.23	\$223,080.22
Payroll, PP11.22.23	\$2.55
Payroll, PP11.24.23	\$223,471.59

Total 511000 Base Compensation	\$446,554.36
--------------------------------	--------------

Total 1B - Base Compensation	\$446,554.36
------------------------------	--------------

### 1F - Special Compensation

#### 512000 Special Compensation

Payroll, PP11.10.23	\$654.12
Payroll, PP11.24.23	\$436.06

Total 512000 Special Compensation	\$1,090.18
-----------------------------------	------------

#### 512051 Mileage Reimbursement

Payroll, 1724	\$34.05
Payroll, 2172	\$26.85

Total 512051 Mileage Reimbursement	\$60.90
------------------------------------	---------

Total 1F - Special Compensation	\$1,151.08
---------------------------------	------------

### 1J - OT Compensation

#### 513000 Overtime Compensation

Payroll, PP11.10.23	\$562.68
---------------------	----------

Total 513000 Overtime Compensation	\$562.68
------------------------------------	----------

Total 1J - OT Compensation	\$562.68
----------------------------	----------

### 1N - Employee Benefits

#### 518200 Employer Wage Taxes & WC

Payroll, PP11.10.23	\$18,511.56
Payroll, PP11.22.23	\$0.22
Payroll, PP11.24.23	\$19,173.57

Total 518200 Employer Wage Taxes & WC	\$37,685.35
---------------------------------------	-------------

#### 518300 Employer Share EE Insurance

Payroll, PP11.10.23	\$40,706.23
Payroll, PP11.24.23	\$280.29

Total 518300 Employer Share EE Insurance	\$40,986.52
--	-------------

#### 518400 Employer Share Pension/Retire

Payroll, PP11.10.23	\$23,172.24
---------------------	-------------

# Wichita Public Library General Fund Bills

## November 2023

Payroll, PP11.24.23 \$23,202.66

Total 518400 Employer Share Pension/Retire	\$46,374.90
--	-------------

Total 1N - Employee Benefits	\$125,046.77
------------------------------	--------------

Total 10001 - Library - Personnel	\$573,314.89
-----------------------------------	--------------

### 10002 - Library - Contractuals

#### 2B - Utilities

##### 521011 Electricity - EDI

EVERGY KANSAS CENTRAL INC \$22,660.59

Total 521011 Electricity - EDI	\$22,660.59
--------------------------------	-------------

##### 521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC \$430.47

ENCORE ENERGY SERVICES \$1,755.87

ONE GAS INC \$1,657.33

Total 521021 Natural Gas - EDI	\$3,843.67
--------------------------------	------------

##### 521030 Water Service

City of Wichita \$1,330.09

Total 521030 Water Service	\$1,330.09
----------------------------	------------

##### 521050 Trash Service

INTERNATIONAL PAPER COMPANY \$200.00

Total 521050 Trash Service	\$200.00
----------------------------	----------

##### 521055 Trash Service - EDI

WASTE CONNECTIONS OF KANSAS INC \$504.36

Total 521055 Trash Service - EDI	\$504.36
----------------------------------	----------

Total 2B - Utilities	\$28,538.71
----------------------	-------------

#### 2F - Technology Charges

##### 521060 Local Telephone Service

City of Wichita \$427.00

T-MOBILE USA INC \$24.65

Total 521060 Local Telephone Service	\$451.65
--------------------------------------	----------

##### 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

# Wichita Public Library General Fund Bills

November 2023

City of Wichita	\$37.20
<b>Total 522040 Long Distance &amp; Teleconference</b>	<b>\$37.20</b>
522060 Air Cards (Mobile Connect)	
City of Wichita	\$35.00
<b>Total 522060 Air Cards (Mobile Connect)</b>	<b>\$35.00</b>
522070 Voicemail	
City of Wichita	\$340.00
<b>Total 522070 Voicemail</b>	<b>\$340.00</b>
522080 Automatic Call Distribution	
City of Wichita	\$65.50
<b>Total 522080 Automatic Call Distribution</b>	<b>\$65.50</b>
529150 Data Center Charges	
City of Wichita	\$189,037.20
<b>Total 529150 Data Center Charges</b>	<b>\$189,037.20</b>
<b>Total 2F - Technology Charges</b>	<b>\$192,655.05</b>
2N - Employee Development	
524020 Travel & Training	
City of Wichita	(\$2,736.08)
<b>Total 524020 Travel &amp; Training</b>	<b>(\$2,736.08)</b>
<b>Total 2N - Employee Development</b>	<b>(\$2,736.08)</b>
2R - Professional Svcs	
525013 Drug Screening	
KELLY COMPLIANCE INC	\$671.00
<b>Total 525013 Drug Screening</b>	<b>\$671.00</b>
525070 Background Checks	
TRUVIEW BSI LLC	\$64.00
<b>Total 525070 Background Checks</b>	<b>\$64.00</b>
525083 Textile Rental & Laundry Svcs	
CINTAS CORPORATION	\$78.84
<b>Total 525083 Textile Rental &amp; Laundry Svcs</b>	<b>\$78.84</b>
525990 Other Professional Services	
SIGN LANGUAGE INTERPRETING SERVICES	\$336.00
UNIQUE MANAGEMENT SERVICES INC	\$1,952.75
<b>Total 525990 Other Professional Services</b>	<b>\$2,288.75</b>
<b>Total 2R - Professional Svcs</b>	<b>\$3,102.59</b>
2V - Bldg & Equip Charges	

# Wichita Public Library General Fund Bills

November 2023

## 526010 Motor Pool Scheduled Charges

City of Wichita \$310.00

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

## 526042 Pest Control Services

P-CARD ONE-TIME PAY \$1,544.56

Total 526042 Pest Control Services	\$1,544.56
------------------------------------	------------

## 526092 Rent-Real Property

CO CO PROPERTIES LLC \$4,088.24

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

Total 2V - Bldg & Equip Charges	\$5,942.80
---------------------------------	------------

## 2Z - Other Contractuals

### 529010 Bank Charges

City of Wichita \$309.46

Total 529010 Bank Charges	\$309.46
---------------------------	----------

### 529020 Postage

P-CARD ONE-TIME PAY \$483.00

Total 529020 Postage	\$483.00
----------------------	----------

City of Wichita (\$14,063.70)

Total 529070 Printing & Copying	(\$14,063.70)
---------------------------------	---------------

### 529990 Other Contractuals

City of Wichita (\$9,689.05)

P-CARD ONE-TIME PAY \$488.84

Total 529990 Other Contractuals	(\$9,200.21)
---------------------------------	--------------

Total 2Z - Other Contractuals	(\$22,471.45)
-------------------------------	---------------

Total 10002 - Library - Contractuals	\$205,031.62
--------------------------------------	--------------

## 10003 - Library - Commodities

### 3B - Supplies

#### 531020 Office Supplies

City of Wichita \$3,145.91

P-CARD ONE-TIME PAY \$5,055.85

Total 531020 Office Supplies	\$8,201.76
------------------------------	------------

#### 531030 Custodial Supplies

P-CARD ONE-TIME PAY \$322.94

Total 531030 Custodial Supplies	\$322.94
---------------------------------	----------

Total 3B - Supplies	\$8,524.70
---------------------	------------

### 3F - Components & Parts

# Wichita Public Library General Fund Bills

November 2023

## 532020 Automotive Parts & Supplies

City of Wichita \$10.80

Total 532020 Automotive Parts & Supplies	\$10.80
--	---------

Total 3F - Components & Parts	\$10.80
-------------------------------	---------

## 3N - Fuel

### 539012 Gasoline

City of Wichita \$232.42

Total 539012 Gasoline	\$232.42
-----------------------	----------

Total 3N - Fuel	\$232.42
-----------------	----------

## 4Z - Non-Capital Outlay

### 549020 Data Processing Equip <\$5k

City of Wichita \$83.84

Total 549020 Data Processing Equip <\$5k	\$83.84
--	---------

### 549030 Communication Equip <\$5k

P-CARD ONE-TIME PAY \$57.40

Total 549030 Communication Equip <\$5k	\$57.40
--	---------

### 549110 Library Materials

EBSCO INDUSTRIES INC \$62,922.20

P-CARD ONE-TIME PAY \$79,314.59

Total 549110 Library Materials	\$142,236.79
--------------------------------	--------------

Total 4Z - Non-Capital Outlay	\$142,378.03
-------------------------------	--------------

Total 1003 - Library - Commodities	\$151,145.95
------------------------------------	--------------

**Grand Total**

**\$929,492.46**

# Wichita Public Library Grant Bills

November 2023

## Y3800 - Library State Grants-in-Aid 2023

### 2 - Contractuals

#### 2F - Technology Charges

521070 Internet Service

P-CARD ONE-TIME PAY \$1,828.40

Total 521070 Internet Service	\$1,828.40
-------------------------------	------------

Total 2F - Technology Charges	\$1,828.40
-------------------------------	------------

#### 2Z - Other Contractuals

529070 Printing & Copying

City of Wichita \$15,769.53

Total 529070 Printing & Copying	\$15,769.53
---------------------------------	-------------

Total 2Z - Other Contractuals	\$15,769.53
-------------------------------	-------------

Total 2 - Contractuals	\$17,597.93
------------------------	-------------

### 3 - Commodities

#### 4Z - Non-Capital Outlay

549020 Data Processing Equip <\$5k

HIGH TOUCH HOLDINGS INC \$4,342.00

Total 549020 Data Processing Equip <\$5k	\$4,342.00
--	------------

549110 Library Materials

P-CARD ONE-TIME PAY \$19,620.55

Total 549110 Library Materials	\$19,620.55
--------------------------------	-------------

Total 4Z - Non-Capital Outlay	\$23,962.55
-------------------------------	-------------

Total 3 - Commodities	\$23,962.55
-----------------------	-------------

Total Y3800 - Library State Grants-in-Aid 2023	\$41,560.48
--	-------------



# Wichita Public Library Grant Bills

November 2023

## Y3801 - SCKLS 23-South Central KS Library S

### 2 - Contractuals

#### 2N - Employee Development

##### 524020 Travel & Training

City of Wichita \$2,736.08

P-CARD ONE-TIME PAY \$1,785.00

Total 524020 Travel & Training \$4,521.08

Total 2N - Employee Development \$4,521.08

#### 2Z - Other Contractuals

##### 529141 Software License & Maint Fees

COMMUNICO LLC \$34,326.00

Total 529141 Software License & Maint Fees \$34,326.00

##### 529990 Other Contractuals

City of Wichita \$9,689.05

Total 529990 Other Contractuals \$9,689.05

Total 2Z - Other Contractuals \$44,015.05

Total 2 - Contractuals \$48,536.13

### 3 - Commodities

#### 4Z - Non-Capital Outlay

##### 549110 Library Materials

P-CARD ONE-TIME PAY \$10,563.79

Total 549110 Library Materials \$10,563.79

Total 4Z - Non-Capital Outlay \$10,563.79

Total 3 - Commodities \$10,563.79

Total Y3801 - SCKLS 23-South Central KS Library S \$59,099.92

**Grand Total \$100,660.40**

## GIFT AND MEMORIAL FUND

**RECEIPTS/REIMBURSEMENTS**

Baird (interest)	\$940.55
Memorials	\$320.00
Premier Food (Commision)	\$500.51
Sandifer (Duplicate invoice Refund)	\$255.00
Wichita Public Library Foundation (Inservice Day)	\$1,000.00
<b>TOTAL RECEIPTS</b>	<b>\$3,016.06</b>

**EXPENDITURES**

Amazon (Technology Supplies)	\$847.42
Amazon (Branch Programming)*	\$120.36
Avid (Renewal)	\$299.00
Best Buy (Xbox)	\$478.34
Blue Moon Caterers (Inservice Day)	\$2,045.23
Copp Media Services (Advertising)	\$1,600.00
Costco (Inservice Day)	\$261.16
Hardware Hut (Light Box Switches)	\$57.23
Hobby Lobby (Branch Programming)*	\$15.35
Ingram Library Services (Memorials)*	\$1,051.86
Ingram Library Services (Materials)*	\$729.89
Sean Jones (Travel Reimbursement)	\$771.77
Kansas Library Association (Staff Registration)	\$375.00
Kroger (Foundation)	\$20.99
MailChimp (Monthly Plan)	\$115.00
Meta (Advertising)	\$73.48
Mokas (Inservice Day)	\$127.98
Nifty Nut House (Inservice Day)	\$70.00
Tammy Penland (Inservice Day)	\$40.00
Pioneer Production Services (Viewpoint Project)	\$895.00
PocketSights (Renewal)	\$998.00
The Popcorner (Inservice Day)	\$20.00
Sandifer Engineering & Controls (Service Call)	\$255.00
Scholastic (Kansas Reads to Preschoolers)	\$1,093.28
The Spice Merchant (Inservice Day)	\$40.00
Sugar Llamas (Inservice Day)	\$40.00
Storytime Village (Staff Registration)	\$1,236.00
Watermark Books (Inservice Day)	\$60.00
Wichita Business Journal (Staff Registration)	\$70.00
Wichita Mom (Advertising)	\$500.00
<b>TOTAL EXPENDITURES</b>	<b>\$14,307.34</b>

\*Reimbursed expenses



## INTEROFFICE MEMORANDUM

---

---

**TO:** Wichita Public Library Board  
**FROM:** Sarah Kittrell, Collection Development Division Manager  
**SUBJECT:** Approval of invoices over \$10,000 - LinkedIn Learning  
**DATE:** November 30, 2023

---

**Background:** With the adoption of the revised 2022 budget, Wichita Public Library received an immediate increase to the materials budget. One focus of this increase is increase the number of digital resources and databases offered to Wichita Public Library card holders. One of the resources we introduced at the end of 2022 is LinkedIn Learning.

**Analysis:** LinkedIn Learning offers over 16,000 online courses taught by real-world professionals on such topics as Career Development, Project Management, Marketing, Graphic Design, Database Management, Web and Software Development, and Sales. In its first 10 months, the product has had 2,615, uses and is estimated to have around 3,100 by the end of the first year. This will bring the cost to approximately \$6.32 a use. 514 customers have registered to use the product. The cost for an individual user to use the product currently is \$239.88 a year and active engagement with partners, employers, and educators is underway to ensure Wichitans are aware of this digital education.

Specific 2024 efforts to increase awareness of LinkedIn Learning includes partnering with WSU-Tech to issue student cards and educators will include coursework from LinkedIn Learning. The City of Wichita's training efforts includes LinkedIn Learning as part of the portfolio for employees. Additional marketing to young professionals and the small business community will be measured to ensure awareness grows. By the end of the second year of offering this product, the Library's goal is to increase registered accounts by 150% (an increase of 771 active users). Additional promotions will be done through Book a Librarian appointments and ongoing outreach and engagement.

**Financial Considerations:** The annual cost for LinkedIn Learning is \$19,600, a locked in price based off of the Library agreeing to a 3-year commitment to the product in 2022. We are in year two of the three year agreement.

**Legal Considerations:** The Library received final approval of the terms of service/licensing agreement from the City of Wichita Law Department.

**Recommended Action:** Although LinkedIn Learning has not yet provided an invoice for 2024, it is recommended that the Board pre-approve the Library's subscription to LinkedIn Learning for the 2024 fiscal year in the amount of \$19,600, so that the invoice can be paid when it arrives.



## INTEROFFICE MEMORANDUM

---

---

**TO:** Library Board of Directors  
**FROM:** Sarah Kittrell  
**SUBJECT:** Approval of Invoices Exceeding \$10,000 - Newsbank  
**DATE:** November 30, 2023

---

**Background:** Newsbank provides Wichita Public Library customers and staff with access to three products: full-text digital news articles and blog posts from the Wichita Eagle, from 1984 – the current year, digital archival copies of the current year’s paper, and a new in 2022 product called *Hispanic Life in America*. In 2018, Newsbank rolled out its image edition product, which makes a fully searchable image of the current day’s Eagle available to library customers. In addition to the Eagle, Newsbank also provides access to selected full text news articles, blog posts, and magazine articles from around the country and the world, but the value is in the online, accessible from anywhere, completely searchable Wichita Eagle archive. The subscription expires at the end of 2023.

**Analysis:** Interest in news-related online offerings continues to grow and Newsbank is no different, especially as print copies of the paper are increasing in price. This can be seen in the continued increase in usage of the Newsbank product. In the past 12 months, Newsbank products have had 86,489 uses, up 37,490 uses (76%) from the previous 12 month period.

**Financial Considerations:** The total renewal cost for fiscal year 2024 comes to \$36,894.00, an increase of \$5000 over 2023. The increase can mostly be attributed to the addition of *Hispanic Life in America* to the Newsbank invoice bundle. The cost per use for the last 12 months was \$0.43, a decrease of \$0.04 per use from the cost per use of \$0.47 in 2023.

**Legal Considerations:** Wichita Public Library has received written confirmation that the Newsbank license agreement has not been updated.

**Recommendations/Actions:** It is recommended that the Board approve the invoice from Newsbank in the amount of \$36,894 renewal of the Newsbank products in 2024.

**Attachments:**

Newsbank invoice



397 Main Street, PO Box 1130  
 Chester, VT 05143  
 Toll Free: (800) 243-7694  
 Fax: (802) 875-2904  
 custservice@newsbank.com

Invoice Number: RN1101162  
 Customer Number: 16181 NB

<b>Bill to:</b> 16181 Wichita Public Library 711 West 2nd St. North WICHITA KS 67203	<b>Ship to:</b> 16181 Wichita Public Library 711 West 2nd St. North WICHITA KS 67203
--	--

<b>Invoice Date</b> 04 OCT 2023	<b>Terms</b> NET 90 DAYS	<b>Ship Via</b> Internet
<b>Due Date</b> 02 JAN 2024	<b>Salesperson</b> Scott Ouellette	<b>Purchase Order Number</b>

Description	Quantity	Amount
Annual Subscription January - December 2024  - Hispanic Life in America, Series 1-3 - Wichita Eagle (KS) - <i>Online Training</i> - <i>Special Reports and News</i> - Wichita Eagle (KS) Digital Archive	1	36275.00
<b>TOTAL DUE</b>		36,275.00

Federal Tax ID: 06-1084869 • An Equal Opportunity Employer • Currency: USD

The NewsBank license agreement(s) and/or any terms of use provided by NewsBank governs the terms and conditions of use regarding the NewsBank product(s) identified in the invoices issued by NewsBank from time to time. The terms of any document issued by a customer inconsistent with the terms of the NewsBank license agreement(s) and/or any terms of use provided by NewsBank shall not become binding on NewsBank.

**WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS**  
**Operations Committee Agenda**  
**Tuesday, December 19, 2023, 11:30am**  
Collaboration Room 203  
Advanced Learning Library, 711 W 2<sup>nd</sup> St, Wichita, KS 67203

1. Call to Order
2. Review Meeting Minutes for November 21, 2023
3. Enhanced Library Card and Policy Update: CIR-001 Customer Registration – January plans
4. Advanced Learning Library Café and Food Access - Discussion
5. Other Topics from the committee
6. Adjournment

To attend virtually:

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

**Wichita Public Library Board of Directors**  
**Operations Committee Minutes**  
**November 21, 2023**

Present: Board Members: Chair TaDonne Neal, Committee members Donna Douglas and Jonathan Winkler, Staff Member: Customer Service Manager Kristi Dowell

Chair Neal called the meeting to order at 11:31.

Ms. Dowell gave an overview of the Library's move from utilizing a contracted security company to hiring Library Resource Officers. The security company contract will terminate at the end of the month. The Library will soon advertise for one full time and two part time Library Resource Officers (LROs). The LROs will serve as a consistent presence in the library to manage spaces. They will get training from the City of Wichita Police Department. They will work to connect customers to needed resources as well as serve in the capacity of both security and Librarian in Charge roles. They will be a resource for branches within the system for staff training and support.

The committee discussed a revised memo and update to policy CIR-001 Customer Registration regarding adding a new card type called Enhanced Library Cards. Ms. Dowell reviewed a list of documents that staff may use as proof of identification and address verification. Ms. Dowell clarified the City Legal Opinion that the enhanced library card would be considered a Municipal Identification per State Law which is the reason for adding a statement to the card that reads "Not Valid for State ID". Chair Neal (Winkler) moved to recommend deferring approval this month but would like for the packet to come back next month and to include the updates from City Legal staff as well as the list of documents that could be used to show identification and address verification. The motion passed unanimously.

There was no objections to the proposed 2024 holiday closure schedule. Ms. Douglas (Neal) moved to approve the list as presented. The motion passed unanimously.

With no new business the meeting was adjourned at 11:58 a.m.

**WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS**  
**Planning and Facilities Committee Agenda**  
**Tuesday, December 19, 2023, 11:30am**  
Collaboration Room 206  
Advanced Learning Library, 711 W 2<sup>nd</sup> St, Wichita, KS 67203

1. Call to Order
2. Westlink Branch Library Update and Groundbreaking
3. Alford, Angelou and Rockwell Branches Update
4. Outreach Updates
5. Other items from Committee Members
6. Adjournment

To attend virtually:  
Microsoft Teams meeting

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)



**WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS**  
**Public Affairs Committee Agenda**  
**Tuesday, December 19, 2023, 11:30am**  
Collaboration Room 205  
Advanced Learning Library, 711 W 2<sup>nd</sup> St, Wichita, KS 67203

1. Call to Order
2. Review Meeting Minutes for November 21, 2023
3. Update on November Media Activities
4. Library Card Design Contest
5. 2024 Communications Plan
6. Other items from Committee Members
7. Adjournment

To attend virtually:

**Microsoft Teams meeting**

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

**Wichita Public Library Board of Directors**  
**Public Affairs Committee Minutes**  
Tuesday, November 21, 2023, 11:30 a.m.  
Collaboration Room 205  
Advanced Learning Library, 711 W. 2<sup>nd</sup> St., Wichita, KS 67203

1. Call to Order
  - a. Shelby Petersen present
  - b. Dr. Maaskelah Thomas, Erika Sauer, Abi Boatman not present
2. Update on November Media Activities
  - a. Media activities in November focused on the Book Bus and Kansas Reads to Preschoolers
3. Library Card Design Contest
  - a. Shelby chose her two favorite card designs in each category
  - b. Other committee members will submit their choices via email
  - c. Explain that once cards are selected, customers can choose whichever card they want; they don't have to stick to a category based on their age
4. 2023 Advocacy and Awareness Priorities - continued discussion
  - a. Communications Plan in December
5. Other items from Committee Members
  - a. Shelby recommends providing library information directly to legislature in January/February
  - b. Can the library hold a legislative luncheon with SCKLS in April?
  - c. Shelby would like Digital Service to present on the Maker Space
6. Adjournment

## **Media Log: November 2023**

- November 2: KSN, Book Bus
- November 2: KWCH, Book Bus
- November 9: KAKE, Kids Corner – Kansas Reads to Preschoolers
- November 13: KWCH, Kansas Reads to Preschoolers
- November 14: Wichita By E.B., Book Bus
- November 20: KSN, Book Bus
- November 25: KAKE, Maker Space