

A G E N D A
Wichita Public Library Board of Directors Meeting
Tuesday, August 20, 2024 – 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: Bylaws and Governance Discussion – Jaime Nix, Director of Libraries
5. Minutes of the July 16, 2024 meeting
6. Unfinished Business
7. New Business
 - a. Review of July Bills and Finance Reports
 - i. Revenue Report
 - ii. Grant Fund Summary Report
 - iii. Report of Expenditures

General Fund Bills	\$842,325.10
Grant Fund Bills	\$56,470.54
Gift & Memorial Fund Bills	-
Total	\$898,795.64

- b. Approval of Invoices over \$10,000 – OCLC Annual Subscription
8. Operations Committee Report
 - a. Policy Revisions:
 - i. REF-009 Meeting Room Facilities
 - ii. CUS-001 Customer Code of Conduct
9. Planning & Facilities Committee Report
10. Public Affairs Committee Report
11. Support Organization Reports
12. Director of Libraries Report
13. Announcements
14. Adjournment

Monthly Activity Report

July 2024

Service Highlights

The Library received a grant through the Library Foundation to fund two large projects to expand wireless access throughout Wichita. The grant will fund nine solar benches that provide wireless access in areas of Wichita needing access. It will also fund adding outdoor access points providing wireless access in the parking lots of all locations. The ADOPT grant was for \$289,270.

Nearly 50 people attended the Rockwell Branch groundbreaking ceremony on July 18. Mayor Wu and Council Member Tuttle, along with Jaime Nix, gave a few remarks about the remodeling project before moving dirt to kick off construction.

The Experience Passes offered by the Library have been an effective way to democratize experiences without regard to income. A customer recently returned a pass to Tanganyika Wildlife Park. She was thrilled at the experience and said she always wanted to take her kids but could not afford it. Currently, a single day pass to Tanganyika is \$45 with price increases expected to happen soon.

Here are some photos from the fun programs we held during the Summer Reading Program:



The Summer Reading Program was a success this year! Notably, this year 55% of all teen readers completed the program, which is more than 10 percentage points better than last year. Here are some current statistics, with an additional update coming later:

- Pre-readers: 1,463 enrolled / 695 finished
- Kids Read: 2,826 enrolled / 1,242 finished
- Teens Read: 1,350 enrolled / 754 finished
- Adult Program: 1,109 enrolled / 325 finished

Other News

The Book Bus participated in the Kansas Literacy Festival at Bradley Fair in July. More than 200 people of all ages boarded the bus and enjoyed the air conditioning and bean bag chairs while selecting books to borrow or keep (provided by a donation from the Friends of the Library).

The Library is operating as expected after the May cyber event. Digital Services and IT were able to resolve issues with the last major system impacted by the event. Some staff use a version of Polaris called Leap, to access customer accounts using a standard web browser. The complexity in allowing non-City access to a City database created a challenge given new security protocols put in place after the cyber event. While the Library resumed normal operations in June, there were some elements of Leap that were still not working. Staff working with the Networking team to deploy various methods to create new connections to allow for full access while maintaining security. That work was completed in July and all Library services are back to normal.

Tech trainers taught 14 tech classes in July at the Advanced Learning Library and the Walters Branch with 125 students in attendance. Five additional classes were held at The Treehouse, a support organization for mothers, with 47 women attending those classes. There are now 131 customers certified to 3D print, 67 customers are certified to print on the Prusa, 35 customers are certified on the MakerBot, and 29 customers are certified to print on both. As of the end of July, there are 572 people who have taken 3D Printing Basics, 188 students who have taken the MakerBot Processes class, and 282 customers have taken the Prusa Processes class.

There were 311 Book-A-Librarian customers assisted with tech help in July at the Advanced Learning Library. Tech trainer Zach spent several hours with customers helping them deal with Apple gift card scams.

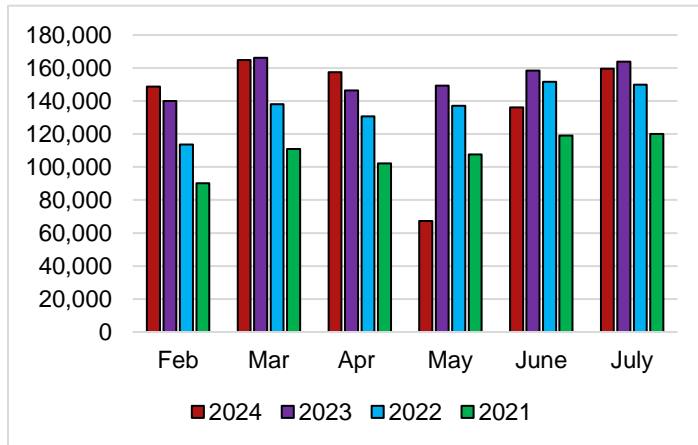
Several customers remarked about the amount of money they have saved by using the Library, referring to the running tally of savings on their checkout receipts. One customer said that without the library she would be able to afford to read books. Her savings since she started using her library card totaled more than \$60,000.

Adult Literacy Manager interviews were completed in July. Steven Kelly was offered and accepted the position. He is currently an Assistant Branch Manager at the Mid-Continent Public Library in Missouri. He has a wide range of library experience, including adult programming. Before working in libraries, he taught writing and literature courses at Kansas State University.

Kelly (Adult Literacies) provided market analysis and business plan samples for six prospective small business owners in the Wichita area.

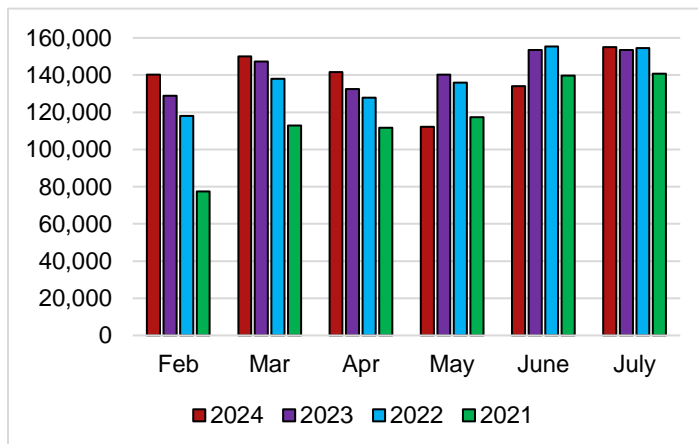
Service Dashboard

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

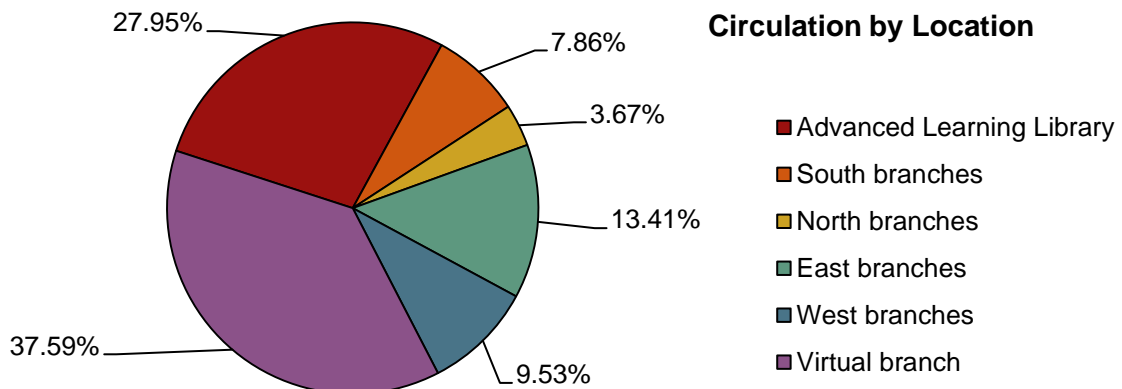


JULY			
	2024	2023	% change
Door Counts	62,061	60,456	2.65%
Catalog Log-ins	37,614	37,573	0.11%
Website Visits	59,504	64,809	-8.19%
CONTENTdm Users	390	958	-59.29%
Total	159,569	163,796	-2.58%

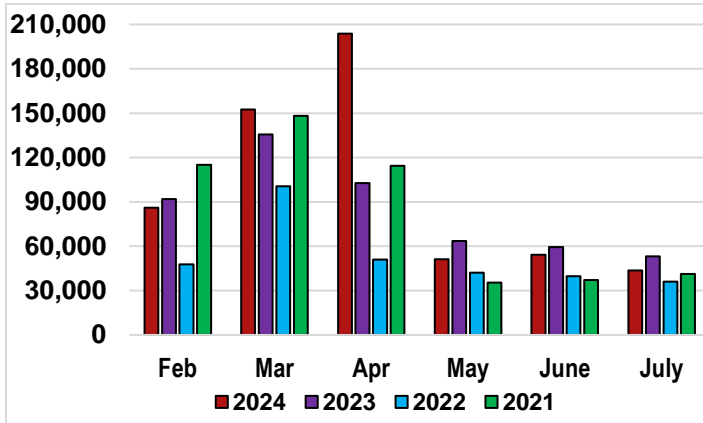
CHECKOUTS



JULY			
	2024	2023	% change
Physical Circ	96,754	105,150	-7.98%
Virtual Circ	58,275	48,300	20.65%
WPL	51,155	41,358	23.69%
State	7,120	6,942	2.56%
Total	155,029	153,450	1.03%



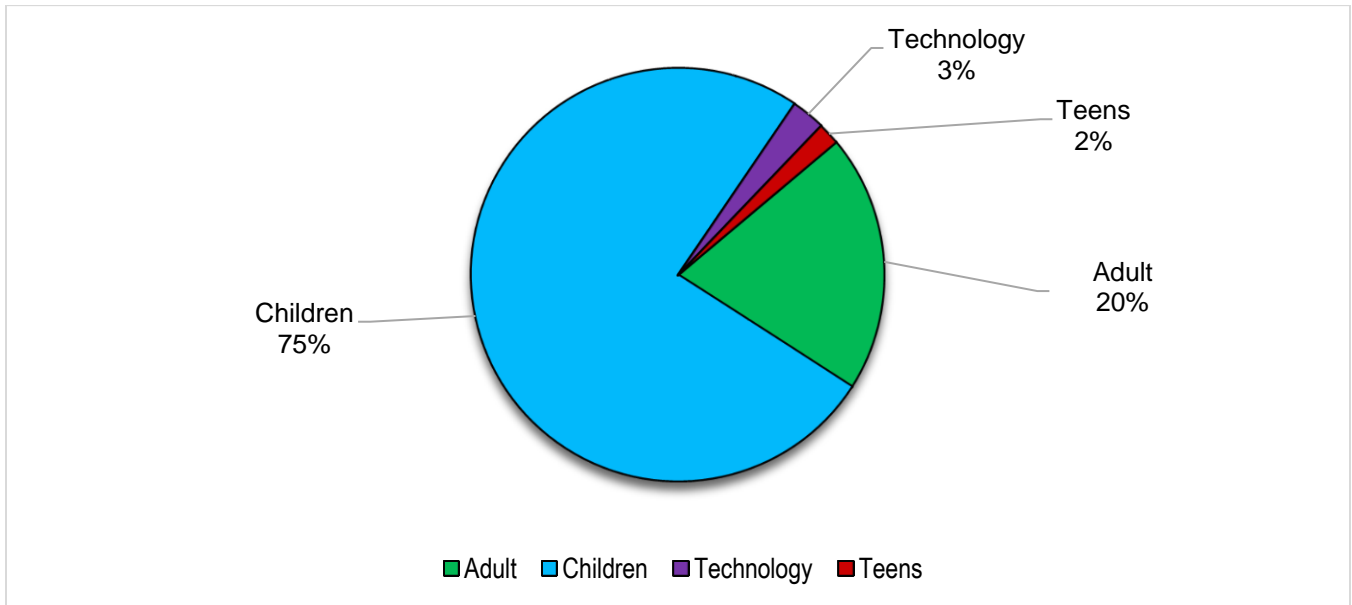
QUESTIONS ANSWERED (by staff in person/phone and through online services)



JULY			
	2024	2023	% change
Reference Questions	7,002	6,080	15.16%
Database Searches	32,997	43,370	-23.92%
Technology Assistance	3,393	3,441	-1.39%
Book-A-Librarian Appointments	321	242	32.64%
Total	43,713	53,133	-17.73%

Usage for the NewsBank database in July 2024 was not available by this report's publishing date.

PROGRAM ATTENDANCE

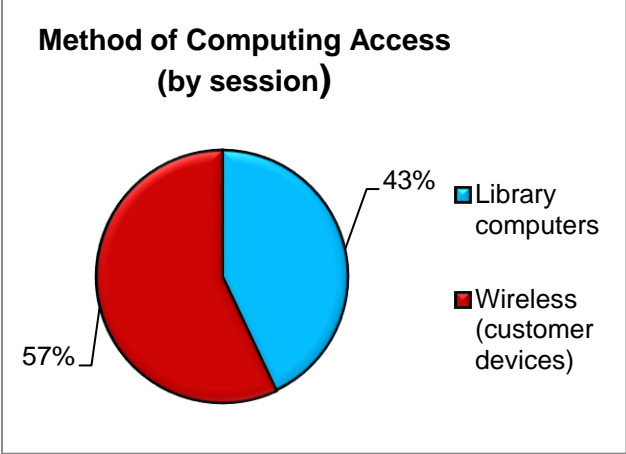


JULY ATTENDANCE

	2024	2023	% change
Adult events	951	1,118	-14.94%
Children's events	3,547	2,162	64.06%
Technology training	125	77	62.34%
Teen events	81	166	-51.20%
TOTAL	4,704	3,523	33.52%

July 2023 programs include attendance not reported by the publishing deadline for the July 2023 report.

PUBLIC COMPUTING

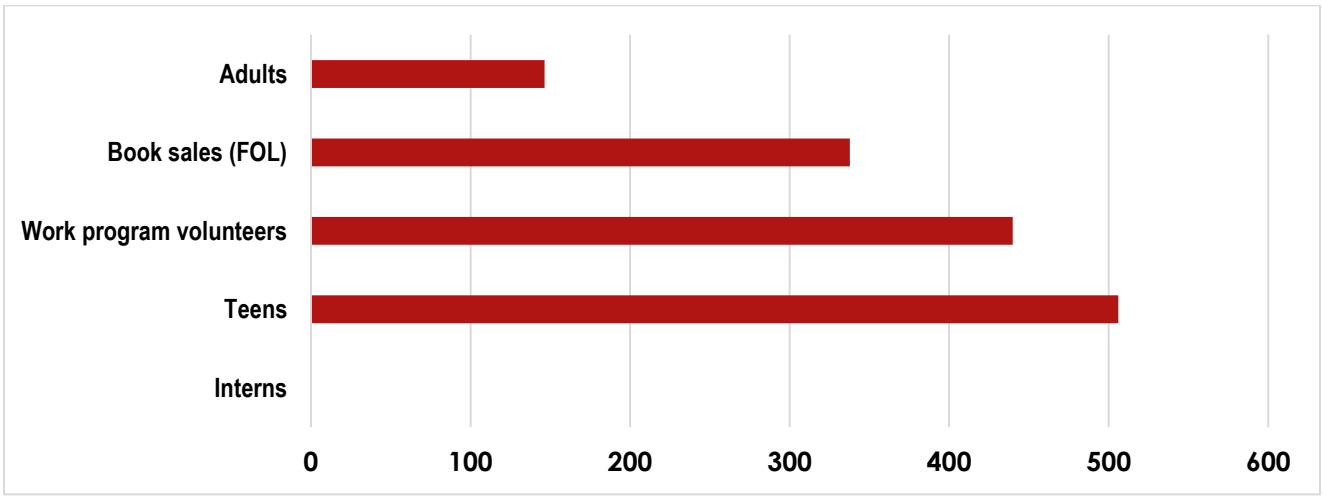


JULY

	2024	2023	% change
Workstation Sessions	7,340	6,865	6.92%
Wi-Fi Sessions	9,730	10,253	-5.10%
Number of Users	1,362	1,479	-7.91%
Hours of Access	12,166	11,564	5.21%

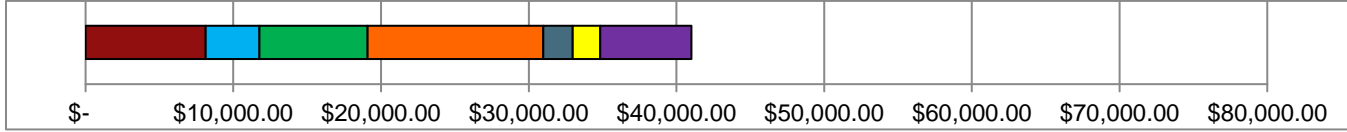
Wi-Fi usage in some previous months, including July 2023, was initially underreported. It has been corrected beginning with this report.

VOLUNTEERS (hours of service)



Number of volunteers YTD = 115 Hours of service YTD = 5,957

MATERIALS DONATIONS (value if purchased)



Year to date total = \$41,009.02 Items added to Library collections YTD = 2,566

Service Snapshot: Recent Raving Fans Stories

A Westlink Branch customer mentioned that she recently checked out a radon detector to test the levels in her home. She discovered that she had high levels in her home and worked on getting it remediated. She borrowed a detector once more to make sure the situation had been properly handled. She was appreciative of this service.

Michael (Circulation Library Assistant) helped a customer who has had difficulty communicating with city employees in the past. The customer said he was a Gulf War veteran with PTSD living outside of his car. He presented several tattered letters from the state set off program and explained the timeline of his tax filings as well as other difficulties he was having. Michael realized he needed to let the customer fully explain his situation before trying to find solutions. The customer needed some basic information on his account and whether his tax withholdings were ever applied to library debt. Michael provided him with the information he needed and gave the customer his login credentials to access the computer. He also suggested that due to the extreme heat, the customer should feel free to use library facilities regardless of his borrowing privileges. The customer was thankful and quite emotional and said it was the nicest anyone has been to him in a long time.

Tech Trainer Misti received a call from a patron needing a recipe found in a current issue of People magazine. She looked on the Magazine shelf, but was unable to find the correct issue. By going to People magazine's website, she figured out the chef who created the recipe. She found the recipe on the chef's website. The patron was overjoyed!

Pamela (Angelou Branch) helped an out-of-state customer get a library card for computer and Wi-Fi access. The customer asked about recommendations for learning to use a computer after not having kept up with new technologies. Pamela told her most public libraries offer tech classes, and she looked up the local library in the customer's town to verify that they also offer similar classes that she could access when she returns home.

A Westlink customer asked Eileen (Westlink Branch) if there was a way to find a rating for books like there is for movies. She was tired of getting popular books with offensive language. Eileen found a few websites that have book content ratings or warnings. The customer said: "Eileen, thank you so much for your help! The library and people are my treasure trove!"

A young customer wearing a fabulous mermaid dress came to the Westlink Branch children's room upset because her mermaid book had to be returned. Although staff found some other mermaid books for her to borrow, they weren't as awesome as the one she had just returned. Wanting everyone to leave the library with a smile, Eileen (Westlink Branch) went to the outside book drop and got the book for her to renew. After recovering the book, the little girl was so happy she hugged the book.

Jacob (Circulation) made raving fans out of an out-of-town family he made feel welcome while registering them for library cards. He highlighted various services, and the family was particularly thrilled to discover Libby. They were eager for their children to start using it.

WICHITA PUBLIC LIBRARY

Minutes of a Meeting of the Library Board of Directors
July 16, 2024.

The hybrid meeting of the Library Board of Directors was held on Tuesday June 18, 2024 at the Advanced Learning Library with the following present in person: Ms. Lauren Hirsh, Ms. TaDonne Neal, Mr. Kurt Oswald, Mr. Chuck Schmidt, Ms. Karyn Shorter, Ms. Robin Templin, Ms. Susie Ternes, and Mr. Jonathan Winkler. The following attended virtually: Ms. Rose Mary Frame.

Call to Order

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

Public Comment

Residents Jessica and Julian Pereira addressed the board concerning three books that discuss gender identity and are shelved in the children's area at the Advanced Learning Library. They requested that these be withdrawn from the collection. Director Nix pointed them to the Library's policy manual and described key features of the process by which residents may request a title be reconsidered.

Jonathan Winkler arrived.

Approval of the Agenda

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

Staff Presentation

Director Nix summarized progress on the yearly work plan and outlined upcoming training for board members.

Library staff has worked on the Master Plan, updates to mission, vision, and values, development of a strategic direction, and providing more outreach services through Little Free Libraries, story walks, and the launch of the book bus. Current work focuses on development of more digital services, renovations and construction at multiple branches, strategic services and program assessments, and creation of a customer experience model. Future endeavors will center on developing a more robust volunteer program, building more out of library connections, extending solar panel use and electric vehicle charging stations, repurposing the use of the ALL café space, increasing advocacy and civic engagement, and developing three-year goals focused on improved kindergarten readiness and connecting with community members who are not confident in reading.

Director Nix reviewed training topics that will be presented at upcoming board meetings. She highlighted the August meeting specifically, as a representative from the Finance Department will describe the City of Wichita's budget process and the effects it has on the library's fiscal planning. Library staff also plans a quarterly retreat to provide a more in-depth exploration of board members' responsibilities and duties as a body corporate.

Approval of Minutes

Minutes of the regular meeting held on June 18, 2024 were presented. Karyn Shorter moved (Ternes) to approve the minutes as included in board packets. **Motion carried unanimously.**

Unfinished Business

None

New Business

None

Finance Committee Report

On behalf of the Finance Committee, Chuck Schmidt moved to approve the corrected April finance report and supplemental bills in the following amounts: General Fund bills changed to \$958,214.15, reflecting a variance of \$13,146.69 from the total reported in June. **Motion carried unanimously.**

On behalf of the Finance Committee, Chuck Schmidt moved to approve the corrected May finance report and supplemental bills in the following amounts: General Fund bills of \$822,691.01, reflecting a variance of \$169,874.55 from the total reported in June; and Grant Fund bills of \$7483.92, reflecting a variance of \$423.92 from the total reported in June. **Motion carried unanimously.**

On behalf of the Finance Committee, Chuck Schmidt moved to approve the June finance report and supplemental bills in the following amounts: General Fund bills of \$901,023.72; Grant Fund bills of \$4997.56; and Gift and Memorial Fund bills of \$8576.51, for a total of \$914,597.79. **Motion carried unanimously.**

On behalf of the Finance Committee, Chuck Schmidt moved to approve the invoice from Newsbank to renew its services for 2025 for \$37,364.00. **Motion carried unanimously.**

On behalf of the Finance Committee, Chuck Schmidt moved to receive and file the January through June 2024 report of the Gift and Memorials Account as included in Board packets. **Motion carried unanimously.**

On behalf of the Finance Committee, Chuck Schmidt moved to receive and file the Semi-Annual Report of Staff Travel as included in board packets. **Motion carried unanimously.**

Operations Committee Report

Jonathan Winkler reported that library staff, which has been challenged to modify staffing capacities across the department to anticipate growth in library business, wishes to bring forward a managed call center for incoming routine calls. After examining the results of an industry scan of how urban public libraries manage incoming phone service, staff investigated the concept of a customer contact center for entry-level calls. These would be handled in accord with library policies, culture, and relationship expectations. Research shows that libraries have successfully used such centers since at least 2010 as a method to augment staff capacity. Any funds to pursue this service change would be provided through annual grants.

On behalf of the Operations Committee, Jonathan Winkler moved to further explore the call center management model as proposed by staff. **Motion carried unanimously.**

Planning & Facilities Committee Report

Director Nix reported that after a review of the branch remodel plan with City Finance and the City Manager, the budget has received an additional \$2.1 million from the City's CIP funds. Construction at Westlink should finish by December, allowing it to reopen by January with a dedication ceremony in early February. Groundbreaking for the Rockwell remodel will take place on Thursday July 18. As this location will need to close for six months to accommodate interior refurbishment, hours will be extended at Angelou for the duration. It will then close for its own remodeling once Rockwell reopens.

Public Affairs Committee Report

Kurt Oswald reported that library staff recently met with USD 259, the Wichita Public Library Foundation, the City of Wichita, and multiple local media outlets to brainstorm ways in which the library could enhance the effectiveness of its public relations. Many ideas have been harvested for possible incorporation into the Library's customer experience model.

Special Committee Reports

Friends of the Library – Amanda Shankle reported that new members have joined the Friends board. The organization plans a board retreat and continues to develop a role description and tiers for library advocates.

Library Foundation - Kourtney Carson reported that the Foundation continues to focus on fundraising for the capital campaign and redesigning the Foundation website.

Wichita Genealogical Society (WGS) – Vicki Everett reported that the organization is now planning its annual conference, which it will hold in October. Though membership currently sits at 162, only approximately 40 people attended the most recent meeting. Work is being done to identify ways to increase attendance.

Director of Libraries Report

Director Nix reported that she will be emailing videos to board members that were taped in 2023 and give an idea of the diversity of staff responsibilities across the Library. Tours of the construction at Westlink are being arranged for late July into early August.

Announcements

None

Adjournment

The meeting was adjourned at 1:21 PM.

The next regularly scheduled meeting will be August 20, 2024.

Respectfully submitted,

Jaime Nix

DRAFT

ORG-001 Library Board of Directors

The Board of Directors of the Wichita Public Library System, as reorganized by Charter Ordinances No. 72 of January 1980 and No. 119 of July 18, 1989, is composed of fourteen members. The fourteen members are appointed by the Mayor and City Council with each being responsible for the appointment of two board members. Terms of appointment for members of the Library Board are established in Section 2.12.020 of the Code of the City of Wichita. The Library Board has exclusive authority in handling its operation except for the authority for issuing bonds and levying taxes, which is vested in the City Council. (K.S.A. 12-1222)

It is the responsibility of the Library Board to:

- Employ a competent and qualified Director of Libraries.
- Determine and adopt written policies to govern the operation of the Library.
- Determine the purpose of the library and secure adequate funds to carry on the Library's operation and program.
- Know the operation, programs and needs of the Library in relation to the community.
- Keep abreast of library trends.
- Oversee the Library program.
- Establish, support and participate in a planned public relations program.
- Assist in the preparation of the annual budget.
- Know local and state laws pertaining to library operations.
- Actively support library legislation in the city, county, state, and nation.
- Establish among the Library policies those dealing with book and material selection.
- Attend all board meetings and see that accurate records are kept on file at the Library.
- Attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations.
- Be aware of the services of the State Library.
- Report regularly to governing officials and the general public.
- Seek and participate in appropriate training to carry out the functions of the Library Board.

The Library Board meets regularly, once a month. Specific dates and times are available at any Wichita Public Library location. Board meetings are open meetings and comply with K.S.A. 75-4317 et. seq.

Related Ordinances and Statutes

City of Wichita Charter Ordinance No. 72 (City Code Section 99.02.072)

City of Wichita Charter Ordinance No. 119 (City Code Section 99.02.119)

Code of the City of Wichita Section 2.12.020

K.S.A. 12-1222

K.S.A. 75-4317

Last Review: February 2024

ORG-001.1 City of Wichita Library Board of Directors Bylaws

Article I – Library Board of Directors

Section 1. This organization shall be called the “Board of Directors of the City of Wichita Library” existing by virtue of the provisions of the City of Wichita Charter Ordinance No. 72 and 119, Code of the City of Wichita Section 2.12.020, and K.S.A. 12-1223, 12-1224, 12-1225, 12-1226, 12-1227 and 12-1228 and amendments thereto.

Section 2. The Board of Directors of the City of Wichita Library shall constitute a body corporate and politic, possessing the usual powers of a corporation for public purposes, shall have charge of the Library building or buildings and all other property, the maintenance and control of the Library, the employment and removal of the Director of Libraries and other employees and the fixing of their compensation and all other powers granted by K.S.A. 12-1223 and 12-1225 and shall make and adopt such rules and regulations for the guidance of the Board and the government of the Library as the Board may deem expedient.

Article II - Officers

Section 1. The officers shall be a President, First Vice President, Second Vice President, Secretary, Treasurer, and an Assistant Secretary-Treasurer who shall be elected by ballot at the annual meeting which is ordinarily the first meeting after April 30 of each year to serve for one year and until their successors are elected and qualified. All officers shall be members of the Board except the Assistant Secretary-Treasurer who will be the Director of Libraries or a Library Board designated employee.

Section 2. A Nominating Committee shall be appointed by the President two months prior to the annual meeting who will present a slate of officers at the annual meeting. Additional nominations may be made from the floor. The vote for officers shall be by written ballot if two or more directors have been nominated for one office.

Section 3. The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees and chairman and vice-chairman, appoint Board Representatives to other bodies as deemed necessary, execute all documents authorized by the Board, serve as an ex-officio member of all committees except the Nominating Committee, serve on the Wichita Public Library Foundation Board, generally perform all duties associated with that office, including service as spokesperson for official board action. If the office of the President is vacated, the First Vice President shall assume the office of President for the remainder of the elected term.

Section 4. The First Vice President, in the event of the absence or disability of the President, or vacancy in that office, shall assume and perform the duties and functions of the President. If the office of the First Vice President is vacated, the Second Vice President shall assume the office of First Vice President for the remainder of the elected term.

Section 5. The Second Vice President, in the event of the absence or disqualification or disability of the President and First Vice President, shall assume and perform the duties and functions of the President.

Section 6. The Secretary shall keep a true and accurate record of all meetings of the Board which shall be transmitted to Board members following such meetings. The Secretary shall issue

a notice of all regular and special meetings and shall perform such other duties as are generally associated with that office.

Section 7. The Treasurer shall have charge of the funds of the Board and shall, when authorized by the Board, pay out the funds upon orders of the Board signed by the President and the Treasurer. The Treasurer shall keep or cause to be kept a record of all moneys received and disbursed, shall make a report monthly of all receipts and disbursements and shall perform such other duties as are generally associated with that office.

Section 8. The Assistant Secretary-Treasurer shall perform such duties as the Board may from time to time specify. The Secretary and Treasurer may delegate as many of their duties to such Assistant Secretary-Treasurer as are delegable by law.

Section 9. If the offices of Second Vice President, Secretary, Treasurer, or Assistant Secretary-Treasurer are vacated, a replacement shall be elected at the next regular meeting of the Board.

Section 10. The President, First Vice President, Second Vice President, Secretary and Treasurer shall constitute the Executive Committee.

Article III - Meetings

Section 1. The regular meetings shall be held each month, the date, place and hour to be set by the Board at its annual meeting. Written notice thereof shall be to all directors and published at least five days prior to the regular meeting.

Section 2. The day and/or place of a regular meeting may be changed by a majority vote of the Board at the regular meeting preceding the one to be changed. When the date of a regular meeting falls on a legal holiday, the President of the Board shall designate the date for the next regular meeting.

Section 3. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in May of each year.

Section 4. The agenda of the board meetings shall be drawn up by the Director of Libraries in consultation with the presiding officer. The order of business for regular meetings shall include, but not be limited to the following items:

- a. Presentations
- b. Introductions
- c. Approval of the Agenda
- d. Public comment
- e. Disposition of minutes of previous meeting
- f. Unfinished Business
- g. New Business
- h. Standing Committee Reports
- i. Special Committee Reports
- j. Director of Libraries Report
- k. Adjournment

Any member of the Board may cause matters to be placed on the agenda by advising the Director of Libraries no later than one week preceding the next scheduled meeting. With approval of the presiding officer, a consent agenda that includes the disposition of minutes of the previous meeting, standing and special committee reports and the Director of Libraries report and other routine matters to be approved may be used in order to increase the amount of time available for consideration of public comment, unfinished and new business or a Board workshop. Items on the consent agenda, although listed separately, shall be considered collectively as a consensus agenda and an affirmative vote of the Board on the consent agenda will allow and be construed as an affirmative vote of the Board to take the recommended action as stated on each item. Any item in the consent agenda may be considered separately by request of any member of the Board, in which event it will be set aside for separate discussion and remaining items on the consent agenda will be voted upon as a consensus agenda.

Section 5. Special meetings may be called by the Secretary at the direction of the President or at the request of any three members of the Board upon at least twenty-four hours' notice.

Section 6. A quorum for the transaction of business at any meeting shall consist of a majority of appointed Board members. With approval of the Executive Committee, members may participate in a Board meeting telephonically via conference call or via video or web conferencing in order to secure a quorum for the handling of time sensitive business, so long as the meeting remains in compliance with all of the requirements of the Kansas Open Meetings Act, specifically that the public is provided with some means of listening to the discussion of all members and is able to ascertain how any individual member votes on matters before the Board. The minutes of any such meeting in which any member or members participate remotely shall so reflect such participation. Any meeting, regular or special, may be continued by adjournment from time to time by a vote of the members who may be present, even though there may be less than a quorum, but the remaining members of the Board shall be notified of the time and place of adjournment.

Article IV - Committees

Section 1. In addition to the Nominating Committee, the President shall appoint a Finance Committee, a Planning & Facilities Committee, an Operations Committee, a Public Affairs Committee, and such other committees as the Board may establish. A committee shall be considered to be discharged upon completion of the term of the office of President. Each committee shall consist of at least three members.

- A. Finance Committee shall be concerned with all financial matters including the monthly financial reports, consideration of bills for payment, insurance, preparation of the yearly budgets, and the annual audit. This includes actively securing adequate library financing through tax and non-tax sources.
- B. The Planning and Facilities Committee shall be concerned with the maintenance of library properties, with new purchase and maintenance of library equipment and with new business projects and relocation of present facilities.
- C. The Operations Committee shall be concerned with policies, personnel and services as well as with the preparation and promotion of the library program to the community. Special emphasis should be given to enhancing the Library's public image and to establishing a close working relationship with the Friends of the Library.

- D. The Public Affairs Committee shall be concerned with enhancing relations with other public bodies including the Kansas State Legislature, Sedgwick County Commission, Wichita City Council and other Library Boards of Trustees. Priority shall be given to governmental action which impacts library operations and to strengthening cooperative relationships with other Library Boards of Trustees.

Section 2. All committees shall make a progress report to the Board at each of its meetings. No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

Article V – Director of Libraries

Section 1. The Board shall appoint a professionally qualified Director of Libraries who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. The attached “Duties and Responsibilities of the Library Board and the Librarian” is an incorporate part of this document and defines the relationship between the Board and the Director.

Section 2. The Director is delegated the authority for appointment, promotion, and dismissal of other employees, shall specify their duties and shall be held responsible for the proper direction and supervision of the staff.

Section 3. The Director shall be responsible for the care and maintenance of library properties, for an adequate and proper selection of books and materials in keeping with the stated policy of the Board, for efficiency of library services to the public, for appropriate use by the public of library facilities, and for financial operations within the limitations of the budgeted appropriations.

Section 4. In the event of the absence or illness of the Director, the Board shall designate an acting Director to fill that position on a temporary basis.

Article VI - General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The President may vote upon and may move or second a proposal before the Board.

Section 2. The By-laws may be amended by the majority vote of all members of the Board at any regular meeting provided written notice of the proposed amendment shall have been provided to all members at least thirty days prior to the meeting at which such action is proposed to be taken.

Section 3. Any rule or resolution of the Board, whether contained in these By-laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which at least two thirds of the members of the Board are present and two thirds of those present shall so approve.

Section 4. In accordance with Kansas Open Meeting legislation, Board meetings shall be open to the public, media shall be informed of Board meetings, a public notice of Board meetings shall be posted in all Library facilities, and minutes shall be available to the public. All records, with the exception of circulation and registration, shall be open to the inspection of any taxpayer

of Wichita during business hours. The circulation and registration records are considered private and open to inspection only upon Court Order.

Related Ordinances and Statutes

City of Wichita Charter Ordinance No. 72 (City Code Section 99.02.072)

City of Wichita Charter Ordinance No. 119 (City Code Section 99.02.119)

Code of the City of Wichita Section 2.12.020

K.S.A. 12-1223; K.S.A. 12-1224; K.S.A. 12-1225; K.S.A. 12-1226; K.S.A. 12-1227; K.S.A. 12-1228

Last Review: February 2024

YTD

FOR 2024 07

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							
10000080 wichita Public Library							
422110 Library Desk Receipts (Fines)	-75,000	-75,000	-39,028.59	-7,612.40	.00	-35,971.41	52.0%
422111 Library Desk - Faxes	-10,000	-10,000	-5,757.00	-958.00	.00	-4,243.00	57.6%
422112 Library Desk - Passports	-25,000	-25,000	-18,285.00	-2,475.00	.00	-6,715.00	73.1%
423030 Meeting Room Rentals	-30,000	-30,000	-13,150.00	-2,395.00	.00	-16,850.00	43.8%
424011 Copy Charges	-11,000	-11,000	-8,334.68	-2,090.14	.00	-2,665.32	75.8%
424101 Public Computing Charges	-20,000	-20,000	-11,417.98	-2,119.25	.00	-8,582.02	57.1%
646981 State Setoff Collections	-68,000	-68,000	-39,681.93	-1,728.53	.00	-28,318.07	58.4%
646990 Other Non-Operating Revenue	0	0	-296.48	.00	.00	296.48	100.0%
TOTAL wichita Public Library	-239,000	-239,000	-135,951.66	-19,378.32	.00	-103,048.34	56.9%
TOTAL General Fund	-239,000	-239,000	-135,951.66	-19,378.32	.00	-103,048.34	56.9%

YTD

FOR 2024 07

JOURNAL DETAIL 2020 1 TO 2020 1

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	-239,000	-239,000	-135,951.66	-19,378.32	.00	-103,048.34	56.9%

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

YTD

REPORT OPTIONS

Sequence 1	Field #	Total	Page Break	Year/Period: 2024/ 7
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 July 2024

ACCOUNT DESCRIPTION	BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
511000 Base Compensation	\$ 5,826,152.00	\$ 3,587,230.49	\$ 475,632.40	\$ -	\$ 2,238,921.51	62%
511950 Year-End Payroll Accrua	\$ -	\$ (181,636.06)	\$ -	\$ -	\$ 181,636.06	#DIV/0!
511999 Planned Savings	\$ (1,193,398.00)	\$ -	\$ -	\$ -	\$ (1,193,398.00)	0%
512000 Special Compensation	\$ 4,200.00	\$ 26,387.70	\$ 1,067.19	\$ -	\$ (22,187.70)	628%
512051 Mileage Reimbursement	\$ -	\$ 1,222.24	\$ 211.72	\$ -	\$ (1,222.24)	#DIV/0!
513000 Overtime Compensation	\$ -	\$ 3,409.23	\$ 526.61	\$ -	\$ (3,409.23)	#DIV/0!
518200 Employer Wage Taxes & W	\$ 503,962.00	\$ 301,248.34	\$ 39,643.36	\$ -	\$ 202,713.66	60%
518300 Employer Share EE Insur	\$ 1,078,324.00	\$ 596,949.76	\$ 83,951.49	\$ -	\$ 481,374.24	55%
518400 Employer Share Pension/	\$ 727,056.00	\$ 428,311.87	\$ 56,812.14	\$ -	\$ 298,744.13	59%
Personnel Services Total	\$ 6,946,296.00	\$ 4,763,123.57	\$ 657,844.91	\$ -	\$ 2,183,172.43	69%
521011 Electricity - EDI	\$ 305,438.00	\$ 146,378.70	\$ 34,376.13	\$ -	\$ 159,059.30	48%
521021 Natural Gas - EDI	\$ 41,824.00	\$ 43,649.24	\$ 3,639.38	\$ -	\$ (1,825.24)	104%
521030 Water Service	\$ 13,375.00	\$ 11,023.51	\$ 1,690.47	\$ -	\$ 2,351.49	82%
521050 Trash Service	\$ 5,404.00	\$ -	\$ -	\$ -	\$ 5,404.00	0%
521051 Recycling Service	\$ -	\$ 300.00	\$ -	\$ -	\$ (300.00)	#DIV/0!
521055 Trash Service - EDI	\$ -	\$ 3,530.52	\$ 504.36	\$ -	\$ (3,530.52)	#DIV/0!
521060 Local Telephone Service	\$ 8,000.00	\$ 367.25	\$ 24.65	\$ -	\$ 7,632.75	5%
521070 Internet Service	\$ 10,971.00	\$ 5,485.20	\$ 914.20	\$ -	\$ 5,485.80	50%
522010 PBX Line Charges	\$ 11,806.00	\$ 7,238.37	\$ 1,045.00	\$ -	\$ 4,567.63	61%
522020 PBX Instrument Charges	\$ 19,414.00	\$ 11,637.50	\$ 1,662.50	\$ -	\$ 7,776.50	60%
522040 Long Distance & Telecon	\$ 1,000.00	\$ 268.00	\$ 41.80	\$ -	\$ 732.00	27%
522060 Air Cards (Mobile Conne	\$ -	\$ 759.65	\$ 105.00	\$ -	\$ (759.65)	#DIV/0!
522070 Voicemail	\$ 3,968.00	\$ 2,380.00	\$ 340.00	\$ -	\$ 1,588.00	60%
522080 Automatic Call Distribu	\$ 786.00	\$ 458.50	\$ 65.50	\$ -	\$ 327.50	58%
522990 Other Communications Ch	\$ 296.00	\$ -	\$ -	\$ -	\$ 296.00	0%
523010 Building & Contents Ins	\$ 172,088.00	\$ 86,044.00	\$ -	\$ -	\$ 86,044.00	50%
523020 Vehicle Liability Premi	\$ 870.00	\$ 435.00	\$ -	\$ -	\$ 435.00	50%
524010 Recruitment & Hiring	\$ 3,140.00	\$ -	\$ -	\$ -	\$ 3,140.00	0%
524020 Travel & Training	\$ 1,600.00	\$ 68.13	\$ -	\$ -	\$ 1,531.87	4%
525012 Medical Treatment	\$ -	\$ 703.34	\$ 75.00	\$ -	\$ (703.34)	#DIV/0!

525013 Drug Screening	\$ -	\$ 3,254.00	\$ 458.00	\$ -	\$ (3,254.00)	#DIV/0!
525070 Background Checks	\$ -	\$ 418.00	\$ 100.00	\$ -	\$ (418.00)	#DIV/0!
525083 Textile Rental & Laundr	\$ 1,925.00	\$ 156.01	\$ -	\$ -	\$ 1,768.99	8%
525086 Interpreter Services	\$ -	\$ 1,099.85	\$ 188.00	\$ -	\$ (1,099.85)	#DIV/0!
525094 Collection Agency Fees	\$ -	\$ 6,642.50	\$ -	\$ -	\$ (6,642.50)	#DIV/0!
525990 Other Professional Serv	\$ 31,361.00	\$ 2,249.80	\$ 530.00	\$ -	\$ 29,111.20	7%
526010 Motor Pool Scheduled Ch	\$ 3,720.00	\$ 2,170.00	\$ 310.00	\$ -	\$ 1,550.00	58%
526020 Building Repair & Maint	\$ 7,240.00	\$ -	\$ -	\$ -	\$ 7,240.00	0%
526042 Pest Control Services	\$ 13,000.00	\$ 7,059.28	\$ 426.28	\$ -	\$ 5,940.72	54%
526044 Security & Fire Service	\$ 420.00	\$ 2,574.24	\$ 340.29	\$ -	\$ (2,154.24)	613%
526051 Sign Production & Insta	\$ -	\$ 150.00	\$ -	\$ -	\$ (150.00)	#DIV/0!
526070 Equipment Repair & Main	\$ 5,421.00	\$ 13,401.98	\$ -	\$ -	\$ (7,980.98)	247%
526092 Rent-Real Property	\$ 52,060.00	\$ 28,617.68	\$ 4,088.24	\$ -	\$ 23,442.32	55%
529010 Bank Charges	\$ 5,000.00	\$ 1,926.88	\$ 107.11	\$ -	\$ 3,073.12	39%
529020 Postage	\$ 4,000.00	\$ 1,733.50	\$ -	\$ -	\$ 2,266.50	43%
529030 Shipping & Freight	\$ -	\$ 415.07	\$ 70.31	\$ -	\$ (415.07)	#DIV/0!
529031 Delivery/Pick up	\$ -	\$ 13,040.00	\$ -	\$ -	\$ (13,040.00)	#DIV/0!
529040 Subscriptions	\$ -	\$ 137.50	\$ 137.50	\$ -	\$ (137.50)	#DIV/0!
529051 Library Software/Licens	\$ -	\$ 95,866.19	\$ -	\$ -	\$ (95,866.19)	#DIV/0!
529052 Library Subs-Electronic	\$ -	\$ 72,146.92	\$ -	\$ -	\$ (72,146.92)	#DIV/0!
529061 Organizational Membersh	\$ 10,960.00	\$ 325.00	\$ -	\$ -	\$ 10,635.00	3%
529070 Printing/Copying/Scanni	\$ 23,472.00	\$ 17,325.98	\$ 2,066.29	\$ -	\$ 6,146.02	74%
529090 Shredding & Recycling S	\$ -	\$ 1,703.00	\$ 293.00	\$ -	\$ (1,703.00)	#DIV/0!
529110 Advertising	\$ -	\$ 33.69	\$ -	\$ -	\$ (33.69)	#DIV/0!
529141 Software License & Main	\$ 550.00	\$ 9,685.93	\$ 13,572.09	\$ -	\$ (22,708.02)	1761%
529150 Data Center Charges	\$ 1,187,806.00	\$ 692,892.76	\$ 98,984.68	\$ -	\$ 494,913.24	58%
529160 Licenses & Permits	\$ -	\$ 85.00	\$ -	\$ -	\$ (85.00)	#DIV/0!
529990 Other Contractuals	\$ 92,583.00	\$ 983.86	\$ 48.00	\$ -	\$ 91,599.14	1%
Contractual Total	\$ 2,039,498.00	\$ 1,296,821.53	\$ 166,203.78	\$ -	\$ 729,104.38	64%
531010 Computing Supplies	\$ 900.00	\$ 909.60	\$ 255.00	\$ -	\$ (9.60)	101%
531020 Office Supplies	\$ 50,575.00	\$ 29,047.54	\$ 3,615.88	\$ -	\$ 21,527.46	57%
531030 Custodial Supplies	\$ 4,000.00	\$ 1,745.30	\$ 415.50	\$ -	\$ 2,254.70	44%
531150 Food Supplies	\$ -	\$ 3,125.00	\$ -	\$ -	\$ (3,125.00)	#DIV/0!

532020 Automotive Parts & Supp	\$	450.00	\$	54.63	\$	-	\$	-	\$	395.37	12%
532202 Office Equipment Parts	\$	-	\$	1,920.98	\$	-	\$	-	\$	(1,920.98)	#DIV/0!
539012 Gasoline	\$	7,234.00	\$	3,028.88	\$	678.50	\$	-	\$	4,205.12	42%
549010 Furniture & Fixtures <\$	\$	9,990.00	\$	-	\$	-	\$	-	\$	9,990.00	0%
549020 Data Processing Equip <	\$	9,665.00	\$	611.68	\$	41.92	\$	-	\$	9,053.32	6%
549030 Communication Equip <\$5	\$	-	\$	5,457.20	\$	114.80	\$	-	\$	(5,457.20)	#DIV/0!
549110 Library Materials	\$	997,088.00	\$	174,459.88	\$	13,154.81	\$	-	\$	822,628.25	17%
Commodities Total	\$	1,079,902.00	\$	220,360.69	\$	18,276.41	\$	-	\$	859,541.44	20%
Grand Total	\$	10,065,696.00	\$	6,280,305.79	\$	842,325.10	\$	-	\$	3,771,818.25	62%

**Grant Fund Summary Report
July 2024**

Grant	Balance 7/1/2024	Revenue Received	Admin Charges	Contractuals	Materials	Supplies & Petty Cash	Equipment	Total Expenditures	Encumbrances	Remaining Balance 7/31/24
SCKLS 2023	\$ 39,521.89	\$ -	\$ -	\$ 5,624.59	\$ 5,000.00	\$ -	\$ -	\$ 10,624.59	\$ -	\$ 28,897.30
SA 2024	\$ 106,107.00	\$ -	\$ 81.94	\$ 49,646.46	\$ -	\$ 13.99	\$ -	\$ 49,742.39	\$ -	\$ 56,364.61
SCKLS 2024	\$ 127,503.56	\$ -	\$ -	\$ (3,896.44)	\$ -	\$ -	\$ -	\$ (3,896.44)	\$ -	\$ 131,400.00
Totals	\$ 273,132.45	\$ -	\$ 81.94	\$ 51,374.61	\$ 5,000.00	\$ 13.99	\$ -	\$ 56,470.54	\$ -	\$ 216,661.91

Wichita Public Library General Fund Bills

July 2024

Org: 1000080

10001 - Library - Personnel

1B - Base Compensation

511000 Base Compensation

Payroll, PP07.05.24 \$238,088.88

Payroll, PP07.19.24 \$237,543.52

Total 511000 Base Compensation	\$475,632.40
--------------------------------	--------------

Total 1B - Base Compensation	\$475,632.40
------------------------------	--------------

1F - Special Compensation

512000 Special Compensation

Payroll, PP07.05.24 \$454.81

Payroll, PP07.19.24 \$612.38

Total 512000 Special Compensation	\$1,067.19
-----------------------------------	------------

512051 Mileage Reimbursement

Payroll, 1133 \$137.75

Payroll, 553 \$73.97

Total 512051 Mileage Reimbursement	\$211.72
------------------------------------	----------

Total 1F - Special Compensation	\$1,278.91
---------------------------------	------------

1J - OT Compensation

513000 Overtime Compensation

Payroll, PP07.05.24 \$211.32

Payroll, PP07.19.24 \$315.29

Total 513000 Overtime Compensation	\$526.61
------------------------------------	----------

Total 1J - OT Compensation	\$526.61
----------------------------	----------

1N - Employee Benefits

518200 Employer Wage Taxes & WC

Payroll, PP07.05.24 \$19,833.14

Payroll, PP07.19.24 \$19,810.22

Total 518200 Employer Wage Taxes & WC	\$39,643.36
---------------------------------------	-------------

518300 Employer Share EE Insurance

Payroll, PP07.05.24 \$42,018.74

Payroll, PP07.19.24 \$41,932.75

Total 518300 Employer Share EE Insurance	\$83,951.49
--	-------------

518400 Employer Share Pension/Retire

Payroll, PP07.05.24 \$28,426.41

Wichita Public Library General Fund Bills

July 2024

Payroll, PP07.19.24	\$28,385.73
Total 518400 Employer Share Pension/Retire	\$56,812.14
Total 1N - Employee Benefits	\$180,406.99
Total 10001 - Library - Personnel	\$657,844.91

10002 - Library - Contractuals

2B - Utilities

521011 Electricity - EDI	
EVERGY KANSAS SOUTH INC	\$34,376.13
Total 521011 Electricity - EDI	\$34,376.13

521021 Natural Gas - EDI	
BLACK HILLS UTILITY HOLDING INC	\$63.79
ENCORE ENERGY SERVICES	\$1,706.03
ONE GAS INC	\$1,869.56
Total 521021 Natural Gas - EDI	\$3,639.38

521030 Water Service	
City of Wichita	\$1,690.47
Total 521030 Water Service	\$1,690.47

521055 Trash Service - EDI	
WASTE CONNECTIONS OF KANSAS INC	\$504.36
Total 521055 Trash Service - EDI	\$504.36

Total 2B - Utilities	\$40,210.34
-----------------------------	--------------------

2F - Technology Charges

521060 Local Telephone Service	
T-MOBILE USA INC	\$24.65
Total 521060 Local Telephone Service	\$24.65

521070 Internet Service	
P-CARD ONE-TIME PAY	\$914.20
Total 521070 Internet Service	\$914.20

522010 PBX Line Charges	
City of Wichita	\$1,045.00
Total 522010 PBX Line Charges	\$1,045.00

Wichita Public Library General Fund Bills

July 2024

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	\$41.80
Total 522040 Long Distance & Teleconference	\$41.80

522060 Air Cards (Mobile Connect)

City of Wichita	\$105.00
Total 522060 Air Cards (Mobile Connect)	\$105.00

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	\$98,984.68
Total 529150 Data Center Charges	\$98,984.68

Total 2F - Technology Charges	\$103,183.33
--------------------------------------	---------------------

2R - Professional Svcs

525012 Medical Treatment

COUNTY OF SEDGWICK	\$75.00
Total 525012 Medical Treatment	\$75.00

525013 Drug Screening

KELLY COMPLIANCE INC	\$458.00
Total 525013 Drug Screening	\$458.00

525070 Background Checks

TRUVIEW BSI LLC	\$100.00
Total 525070 Background Checks	\$100.00

525086 Interpreter Services

SIGN LANGUAGE INTERPRETING SERVICES	\$188.00
Total 525086 Interpreter Services	\$188.00

525990 Other Professional Services

P-CARD ONE-TIME PAY	\$530.00
Total 525990 Other Professional Services	\$530.00

Total 2R - Professional Svcs	\$1,351.00
-------------------------------------	-------------------

Wichita Public Library General Fund Bills

July 2024

2V - Bldg & Equip Charges

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	\$426.28
Total 526042 Pest Control Services	\$426.28

526044 Security & Fire Services

P-CARD ONE-TIME PAY	\$340.29
Total 526044 Security & Fire Services	\$340.29

526092 Rent-Real Property

CO CO PROPERTIES LLC	\$4,088.24
Total 526092 Rent-Real Property	\$4,088.24

Total 2V - Bldg & Equip Charges	\$5,164.81
--	-------------------

2Z - Other Contractuals

529010 Bank Charges

City of Wichita	\$107.11
Total 529010 Bank Charges	\$107.11

529030 Shipping & Freight

P-CARD ONE-TIME PAY	\$70.31
Total 529030 Shipping & Freight	\$70.31

529040 Subscriptions

UNIQUE MANAGEMENT SERVICES INC	\$137.50
Total 529040 Subscriptions	\$137.50

529070 Printing/Copying/Scanning

City of Wichita	\$2,066.29
Total 529070 Printing/Copying/Scanning	\$2,066.29

529090 Shredding & Recycling Service

INTERNATIONAL PAPER COMPANY	\$275.00
P-CARD ONE-TIME PAY	\$18.00
Total 529090 Shredding & Recycling Service	\$293.00

529141 Software License & Maint Fees

SYMPRO INC	\$13,572.09
Total 529141 Software License & Maint Fees	\$13,572.09

529990 Other Contractuals

P-CARD ONE-TIME PAY	\$48.00
Total 529990 Other Contractuals	\$48.00

Total 2Z - Other Contractuals	\$16,294.30
--------------------------------------	--------------------

Wichita Public Library General Fund Bills

July 2024

Total 10002 - Library - Contractuals

\$166,203.78

10003 - Library - Commodities

3B - Supplies

531010 Computing Supplies

TECH LOGIC CORPORATION \$255.00

Total 531010 Computing Supplies	\$255.00
---------------------------------	----------

531020 Office Supplies

City of Wichita \$2,496.15

P-CARD ONE-TIME PAY \$1,119.73

Total 531020 Office Supplies	\$3,615.88
------------------------------	------------

531030 Custodial Supplies

P-CARD ONE-TIME PAY \$415.50

Total 531030 Custodial Supplies	\$415.50
---------------------------------	----------

Total 3B - Supplies	\$4,286.38
----------------------------	-------------------

3N - Fuel

539012 Gasoline

City of Wichita \$678.50

Total 539012 Gasoline	\$678.50
-----------------------	----------

Total 3N - Fuel	\$678.50
------------------------	-----------------

4Z - Non-Capital Outlay

549020 Data Processing Equip <\$5k

City of Wichita \$41.92

Total 549020 Data Processing Equip <\$5k	\$41.92
--	---------

549030 Communication Equip <\$5k

P-CARD ONE-TIME PAY \$114.80

Total 549030 Communication Equip <\$5k	\$114.80
--	----------

549110 Library Materials

CENGAGE LEARNING INC \$952.81

P-CARD ONE-TIME PAY \$12,202.00

Total 549110 Library Materials	\$13,154.81
--------------------------------	-------------

Total 4Z - Non-Capital Outlay	\$13,311.53
--------------------------------------	--------------------

Total 10003 - Library - Commodities

\$18,276.41

Grand Total

\$842,325.10

Y3801 - SCKLS 23-South Central KS Library S

2 - Contractuals

2N - Employee Development

524020 Travel & Training

City of Wichita	\$3,896.44
MICHELLE ENKE	\$308.14
P-CARD ONE-TIME PAY	\$400.60

Total 524020 Travel & Training	\$4,605.18
--------------------------------	------------

Total 2N - Employee Development	\$4,605.18
---------------------------------	------------

2Z - Other Contractuals

529070 Printing/Copying/Scanning

City of Wichita	\$19.41
-----------------	---------

Total 529070 Printing/Copying/Scanning	\$19.41
--	---------

529141 Software License & Maint Fees

INNOVATIVE INTERFACES INC	\$1,000.00
---------------------------	------------

Total 529141 Software License & Maint Fees	\$1,000.00
--	------------

Total 2Z - Other Contractuals	\$1,019.41
-------------------------------	------------

Total 2 - Contractuals	\$5,624.59
------------------------	------------

3 - Commodities

4Z - Non-Capital Outlay

549110 Library Materials

URBAN LIBRARIES COUNCIL	\$5,000.00
-------------------------	------------

Total 549110 Library Materials	\$5,000.00
--------------------------------	------------

Total 4Z - Non-Capital Outlay	\$5,000.00
-------------------------------	------------

Total 3 - Commodities	\$5,000.00
-----------------------	------------

Total Y3801 - SCKLS 23-South Central KS Library S	\$10,624.59
---	-------------

Y4800 - Library-State Grants-in-Aid 2024

2 - Contractuals

2z - Other Contractuals

529051 Library Software/Licenses

P-CARD ONE-TIME PAY \$49,646.46

Total 529051 Library Software/Licenses \$49,646.46

Total 2z - Other Contractuals \$49,646.46

Total 2 - Contractuals \$49,646.46

3 - Commodities

3B - Supplies

531020 Office Supplies

P-CARD ONE-TIME PAY \$13.99

Total 531020 Office Supplies \$13.99

Total 3B - Supplies \$13.99

Total 3 - Commodities \$13.99

5 - Library State Grants-in-Aid 24

5A - City Admin Charges

551010 City Administrative Charges

City of Wichita \$81.94

Total 551010 City Administrative Charges \$81.94

Total 5A - City Admin Charges \$81.94

Total 5 - Library State Grants-in-Aid 24 \$81.94

Total Y4800 - Library-State Grants-in-Aid 2024 \$49,742.39

Y4806 - SCKLS 24-South Central KS Library S

2 - Contractuals

2N - Employee Development

524020 Travel & Training

City of Wichita

(\$3,896.44)

Total 524020 Travel & Training

(\$3,896.44)

Total 2N - Employee Development

(\$3,896.44)

Total 2 - Contractuals

(\$3,896.44)

Total Y4806 - SCKLS 24-South Central KS Library S

(\$3,896.44)

Grand Total

\$56,470.54



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Jaime Nix, Director of Libraries
SUBJECT: OCLC/WorldShare Interlibrary Loan Subscriptions
DATE: August 15, 2024

Background: Wichita Public Library contracts with OCLC to provide cataloging records for all cataloged holdings, access to 10,000 library catalogs across the nation to aid in the provision of Interlibrary Loan service, and CONTENTdm access to host library digital collections, such as the COVID-19 oral history interviews and local photographs. This automation service has provided improved efficiencies and accuracies and is industry standards. In 2022, CONTENTdm was paid for as a separate subscription fee from the general fund collection budget, and the library increased the subscription collection storage in anticipation of increased digital items. In 2023, OCLC changed its invoicing from monthly to annually.

Analysis: The library continues to purchase physical and electronic items and to deliver both lending and borrowing from other library institutions. In 2023, 1,601,438 items circulated and relied on the cataloging data to make it possible. Over 7,000 Wichita owned items were borrowed by other libraries and 4,700 items were sent to fill Wichita readers' requests. CONTENTdm had 229 users in 2023 and the inventory continues to grow and become discoverable by online visitors.

Financial Considerations: The annual subscription for July 1, 2024 – June 30, 2025. Cataloging and Metadata Subscription is \$72,635.71, an increase of \$2,625.39 from the previous year. The WorldShare ILL Subscription is \$2,916.85, an increase of \$629.11 from the previous year. The subscription for CONTENTdm is \$8,807.23. The total OCLC invoice is \$84,359.79.

Legal Considerations: No legal consideration.

Recommendations/Actions: It is recommended that the Board approve the renewal of \$84,359.79 for OCLC Cataloging and Metadata, WorldShare Interlibrary Loan, and CONTENTdm subscriptions for July 1, 2024 – June 30, 2025.

Attachments:

OCLC Renewal Invoice



Invoice 1000378593

Invoice Date: 7/01/2024
 Total Amount Due
\$84,359.79
 Due Date: 8/15/2024

6565 Kilgour Pl
 Dublin OH 43017-3315
 United States
 P: +1-833-491-1304 • Int: +1-614-764-6011
 Federal Tax ID: 31-0734115
 DUNS: 06-358-7745
 UEI: F2CMCKN6DAD7

OCLC Symbol
 KFW

Terms:
 Net 45

Customer Account ID
 39131

Bill To

Jennifer Allen
 Administrative Aide II
 Wichita Public Library
 711 W 2nd St N
 Wichita KS 67203
 United States

Ship To

Wichita Public Library
 711 W 2nd St N
 Wichita KS 67203
 United States
OCLC (ship to) symbol: KFW

Item Code	Item	Amount
3000030	Cataloging and Metadata Subscription Service dates: 7/01/2024 - 6/30/2025	\$72,635.71
3000065	WorldShare ILL Service dates: 7/01/2024 - 6/30/2025	\$2,916.85
3000080	CONTENTdm Base Subscription Service dates: 8/23/2024 - 6/30/2025	\$6,089.91
2000066	CONTENTdm Collection Size 0-200GB Service dates: 8/23/2024 - 6/30/2025	\$2,717.32

Subtotal USD \$84,359.79
Tax Total USD \$0.00
Total USD \$84,359.79

Remit Address:
 OCLC Inc
 PO Box 5405
 Denver, CO 80217-5405

For Electronic Payment:
 Account Name: OCLC Inc
 Bank Name and Address: KeyBank National Association
 127 Public Sq. Cleveland OH 44114
 FOR ACH (US Only):
 Routing No: 021052053
 Account No: 61654527
 Type: Checking

We also accept payment by major credit card. For a credit card payment, we may impose a surcharge of up to 3.50%. The actual surcharge will not be greater than our cost of acceptance.

For questions regarding your invoice or payment please contact: acctsrec@oclc.org

This transaction is subject to the relevant OCLC Framework Agreement ("FA") and the Schedules related to each product listed on this notice, found at: <http://oclc.org/service-agreements>, unless a signed agreement governing the transaction has been entered into by the parties. OCLC's acceptance of Customer's order is expressly conditional on Customer's assent to such terms and conditions, which Customer will manifest through its acceptance of OCLC Products and/or Services.

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Operations Committee Agenda
Tuesday, August 13, 2024
Board Room / MS Teams 3:30pm
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order
2. Approval of July 19, 2024 Minutes
3. Managed Call Center - update
4. Policy Revisions:
 - REF-009 Meeting Room Facilities – update language to reflect online reservations
 - CUS-001 Customer Code of Conduct – update language to reflect change to remove reference of Security Officer; include language about leaving animals unattended; clarify language about customer attire
5. Strategic agenda alignment – update
6. Other items from Committee Members
7. Adjournment

To attend virtually:

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 211 331 587 104

Passcode: 7jFtKF

**Wichita Public Library Board of Directors
Operations Committee
July 9, 2024**

In attendance: TaDonne Neal, Robin Templin and Jonathan Winkler

1. Call to Order
2. Approval of June 2024 minutes (approved)
3. Branch remodel timelines and service plans discussion
 - a. Significant discussion about community engagement opportunities and influential groups who need to be in the know. Director Nix will prepare a timeline artifact that outlines upcoming community engagement, art RFP, service changes, and updates to budgets.
4. Managed Call Center
 - a. Committee motion (Templin/Winkler) to approve an RFP for a Managed Call Center not to exceed \$100,000 annually. (approved)
5. Other items from committee members
6. Adjournment (4:35 p.m.)



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Jaime Nix, Director of Libraries
SUBJECT: Wichita Public Library Policy Updates, August 2024
DATE: February 13, 2024

Background: Wichita Public Library routinely reviews policies to ensure operational needs are able to be fulfilled within a framework for staff and customer use.

Analysis: In July, Library Leadership Team reviewed the Reference Services and Customer Rights and Responsibilities sections. In review with staff, changes are recommended to the following policies:

- REF-009 Meeting Room Facilities – update language to reflect online reservations
- CUS-001 Customer Code of Conduct – update language to reflect change to remove reference of Security Officer; include language about leaving animals unattended; clarify language about customer attire

Financial Considerations: None

Legal Consideration: Wichita Public Library submitted the proposed policy revisions to the Law Department for review.

Recommendations or Actions: It is requested that the Library Board approve the proposed policy changes to REF-009 and CUS-001.

Attachments:

August 2024 Policy Updates

REF-009 Meeting Room Facilities

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

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

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

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

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

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

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

Amenities and Rates

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

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

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

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

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

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

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

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

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

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

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

Reservations and Cancellations

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

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

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

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

Responsibilities and Regulations

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

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

Advanced Learning Library Collaboration Rooms

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

Related Form

Meeting Room Agreement

Last Review: ~~January 2023~~ August 2024

CUS-001 Customer Code of Conduct

The Wichita Public Library welcomes all community members to enjoy library service. In order to manage public spaces a code of conduct is in place to provide a safe and pleasant environment for its customers. This Code is applicable to all Library property.

Serious Offenses

No person shall engage in any conduct that violates federal/state statutes or local ordinances or that creates a safety threat to other people, including but not restricted to the following:

- Threatening, physically harming, or interfering with staff or customers
- Stealing Library materials
- Damaging, defacing or destroying library property, or disrupting Library services
- Bringing an explosive or dangerous biological or chemical agent into the Library
- Bringing guns, knives or other weapons into the Library in any manner other than as allowed by local ordinance or state statute
- Illegal use of controlled substances and possession of controlled substances, paraphernalia or simulated controlled substances
- Unauthorized consumption of alcoholic beverages on Library grounds
- Gross behavior in public such as urinating, defecating, exposing of genitals, etc.
- Engaging in disruptive or disorderly behavior
- Trespassing, refusing to leave the Library when ordered to do so by the Librarian in Charge or security officer-Library staff.
- Leaving a child age seven or under unattended in the library without supervision
- Smoking or tobacco use in the library, including the use of electronic cigarettes or vape pens
- Tethering or picketing an animal continuously on Library property for more than one hour, with any device less than 10 feet in length, in an unsafe manner (including but not limited to causing the animal to become entangled or not providing food, water, and necessary shelter), and/or any other violations of City Code Chapter 6.04

When a customer is observed engaging in illegal conduct, the police will be contacted. In addition to any court-imposed penalty the customer may be temporarily or permanently banned.

Unacceptable Behavior

The following behavior by a member of the public is not allowed in Library facilities as it disrupts the smooth and proper functioning of the Library:

- Disregarding instructions issued by Library staff
- Use of profanity, abusive or intimidating language or gestures to other customers or staff members
- Behavior that is willfully annoying, harassing, or threatening to another person, including, but not limited to, staring at another person with the intent to annoy that person, following another person about the building with the intent to annoy that person, or displaying print or non-print materials of an offensive nature to others or by behaving in a manner that can be reasonably expected to disturb others
- Speaking at volumes that are unnecessarily too loud or making other loud noises that are disruptive to the work of other customers, including, but not limited to, singing or talking loudly to others or in monologues
- Failing to obtain permissions from persons being filmed or photographed
- Sleeping

- Regularly remaining in the library after closing time
- Playing audio equipment so that others can hear it
- Eating or drinking in areas of the library where food or beverages are not allowed
- Drinking beverages from containers without lids
- Bringing animals into the library, except for service animals as defined under the Americans with Disabilities (ADA) regulations, and only when required as an ADA accommodation
- Bringing a service animal that has previously exhibited unacceptable behavior or been uncontrolled by its handler
- Bringing vehicles into the library, except as required as an ADA accommodation
- Interfering with others' use of the Library through poor personal hygiene or excessive body odor/perfume/cologne
- Campaigning, petitioning, interviewing, canvassing, or surveying customers or staff inside library facilities
- Being attired ~~inappropriately for a public place/space or~~ in a way that disrupts Library use or poses a safety or health concern
- Misusing the restrooms (including use of the restrooms for changing clothes, graffiti, or bathing)
- Interfering with, obstructing or blocking free passage on library premises
- Parking a bicycle, wheeled conveyance, shopping carts or other wheeled cart in any area other than at a designated bicycle rack
- Littering
- Leaving personal items unattended on Library grounds
- Bringing in personal belongings that cannot reasonably fit beneath a chair or table. Failing to keep personal belongings to oneself or bringing in excessive amounts of belongings that impedes others' use of the library (The Library is not responsible for lost or stolen property. Library premises shall not be used for storage of personal belongings. Items left unattended are subject to removal and discard.)
- Any behavior or activity which disrupts use of the Library

All items brought into the Library are subject to inspection.

Customers observed behaving in ways identified as unacceptable in this code of conduct will be instructed to cease the behavior or leave the library. Failure to observe these rules by refusing to change conduct when asked will result in loss of Library privileges, including the right to visit Library facilities and grounds. Banning vary based on the circumstances of the offense.

Permanent or long-term banning for serious offenses and unacceptable behavior must be authorized by the Director of Libraries or his/her designee and will be used when attempts to correct unacceptable behavior have failed or serious offenses have occurred. All bans may be appealed pursuant to CUS-002.

Last Review: ~~May 2023~~ August 2024

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

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Planning and Facilities Committee Agenda
Thursday, August 14, 2024, 1:00pm
Board Room / MS Teams
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order
2. Approval of July 9, 2024 Minutes
3. Update on Angelou and Alford schematics
4. Update on Managed Call Center
5. Family Place Libraries – funding and timing
6. Other items from Committee Members
7. Adjournment

To attend virtually:

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 216 133 910 730

Passcode: NL2i2F

**Wichita Public Library Board of Directors
Planning and Facilities Minutes
July 9, 2024**

In attendance: Lauren Hirsh, Karyn Shorter

1. Call to Order at 1:03pm.
2. Approval of June 2024 minutes (approved)
3. Westlink Expansion Update: tours will kick off in August, still on track for completion in December; aiming at a January 2025 reopening.
4. Branch Renovations update: closing in on the Rockwell budget; design work fully underway with Angelou and Alford and will be bringing forward additional funding requests for the branch projects to account for increased budgets regarding construction, furnishings, and technology.
5. Solar panel update: working with PW on a grant to move this forward.
6. ADOPT grant: Digital Services is working on project plans to expand Wifi on library grounds and to install an additional 9 benches
7. Future CIP projects: Director Nix gave an update about conversations at the City to begin discussions about ongoing maintenance and capital needs at library locations.
8. Other items from committee members
9. Adjournment (1:55 p.m.)

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Public Affairs Committee Agenda
Thursday, August 8, 2024, 4:00pm
Board Room / MS Teams
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order
2. Approval of July 11, 2024 Minutes
3. Update on July Media Activities
4. Fall content calendar and promotional sneak peek
5. Strategic agenda directions – raising awareness
6. Other items from Committee Members
7. Adjournment

To attend virtually:

Microsoft Teams

[Join the meeting now](#)

Meeting ID: 284 931 457 868

Passcode: tfiukX

Wichita Public Library Board of Directors
Public Affairs Committee
July 11, 2024

1. Call to Order
2. Approval of June 13, 2024 minutes (approved)
3. Update on June media activities
4. 4. Update on Strategic Agenda and 2024 Public Affairs Priorities
 - a. PR Luncheon Recap (minutes attached)
 - b. Micro marketing efforts and grass roots efforts
5. Community engagement for branch renovations
 - a. ANG and ALF color palettes
 - b. What would entice you to stay an entire day at the library?
 - c. Aside from books, what else do you want or need?
6. Other items from committee members
7. Adjournment (4:50 p.m.)

Media Report July 2024

July 8: KWCH (Local Author Day)

July 11: KAKE Kids Corner (Summer Programming)

July 15: KSN (Local Author Day)

July 27: KAKE (Local Author Day)