

A G E N D A
Wichita Public Library Board of Directors Meeting
Tuesday, January 21, 2025 – 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: Board Post-Retreat Discussion
5. Minutes of the December 17, 2024 meeting
6. Unfinished Business
7. New Business

a. 2025 Action Plan

8. Finance Committee Report

a. Review of July – November 2024 Gift Expenditures

	DEBITS	CREDITS
July 2024	\$399,247.43	\$404,159.20
August 2024	\$814,592.05	\$821,326.75
September 2024	\$26,567.45	\$20,536.77
October 2024	\$4,619.98	\$8,898.39
November 2024	\$8,542.29	\$443.04
Gift Account Total Balance Through November 2024	\$855,806.51	

b. Approval of Invoices over \$10,000 – OverDrive Magazine Subscription

c. Approval of Invoices over \$10,000 – LinkedIn Learning

9. Public Affairs Committee Report
10. Support Organization Reports
11. Director of Libraries Report
12. Announcements
13. Adjournment



Monthly Activity Report

December 2024

Service Highlights

On Monday, Dec. 9th, Evergreen & Angelou Branch Manager Sierra Kelly was interviewed by a reporter from Univision about Wichita Public Library's blood pressure monitors. Sierra demonstrated the information and device that come in the library's blood pressure kits and answered questions about why the library is offering this service and how community members can check them out.

On Thursday, Dec. 26th Youth Services Librarian Sara McNeil and Community Services Librarian Parker Daniel led a Kwanzaa program at the Advanced Learning Library. Dec. 26th was the first day of Kwanzaa, and the 30 attendees got to learn about the holiday through stories, crafts, experience stations, and a scavenger hunt. Many of the program's attendees said they had not heard about Kwanzaa before and were eager to learn more about it through the library's activities. KSN News stopped by the event to interview library staff about the program and share the festivities with Wichita residents.



In December, progress was made to incorporate Teen Book Club sets into the library's circulating collection. Using remaining funds from the teen programming budget, Teen Librarian Lexi Ternes purchased 10 copies each of 16 award-winning YA and JF titles. These sets will both launch the Teen Book Club this spring and provide options for the local Juvenile Detention Facility, who Youth Services staff are partnering with in 2025. Lexi is creating robust discussion and resource guides for each title, which customers can use in their book discussions.

In 2024 the local short story program received 22 submissions from a dozen different authors, featuring a variety of formats including short stories, poems, essays, and song lyrics. All submissions were reviewed and approved by Library staff for inclusion in the program. These stories were made available through the short story dispensers. A total of 9,439 stories were printed from the dispensers in the Wichita community, with 34%—approximately 3,200 items—coming from the local short story collection.

Other News

At the Rockwell Branch some of the current work included Mills finished the demo of the vestibule and removal of the brick on the east and north sides of the addition. Hutton installed the rest of the temporary plastic material, where the brick was removed, to make existing building weather tight. Jack Foster started standing columns and beams for the new addition. H2I is updating drawings per comments by Hutton on 11/12/24, per H2I these are expected 1/3/25. Artists are gathering community input in December and January and will present to Design council on February 3rd.



At Alford artists are gathering community input in December and will present to DAB 4 and Design Council on January 6th. Hutton sent revisions to H2I, per H2I drawings are expected 1/3/25. Hutton has started on the remodel by prepping spaces for staff to utilize the meeting room and drive up for service to customers as well as the manager's office to accept passport applications. Shelving was moved into the meeting room, Thomas Transfer will assist with boxing up collections so they can be moved on pallets during the remodel.

Staff worked to move technology at Alford to facilitate services during the remodel. Staff pulled cabling into the Conference Room to support five public computers, two staff computers, printers, and a self-check machine. Cabling was also added to the lobby for the public copier. Remaining equipment was boxed up and stored at the Advanced Learning Library until the remodel is complete.

Angelou remodel progress includes furniture has been ordered, Double 9 installed the storefront for meeting room 106 and Cooks installed the mini split, ductwork, and diffusers in the sunroom. Hutton finished the sheetrock on the pony wall, hung sheetrock and tile backer in the restrooms, and started setting cabinets in the staff room. The excess soil was also removed from the site. Final elevations from Estey are approved and H2I is developing final shop drawings for review, per H2I these will be sent 12/23/24. Artists are gathering community input in December and will present to Design Council on January 6th.

Work continued at the Westlink Branch permanent site by CTI, Sandifer, Vision, and Key. Quotes were received for fixing the skylight. Furniture was ordered. Pure is waiting for acknowledgements in order to create a list of expected receipt dates.

Education and Engagement Manager Savannah Ball met with Branch Managers John Cleary and Sierra Kelly to discuss support that Rockwell Youth Services Librarian Katrina York can provide at Angelou during the Rockwell construction closure. Katrina will focus on programs and outreach at Angelou during this time and will use her normal Rockwell program budget at Angelou instead.

Wichita Public Library completed its third full month with automatic renewals enabled. Overall, total circulation (checkouts and renewals) increased 17% over December 2023, with individual branches ranging from -98% (Angelou) to +44% (Walters). Angelou was down, of course, due to being closed all of December. Initial checkouts were down 7%, while renewals were up 80%.

E-material circulation increased 6.5% over December 2023, again having the fourth highest month of circulation on record. The numbers were more exciting when looking at the year as a whole: Not only did the library surpass 500,000 checkouts for the first time – the milestone was obliterated. The final e-material circulation total for 2024 was 559,560 checkouts and renewals, up almost 100,000 circulations from 2023, which clocked in at 460,239 checkouts and renewals. This year's circulation broke out to 274,045 e-book circulations (up from 270,371 in 2023), 212,772 audiobook circulations (up from 151,235 in 2023), and 72,743 e-magazine circulations (up from 28,543 in 2023.) We also had a record 21,077 borrowers use Wichita E-Reads, vs. the previous record of 17,956 in 2023.

Director of Libraries Jaime Nix and Education and Engagement Manager Savannah Ball are continuing to work on the possibility of using AmeriCorps volunteer positions to expand the library's Summer Reading Program offerings and increase staff capacity to serve the community. These positions would help facilitate the program and provide essential services such as readers' advisory, book recommendations, and personalized program support. Jaime and Savannah met with AmeriCorps staff to better understand the insurance requirements for these positions. Jaime has submitted a grant request to the United Way to fund these temporary 10-week positions. If the grant is awarded, the library plans to open five 300-hour positions at the Westlink Branch, Advanced Learning Library Youth Pavillion, and the Book Bus. Two additional 100-hour positions will be offered at the Angelou and Evergreen branches.

Walters Community Service Outreach Librarian Robin was part of the first Project Hope resource offering at the new Multiagency Center, housed at the old Park Elementary, on the 11th of December. The new center, for now, has one small room they are using for partners to come and offer services to those staying at the Multi Agency Center (MAC). Robin was able to talk to about 10 or so residents and also get new library cards for about 5 or 6 individuals. They were excited to hear about free experience passes, as well as the ability to access books, movies, and TV shows for free via Libby and Kanopy!

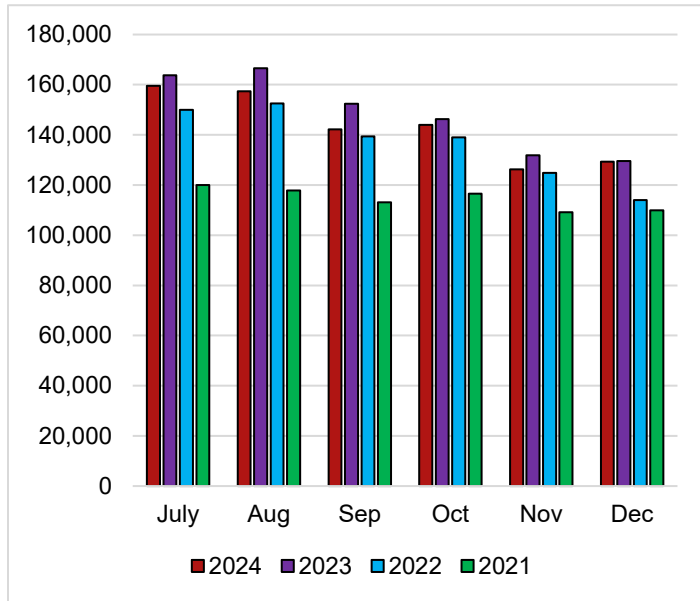
On December 20, the Library began to offer copies of the 2025 Big Read Wichita selection, *Sitting Pretty*, to book clubs. The Big Read Wichita website was updated to include the book club partner signup form. As of December 30, 19 book clubs had submitted a request for copies of the book. The Big Read will run from March 4-April 16.

Community Outreach Librarians Robin (Walters) and Parker (Angelou) met with Tristen Reynolds and Michelle Eastman from Rainbows United on December 19th. They shared a little bit about what Rainbows does, their work in the community, and their desire for more people to know about their organization and the help that they can provide. Robin and Parker suggested that being a part of the Library's Family Place parent education classes might be a good step. They also visit some of the branch storytimes already, but would like to visit more. Robin will email some of the children's librarians

to see if they are interested in having Rainbows United out to talk about services and hand out free books at various storytimes.

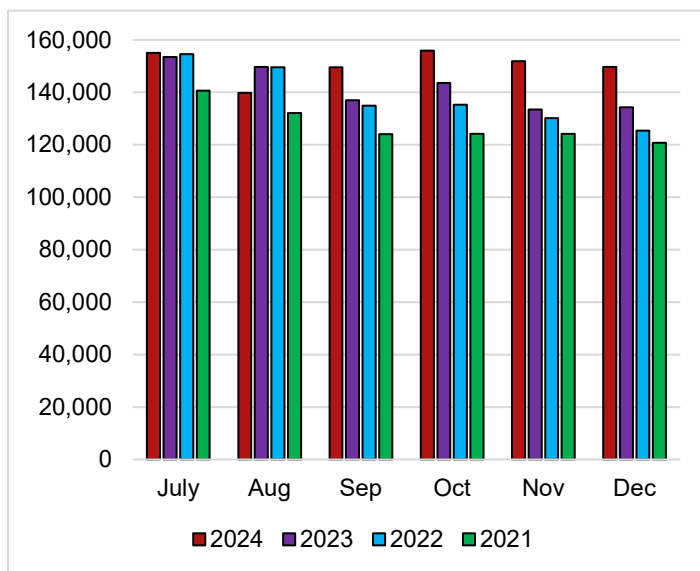
Service Dashboard

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

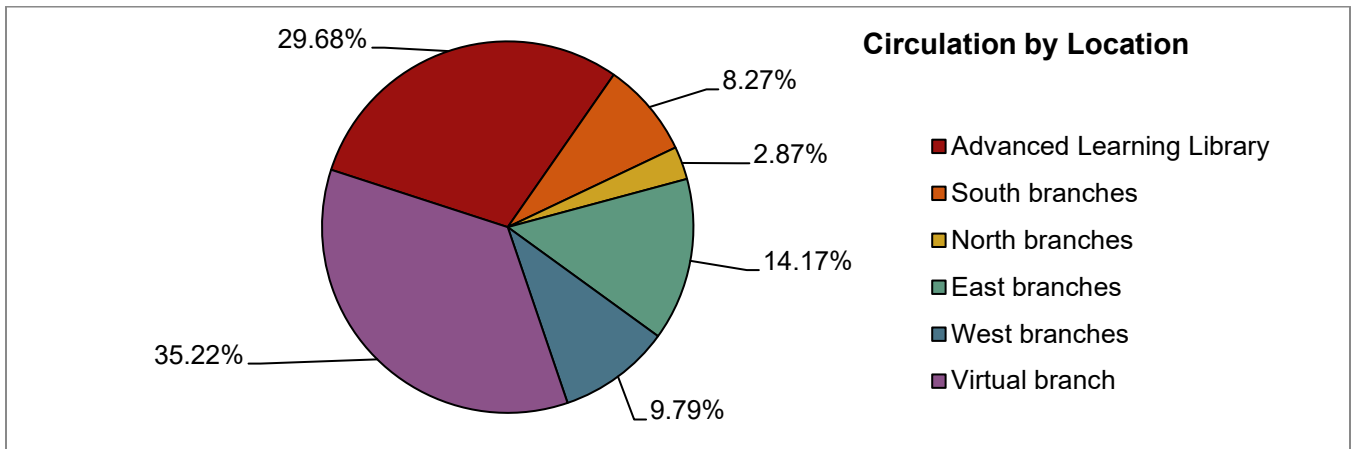


DECEMBER			
	2024	2023	% change
Door Counts	50,227	44,645	12.50%
Catalog Log-ins	29,925	32,128	-6.86%
Website Visits	48,863	52,596	-7.10%
CONTENTdm Users	322	229	40.61%
Total	129,337	129,598	-0.20%

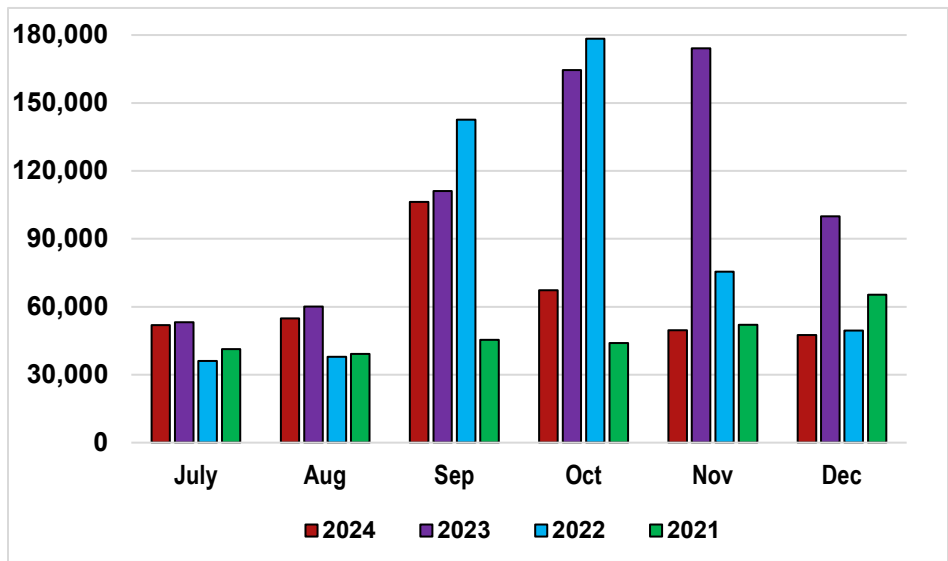
CHECKOUTS



DECEMBER			
	2024	2023	% change
Physical Circulation	92,431	79,144	16.79%
Virtual Circulation	57,205	55,172	3.68%
WPL	50,261	48,163	4.36%
State	6,944	7,009	-0.93%
Total	149,636	134,316	11.41%



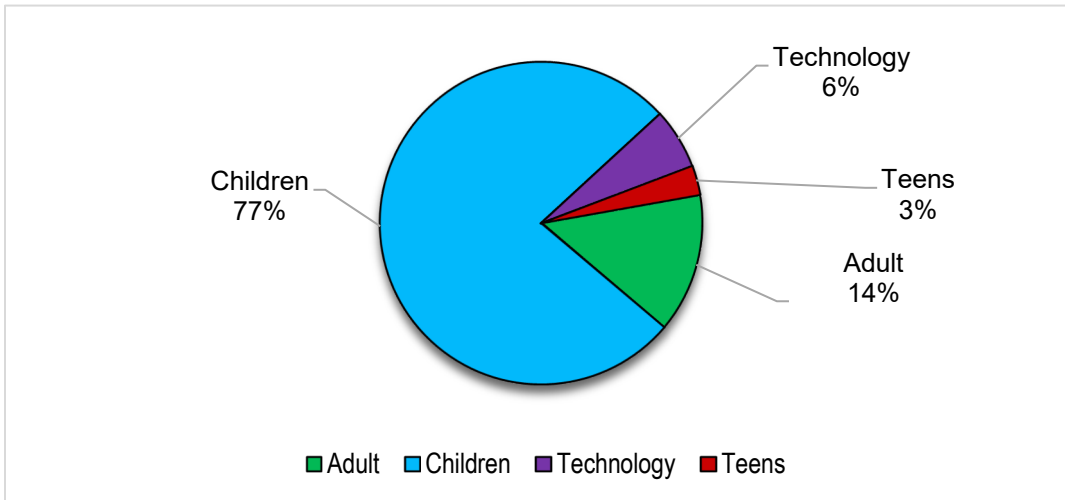
QUESTIONS ANSWERED (by staff in person/phone and through online services)



DECEMBER

	2024	2023	% change
Reference Questions	7,844	5,801	35.22%
Database Searches	36,322	90,338	-59.79%
Technology Assistance	3,042	3,569	-14.77%
Book-A-Librarian Appointments	298	296	0.68%
Total	47,506	100,004	-52.50%

PROGRAM ATTENDANCE

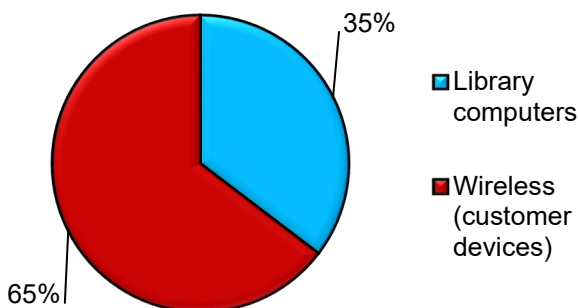


DECEMBER ATTENDANCE

	2024	2023	% change
Adult events	194	232	-16.38%
Children's events	1,071	1,806	-40.70%
Technology training	85	66	28.79%
Teen events	41	75	-45.33%
TOTAL	1,391	2,179	-36.16%

PUBLIC COMPUTING

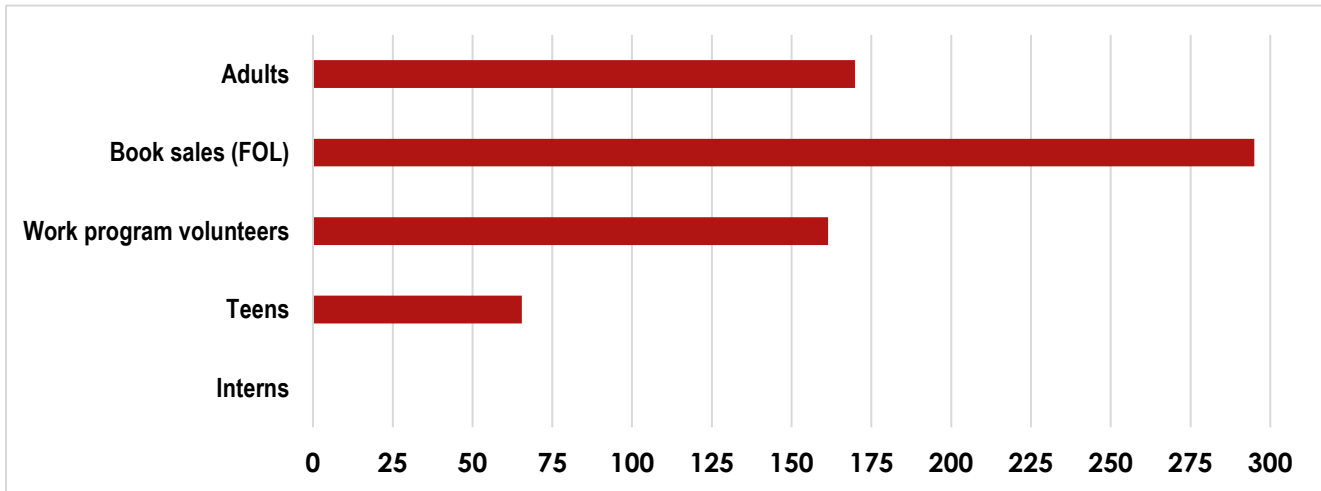
Method of Computing Access (by session)



DECEMBER

	2024	2023	% change
Workstation Sessions	5,439	5,517	-1.41%
Wi-Fi Sessions	9,943	8,899	11.73%
Number of Users	1,202	1,233	-2.51%
Hours of Access	10,989	9,240	18.93%

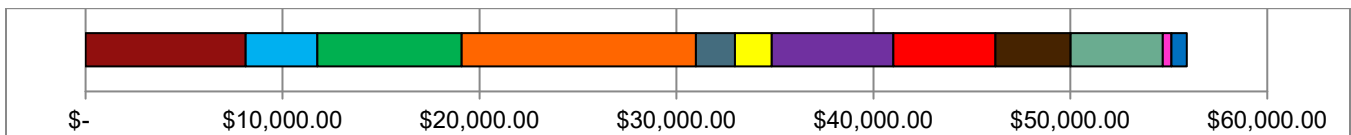
VOLUNTEERS (hours of service)



Number of volunteers YTD = 144

Hours of service YTD = 9,373

MATERIALS DONATIONS (value if purchased)



Year to date total = \$55,916.51

Items added to Library collections YTD = 3,447

Service Snapshot: Recent Raving Fans Stories

At the Advanced Learning Library, Pamela Clarkson was not only patient when working with a customer, but also demonstrated the powerful effect that empathy can have. She helped a man who had significant slurred speech to find resources on Autism, epilepsy and Traumatic Brain Injury. On her end she naturally has trouble with hearing on a normal day, but that day she was also dealing with clogged sinuses, and everything sounded a little muffled, so she felt embarrassed having ask the customer to repeat himself several times when it was clear speaking clearly was already challenging. Also, as they looked up books together the customer had some trouble hearing Pamela because she had a mask and there was a child crying nearby. Pamela was able to use humor with him, explaining about her hearing and congestion and asking for his patience. It really broke the tension. In time Pamela was able to send him upstairs with call numbers for several books covering the topics he was looking for.

Library Assistants Brenda Jang and Technology Trainer Nicolas Aleman assisted a newly arrived refugee with purchasing a Greyhound ticket and finding local resources. The customer was initially very anxious and overwhelmed by some misinformation provided by the Wichita Greyhound station. While

Brenda reassured the patron and translated, Nicolas thoroughly searched and verified the information requested by the customer. In total, Brenda and Nicolas helped the customer for over an hour. The customer was close to tears as he told Nicolas, "Thank you, brother," and thanked Brenda for her kindness and patience.

Racine Zackula helped a patron get a card. He thought that he was "still on the hook from when he was 17." Racine told him that we had eased some of the tracking of fees of kids and suggested that she look his information up. There was no longer a fee on his card. He received a new card and found out about the Family Place at the main library where he and his two-year-old could visit. When he got ready to leave, he nodded meaningfully at Racine and said, "You do good work." To his son, he said, "We got to check out books! How cool is that?"

Patron named Carl came up to the front desk to rave about the library and specifically about Brock Rhodes, Tech Trainer at the Advanced Learning Library. After Carl's Book-A-Librarian appointment with Brock he came up to the desk to say, "I'm so glad it's here, I love the library. Brock is so knowledgeable and helpful; he was helping me with a website. Actually, everyone that's helped me has been fantastic. I was telling my wife that I'm glad the library is here."

There is a regular customer at the Evergreen branch who has started visiting the library every day for most of the day. The customer is deaf, so Evergreen staff have adapted their communication methods to be able to communicate library information with the customer. Staff have taken time to learn his name and acknowledge him each time they see him with a smile and a wave or thumbs-up. Staff write notes back and forth when helping him locate movies and communicate information like what time we close and how to use our solar bench. Staff now have positive rapport with the customer, and he feels comfortable engaging with them.

A customer came to the Circulation desk at the Advanced Learning Library clearly frustrated. She had several audio books but also wanted a copy of *The Help*. The only audio version was checked out, but Library Assistant, Pamela Clarkson found that it was available on Libby. Since there were not many customers at the service point, she was able to take the time and show her how to download and use Libby to check out the audio book. While she seemed reasonably confident in using it for that book Pamela mentioned that we have classes on the subject if she was interested and she jumped at the chance. Pamela got her signed up for a class in January and she left in a much better mood.

Rockwell Branch Library had one final Family Storytime at the REC center on December 3rd. In attendance were 23 children and 18 adults. Notably, one regular family had brought along their cousin visiting from Texas. Over the course of the Fall Semester Youth Services Librarian Katrina York estimates that somewhere between 50-55 different children attended storytimes at least once. As Rockwell will not be hosting storytimes on or offsite until after the remodel is complete, Katrina brought a stack of Evolve guides to help families find storytimes at other locations in January. As they were leaving, one parent remarked "You don't know how much storytime has had an impact on me. As a first-time mom you have made a huge difference in my life."

WICHITA PUBLIC LIBRARY

Minutes of a Meeting of the Library Board of Directors
December 17, 2024.

The hybrid meeting of the Library Board of Directors was held on Tuesday December 17, 2024 at the Advanced Learning Library with the following present in person: Ms. Donna Douglas, Ms. Lauren Hirsh, Ms. Brandi Newry, Mr. Kurt Oswald, Ms. Karyn Shorter, Ms. Robin Templin, and Mr. Jonathan Winkler. The following attended virtually: Ms. Sarah Balderas and Ms. TaDonne Neal.

Call to Order

Lauren Hirsh called the meeting to order at 12:01 p.m., a quorum being present.

Introductions

Director Nix introduced David Garcia, the new Senior Communications Specialist.

Approval of the Agenda

Karyn Shorter moved (Winkler) to approve the agenda as published. **Motion carried unanimously.**

Public Comment

None

Staff Presentation

Racine Zackula, Family Literacy Coordinator, provided an update on the book bus, which was launched in November 2023 and has proven to be a successful outreach tool for the Library.

Donna Douglas arrived.

The bus goes where it best benefits the community, and thus spends much of its time in areas remote from library locations and in settings where it is accessible to parents seeking help with their children's reading. It encourages literacy, promotes Library services and programs, and assists community partners that work to provide support and resources for underserved groups. In its first year of operation, it connected with approximately 16,000 residents.

Approval of Minutes

Minutes of the regular meeting held on October 15, 2024 were presented. Jonathan Winkler corrected the use of October where November was intended in discussion of a future motion in the Finance Committee Report. Jonathan Winkler moved (Neal) to approve the minutes as amended. **Motion carried unanimously.**

Minutes of the regular meeting held on November 19, 2024 were presented. Karyn Shorter moved (Templin) to approve the minutes as included in board packets. **Motion carried unanimously.**

Unfinished Business

None

New Business

Jonathan Winkler moved (Douglas) to receive and file the Semi-Annual Travel report as provided by staff. **Motion carried unanimously.**

On behalf of the Finance Committee, Donna Douglas moved (Templin) to approve the October finance report and supplemental bills in the following amounts: General Fund bills of \$1,316,039.11; and Grant Fund bills of (\$21,384.19), for a total of \$1,294,654.92. **Motion carried unanimously.**

On behalf of the Finance Committee, Karyn Shorter moved (Templin) to approve the November finance report and supplemental bills in the following amounts: General Fund bills of \$774,456.02; and Grant Fund bills of \$24,733.43, for a total of \$799,189.45. **Motion carried unanimously.**

On behalf of the Finance Committee, Jonathan Winkler moved (Douglas) to approve the subscription to Reference Solutions for \$15,991 for 2024-2025 CR.org access. **Motion carried unanimously.**

Finance Committee Report

Committee did not meet.

Operations Committee Report

TaDonne Neal reported that Library leadership has selected Unique Management Services as its preferred vendor for the managed call center that is proposed to assist with handling the projected increase in call volume as library branch renovations conclude.

Kurt Oswald moved to approve the contract with Unique Management Services and authorize the necessary payments to begin implementation of the call center. **Motion carried unanimously.**

Planning & Facilities Committee Report

Lauren Hirsh reported that a MOU between the Wichita Public Library Foundation and the City of Wichita is being established to create a legacy line item in the budget that will provide continuing funding for maintenance, replacement, and improvements to library branches.

A recently discovered leak in the sunroof at Westlink (part of the original construction, not the

expansion currently underway) is being repaired. At Rockwell it has been discovered that the roof needs to be replaced. Some of the masonry also needs stabilization, as bricks have fallen off a wall.

Shelving for materials should arrive at Westlink in mid-January, with this branch now expected to reopen in March.

To achieve a goal of keeping Alford open during its renovation, staff proposes to set up a micro-library in the meeting room to provide basic services to customers in addition to maintaining service through the drive-up window.

The artists who are creating artwork for Rockwell, Angelou, and Alford are now engaging with the community for feedback.

Public Affairs Committee Report

Lauren Hirsh directed the Board's attention to the draft Advocacy Toolkit provided in board packets. This document outlines resources to help promote the importance and value of the Wichita Public Library. Ms. Hirsh asked board members to look through the toolkit and be ready to discuss more in depth in the future.

The board retreat is scheduled for Saturday, January 11, 2025 from 9 a.m. to 1 p.m. The location will be announced soon.

Special Committee Reports

Friends of the Library – No report.

Library Foundation - Kourtney Carson reported that the Foundation is currently focusing on the capital campaign, end of year mailings, and rebranding the website and Foundation logos.

Wichita Genealogical Society (WGS) – Vickie Everitt reported that the WGS now has 107 members, over 29 of whom joined in the second half of 2024. A new slate of officers has been elected to the WGS Board for 2025.

Director of Libraries Report

Director Nix reported that from January through March of 2025, LegacyWorks will provide service in the café area of the Advanced Learning Library. Employees participating in this program will roast beans and create specialty coffee drinks. The goal is to provide skills to young adults and eventually bring in enough revenue to support a café manager that will allow expansion of hours.

Talks are being held with the state Department of Children and Family Services to open a location in the newly remodeled Alford branch.

Work is beginning on the City's 2026 budget and program options.

Announcements

None

Adjournment

The meeting was adjourned at 1:13 p.m.

The next regularly scheduled meeting will be January 21, 2025.

Respectfully submitted,

Jaime Nix

DRAFT



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Jaime Nix, Director of Libraries
SUBJECT: Wichita Public Library 2025 Action Plan
DATE: January 14, 2025

Background: Wichita Public Library staff creates an annual plan to outline the projects that will be made to programs and services. This plan assists in distributing budgets, tracking progress timelines, evaluating performance, and managing overall organizational capacity. For 2025, WPL Leadership is referring to this as an action plan in lieu of a workplan.

Analysis: The design of the plan has been modified to integrate the Strategic Direction and to elevate the actions from specific projects or tasks to the outcome or change we are trying to make. Wichita Public Library has multiple overarching plans, for example the Technology Plan, that are referenced without including the details identified in this document. Each division of the library has contributed efforts to the body of work intended to be accomplished over the course of 2025, taking into consideration grants and timeline requirements. For most of Wichita Public Library staff in 2025, the focus will be on operationalizing how services are delivered in new and updated spaces with updated technology and an emphasis on reaching non-users of the library.

Financial Considerations: Wichita Public Library will work within its City of Wichita allocated budgets, grants, as well as the distributions and donations from the Wichita Public Library Foundation and Friends of Wichita Public Library.

Legal Consideration: This is an internal plan and any/all contracts will be reviewed by City of Wichita Law Department individually.

Recommendations or Actions: It is requested that the Library Board endorse the Wichita Public Library 2025 Action Plan.

Attachments:

Wichita Public Library 2025 Action Plan

Wichita Public Library 2025 Action Plan

WPL Mission: Connect. Discover. Learn. Thrive.

WPL Vision: Inclusive. Responsive. Collaborative. Your Library makes your community limitless.

STRATEGIC DRIVERS

DRIVER #1	DRIVER #2	DRIVER #3
Advance literacies for life to empower residents. Key Performance Indicator: Percent of programming aligned with strategic driver.	Elevate awareness of library resources to empower residents. Key Performance Indicator: Increased website traffic, social media metrics, and new users.	Build partnerships to expand impact. Key Performance Indicator: Increase the number of strategic partnerships.
Improve early childhood literacy.	Invest in diverse marketing and engagement strategies.	Develop strategic partnerships.
Address low literacy for adults.	Expand technology applications to reach diverse populations.	Amplify impact of advocates.
Increase digital literacy.	Leverage expertise of library staff.	Dedicate staff to building community partnerships.
Increase literacies in other areas of empowerment.	Reduce barriers for library services access.	Define partnership expectations.
Support literacy creators.	Develop multiple options for customers to access information.	

DRIVER #1 LITERACIES	Foster early childhood literacy through equitable access to diverse books, support to caregivers and educators in nurturing early literacy skills, and creation welcoming, stimulating library environments that foster a love of reading.
	Enhance school-age literacy that support the development of independent reading habits and a lifelong love of reading through engaging programs, diverse resources, and community partnerships.
	Expand family literacy support through targeted outreach to strengthen early literacy skills.
	Assess and Increase Adult Programming at branches that appeal to unique target audiences.
	Expand digital navigation and tech assistance to all facilities to strengthen digital literacy skills.
	Offer individualized support to adults seeking assistance with research, reference inquiries, and literacy development.

DRIVER #2 AWARENESS	Complete the Branch Master Plan building improvements for locations, relaunching services and programs that are unique to each locations' community.
	Implement a Customer Experience Model into the department to ensure the community experiences service continuity that delivers empathy, knowledge, choice, access, seamless and welcoming assistance.
	Update branding of the library's services and resources for target audiences; creating user-friendly experiences to increase community awareness, improve accessibility, and maximize marketing efforts.
	Expand WiFi service at facilities and in the community to reach more residents beyond service hours.
	Develop messaging, advocacy and awareness tools for staff and support organizations to provide resources needed for effective public engagement
	Improve staff engagement and recognition efforts that builds a strong culture and celebrates organizational values of diversity, opportunity, and community.
	Implement next steps of Technology Plan to ensure strong systems and skills.
	Continue to develop outreach and engagement to connect with non-users, and to reach beyond facilities.
	Increase awareness of the library with underserved families and underrepresented communities.
	Establish marketing tactics and strategies that best reach target populations.
	Grow library staff and support organization capacity and skills to be marketing and community engagement advocates.
DRIVER #3 STRATEGIC PARTNERSHIPS	Elevate the roles of the Librarians to strengthen community connections and enhance literacy services.
	Increase teen engagement by leveraging strategic partnerships to offer relevant, collaborative, and impactful programs and resources.
	Activate the Advanced Learning Library Café through a partnership service agreement that provides youth employment opportunities.
	Welcome the Department of Children and Families to collocate at Alford Branch Library.
	Develop methods to measure the variety of impacts achieved through strategic partnerships

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Finance Committee Agenda
Friday, January 17, 2025, 3:00 p.m.
Wichita Public Library, 2nd Floor and online
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order
2. Review of Gift Account Expenditures July 2024-November 2024

	DEBITS	CREDITS
July 2024	\$399,247.43	\$404,159.20
August 2024	\$814,592.05	\$821,326.75
September 2024	\$26,567.45	\$20,536.77
October 2024	\$4,619.98	\$8,898.39
November 2024	\$8,542.29	\$443.04
Gift Account Total Balance Through November 2024	\$855,806.51	

3. Approval of Invoices Over \$10,000 – LinkedIn Learning
4. Approval of Invoices Over \$10,000 – Overdrive Magazines
5. Board Retreat Debrief Discussion
6. Other items from the Committee

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 216 208 096 255

Passcode: wHgqan

JULY 2024

	Type	Date	Num	Name	Memo	Debit	Credit	Balance
WPL Gifts								857,601.46
Baird Account								857,601.46
Baird Checking								453,601.46
G&M 300								14,252.96
330.3 1000Books (Friends)								104.03
	General Journal	07/31/2024	rcm 7.15		To record transfer to new bank		104.03	0.00
Total 330.3 1000Books (Friends)						0.00	104.03	0.00
355 FOL Holds								690.41
	General Journal	07/31/2024	rcm 7.15		To record transfer to new bank		690.41	0.00
Total 355 FOL Holds						0.00	690.41	0.00
340 Misc								21,810.87
	Deposit	07/08/2024			Deposit	11,905.81		33,716.68
	Transfer	07/08/2024			Funds Transfer	170,000.00		203,716.68
	General Journal	07/31/2024	rcm 7.15		To record transfer to new bank		50,716.68	153,000.00
Total 340 Misc						181,905.81	50,716.68	153,000.00
330.6 Local Author Day (Friends)								-59.91
	General Journal	07/31/2024	rcm 7.15		To record transfer to new bank	348.08		288.17
Total 330.6 Local Author Day (Friends)						348.08	0.00	288.17
330.4 Branches (Friends)								-12,955.41
	General Journal	07/31/2024	rcm 7.15		To record transfer to new bank	13,019.13		63.72
Total 330.4 Branches (Friends)						13,019.13	0.00	63.72
330.2 SR WED (Friends)								-350.00
	General Journal	07/31/2024	rcm 7.15		To record transfer to new bank	350.00		0.00
Total 330.2 SR WED (Friends)						350.00	0.00	0.00
330.1 Big Read (Friends)								1,497.82
	General Journal	07/31/2024	rcm 7.15		To record transfer to new bank		1,497.82	0.00
Total 330.1 Big Read (Friends)						0.00	1,497.82	0.00
330 FOL								3,155.90
	General Journal	07/31/2024	rcm 7.15		To record transfer to new bank		3,155.90	0.00
Total 330 FOL						0.00	3,155.90	0.00
320 WGS								357.16
	General Journal	07/31/2024	rcm 7.15		To record transfer to new bank		357.16	0.00
Total 320 WGS						0.00	357.16	0.00
310 SCKLSSRG								2.09
	General Journal	07/31/2024	rcm 7.15		To record transfer to new bank		2.09	0.00
Total 310 SCKLSSRG						0.00	2.09	0.00
Total G&M 300						195,623.02	56,524.09	153,351.89
G&M 200								28,594.24
220 Employee Training								1,112.44
	General Journal	07/31/2024	rcm 7.15		To record transfer to new bank		1,112.44	0.00
Total 220 Employee Training						0.00	1,112.44	0.00
210 Staff Assn								27,481.80
	Check	07/24/2024	4805	Fusion Restaurant and Catering			3,064.26	24,417.54

320 WGS							357.16
Total 320 WGS							357.16
310 SCKLSSRG							2.09
Total 310 SCKLSSRG							2.09
Total 300					0.00	524.41	41,258.52
200							26,565.91
220 Employee Training							1,112.44
Total 220 Employee Training							1,112.44
210 Staff Assn							25,453.47
	Check	08/21/2024	EFT	Shirts Plus		1,770.40	23,683.07
	Check	08/27/2024	EFT	Thiswear		114.49	23,568.58
	Check	08/30/2024	EFT	Amazon.com		77.10	23,491.48
	Transfer	08/30/2024			Interest Earned	21.49	23,512.97
Total 210 Staff Assn						21.49	1,961.99
Total 200						21.49	1,961.99
100							53,300.43
151.1 3 D Printing							212.81
Total 151.1 3 D Printing							212.81
130 LH Photos							540.77
Total 130 LH Photos							540.77
110 Levand							52,546.85
	Check	08/28/2024	EFT	Pens.com		3,993.64	48,553.21
	Check	08/29/2024	1001	Racine Zackula		605.90	47,947.31
	Check	08/30/2024	EFT	Pens.com		2,476.80	45,470.51
	Check	08/30/2024	EFT	Totally Promotional		2,328.38	43,142.13
Total 110 Levand						0.00	9,404.72
Total 100						0.00	9,404.72
Total Emprise Checking						21.49	11,891.12
Total WPL Gifts						814,592.05	821,326.75
							845,954.99
						814,592.05	821,326.75
							845,954.99

			To transfer funds from FOL books sales to G&M, deposits made incorrectly	1,233.98		25,651.52
	General Journal	07/31/2024	rcm 7.14			
	General Journal	07/31/2024	rcm 7.15			
Total 210 Staff Assn			To record transfer to new bank		24,001.35	1,650.17
Total G&M 200				1,233.98	27,065.61	1,650.17
100				1,233.98	28,178.05	1,650.17
160 SCKLS FIF						410,754.26
						335,091.26
	Transfer	07/08/2024	Funds Transfer	66,000.00		401,091.26
Total 160 SCKLS FIF				66,000.00	0.00	401,091.26
151.1 3D Printing						270.83
	General Journal	07/31/2024	To record transfer to new bank		212.81	58.02
Total 151.1 3D Printing				0.00	212.81	58.02
150 Technology Fund						706.47
Total 150 Technology Fund						706.47
130 LH Photos						540.77
	General Journal	07/31/2024	To record transfer to new bank		540.77	0.00
Total 130 LH Photos				0.00	540.77	0.00
110 Levand						74,144.93
	Check	07/11/2024	4800 Allen's Furniture & Upholstery		8,239.89	65,905.04
	Check	07/19/2024	4802 Allen's Furniture & Upholstery		2,746.63	63,158.41
	Check	07/19/2024	4801 Quik Print Inc		1,440.44	61,717.97
	Check	07/24/2024	4803 Allen's Furniture & Upholstery		2,746.63	58,971.34
	Check	07/24/2024	4804 Racine Zackula		241.88	58,729.46
	General Journal	07/31/2024	rcm 7.15		52,546.85	6,182.61
Total 110 Levand			To record transfer to new bank		0.00	67,962.32
Total 100				66,000.00	68,715.90	408,038.36
				262,857.00	153,418.04	563,040.42
						404,000.00
	Transfer	07/08/2024	Funds Transfer		170,000.00	234,000.00
	Transfer	07/08/2024	Funds Transfer		66,000.00	168,000.00
Total Baird Account				0.00	236,000.00	168,000.00
Emprise Checking				262,857.00	389,418.04	731,040.42
						0.00
						0.00
330.3 1000Books						0.00
	General Journal	07/31/2024	To record transfer to new bank	104.03		104.03
Total 330.3 1000Books				104.03	0.00	104.03
355 FOL Holds						0.00
	General Journal	07/31/2024	To record transfer to new bank	690.41		690.41
Total 355 FOL Holds				690.41	0.00	690.41
340 Misc						0.00

Total 340 Misc	General Journal	07/31/2024	rcm 7.15	To record transfer to new bank	50,716.68		50,716.68
330.6 Local Author Day					<u>50,716.68</u>	0.00	<u>50,716.68</u>
							0.00
	General Journal	07/31/2024	rcm 7.15	To record transfer to new bank		348.08	-348.08
	Bill Pmt -Check	07/31/2024	1007 WPL Foundation			166.90	-514.98
	Bill Pmt -Check	07/31/2024	1008 WPL Foundation			857.05	-1,372.03
Total 330.6 Local Author Day					<u>0.00</u>	<u>1,372.03</u>	<u>-1,372.03</u>
330.4 Branches							0.00
	General Journal	07/31/2024	rcm 7.15	To record transfer to new bank		13,019.13	-13,019.13
Total 330.4 Branches					<u>0.00</u>	<u>13,019.13</u>	<u>-13,019.13</u>
330.2 SR WED							0.00
	General Journal	07/31/2024	rcm 7.15	To record transfer to new bank		350.00	-350.00
Total 330.2 SR WED					<u>0.00</u>	<u>350.00</u>	<u>-350.00</u>
330.1 Big Read							0.00
	General Journal	07/31/2024	rcm 7.15	To record transfer to new bank	1,497.82		1,497.82
Total 330.1 Big Read					<u>1,497.82</u>	<u>0.00</u>	<u>1,497.82</u>
330 FOL							0.00
	General Journal	07/31/2024	rcm 7.15	To record transfer to new bank	3,155.90		3,155.90
Total 330 FOL					<u>3,155.90</u>	<u>0.00</u>	<u>3,155.90</u>
320 WGS							0.00
	General Journal	07/31/2024	rcm 7.15	To record transfer to new bank	357.16		357.16
Total 320 WGS					<u>357.16</u>	<u>0.00</u>	<u>357.16</u>
310 SCKLSSRG							0.00
	General Journal	07/31/2024	rcm 7.15	To record transfer to new bank	2.09		2.09
Total 310 SCKLSSRG					<u>2.09</u>	<u>0.00</u>	<u>2.09</u>
					<u>56,524.09</u>	<u>14,741.16</u>	<u>41,782.93</u>
							0.00
220 Employee Training							0.00
	General Journal	07/31/2024	rcm 7.15	To record transfer to new bank	1,112.44		1,112.44
Total 220 Employee Training					<u>1,112.44</u>	<u>0.00</u>	<u>1,112.44</u>
210 Staff Assn							0.00
	Deposit	07/31/2024		Deposit	1,452.12		1,452.12
	General Journal	07/31/2024	rcm 7.15	To record transfer to new bank	24,001.35		25,453.47
Total 210 Staff Assn					<u>25,453.47</u>	<u>0.00</u>	<u>25,453.47</u>
					<u>26,565.91</u>	<u>0.00</u>	<u>26,565.91</u>
							0.00
151.1 3 D Printing							0.00
	General Journal	07/31/2024	rcm 7.15	To record transfer to new bank	212.81		212.81
Total 151.1 3 D Printing					<u>212.81</u>	<u>0.00</u>	<u>212.81</u>
130 LH Photos							0.00
	General Journal	07/31/2024	rcm 7.15	To record transfer to new bank	540.77		540.77
Total 130 LH Photos					<u>540.77</u>	<u>0.00</u>	<u>540.77</u>
110 Levand							0.00
	General Journal	07/31/2024	rcm 7.15	To record transfer to new bank	52,546.85		52,546.85

Total 110 Levand

52,546.85 0.00 52,546.85

Total Emprise Checking

53,300.43 0.00 53,300.43

Total WPL Gifts

136,390.43 14,741.16 121,649.27

399,247.43 404,159.20 852,689.69

399,247.43 **404,159.20** **852,689.69**

Total 330 FOL									3,155.90
320 WGS									357.16
Total 320 WGS									357.16
310 SCKLSSRG									2.09
Total 310 SCKLSSRG									2.09
Total 300									<u>41,258.52</u>
200									24,625.41
220 Employee Training									1,112.44
Total 220 Employee Training									1,112.44
210 Staff Assn									23,512.97
	Deposit	09/04/2024			Deposit	5,738.55			29,251.52
	Check	09/05/2024	EFT	Standard Incorp			432.00		28,819.52
				American City Business					
	Bill Pmt -Check	09/13/2024	1004	Journals, Inc.			1,500.00		27,319.52
	Bill Pmt -Check	09/13/2024	1005	Jaime Nix			178.94		27,140.58
	Deposit	09/17/2024			Deposit	3,775.94			30,916.52
	Deposit	09/17/2024		Amazon.com	Deposit	66.28			30,982.80
	Check	09/17/2024		Costco			152.37		30,830.43
	Check	09/17/2024		Costco			22.65		30,807.78
					deposit made to wrong account, should of been deposited to				
	Transfer	09/18/2024			Emprise account	300.00			31,107.78
	Bill Pmt -Check	09/20/2024	1011	Kristi Dowel			93.73		31,014.05
	Check	09/20/2024		Starbucks			30.00		30,984.05
	Bill Pmt -Check	09/30/2024	1014	Sarah Yost			1,500.00		29,484.05
	Bill Pmt -Check	09/30/2024	1015	Sheri Williams			1,815.63		27,668.42
	Deposit	09/30/2024		Emprise Bank.	Interest Earned	53.46			27,721.88
	Check	09/30/2024		Amazon.com			147.90		27,573.98
Total 210 Staff Assn						<u>9,934.23</u>	<u>5,873.22</u>		<u>27,573.98</u>
Total 200						9,934.23	5,873.22		28,686.42
100									43,895.71
151.1 3 D Printing									212.81
Total 151.1 3 D Printing									212.81
130 LH Photos									540.77
	Deposit	09/04/2024			Deposit	90.00			630.77
				Wichita Genealogical					
	Bill Pmt -Check	09/20/2024	1010	Society			30.00		600.77
Total 130 LH Photos						<u>90.00</u>	<u>30.00</u>		<u>600.77</u>
110 Levand									43,142.13
	Bill Pmt -Check	09/13/2024	1002	KMUW			500.00		42,642.13
	Bill Pmt -Check	09/13/2024	1003	Quik Print Inc			1,699.06		40,943.07

	Bill Pmt -Check	09/13/2024	1009	Quik Print Inc		660.75	40,282.32
	Bill Pmt -Check	09/20/2024	1012	Quik Print Inc		1,154.37	39,127.95
	Bill Pmt -Check	09/27/2024	1013	Quik Print Inc		714.88	38,413.07
Total 110 Levand						<u>0.00</u>	<u>4,729.06</u>
Total 100						<u>90.00</u>	<u>4,759.06</u>
Total Emprise Checking						<u>10,024.23</u>	<u>10,632.28</u>
Total WPL Gifts						<u>26,567.45</u>	<u>20,536.77</u>
						<u>26,567.45</u>	<u>20,536.77</u>
							<u>851,985.67</u>

310 SCKLSSRG									2.09
Total 310 SCKLSSRG									2.09
Total 300									<u>41,258.52</u>
200									28,686.42
220 Employee Training									1,112.44
Total 220 Employee Training									1,112.44
210 Staff Assn									27,573.98
	Check	10/11/2024	DC	Mokas coffee				70.92	27,503.06
	Check	10/14/2024	DC	Mokas coffee				302.42	27,200.64
	Check	10/14/2024	DC	Dominos				170.44	27,030.20
	Deposit	10/21/2024			Deposit	1,807.34			28,837.54
	Check	10/21/2024	DC	Mokas coffee				35.97	28,801.57
	Check	10/23/2024	DC	Urban League of Kansas				100.00	28,701.57
	Deposit	10/23/2024			Deposit	552.16			29,253.73
	Check	10/29/2024	DC	EventBrite				322.50	28,931.23
	Deposit	10/31/2024			Interest Earned	49.86			28,981.09
Total 210 Staff Assn						<u>2,409.36</u>	<u>1,002.25</u>		<u>28,981.09</u>
Total 200						2,409.36	1,002.25		30,093.53
100									39,226.65
151.1 3 D Printing									212.81
Total 151.1 3 D Printing									212.81
130 LH Photos									600.77
Total 130 LH Photos									600.77
110 Levand									38,413.07
	Bill Pmt -Check	10/10/2024	1016	Racine Zackula				651.86	37,761.21
	Bill Pmt -Check	10/24/2024	1017	Racine Zackula				639.75	37,121.46
Total 110 Levand						0.00	1,291.61		<u>37,121.46</u>
Total 100						0.00	1,291.61		<u>37,935.04</u>
Total Emprise Checking						<u>2,409.36</u>	<u>2,293.86</u>		<u>109,287.09</u>
Total WPL Gifts						<u>4,619.98</u>	<u>8,898.39</u>		<u>847,707.26</u>
						<u>4,619.98</u>	<u>8,898.39</u>		<u>847,707.26</u>

310 SCKLSSRG								2.09
Total 310 SCKLSSRG								2.09
Total 300								41,258.52
200								30,093.53
220 Employee Training								1,112.44
Total 220 Employee Training								1,112.44
210 Staff Assn								28,981.09
	Check	11/05/2024	DC	Walmart			33.04	28,948.05
	Bill Pmt -	11/22/2024	1018	Jaime Nix			160.00	28,788.05
	Transfer	11/30/2024			Interest Earned	54.28		28,842.33
Total 210 Staff Assn						54.28	193.04	28,842.33
Total 200						54.28	193.04	29,954.77
100								37,935.04
151.1 3 D Printing								212.81
Total 151.1 3 D Printing								212.81
130 LH Photos								600.77
Total 130 LH Photos								600.77
110 Levand								37,121.46
	Check	11/18/2024	DC	Traffic Control Services			250.00	36,871.46
	Deposit	11/25/2024			Deposit	250.00		37,121.46
Total 110 Levand						250.00	250.00	37,121.46
Total 100						250.00	250.00	37,935.04
Total Emprise Checking						304.28	443.04	109,148.33
Total WPL Gifts						8,542.29	443.04	855,806.51
						8,542.29	443.04	855,806.51



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Sarah Kittrell
SUBJECT: Approval of Invoices Exceeding \$10,000 – Overdrive Magazines
DATE: January 14, 2025

Background: In February 2022, Wichita Public Library subscribed to Overdrive Magazines, a service that currently offers simultaneous use access to 5,830 digital magazines for \$17,500. Available titles include *The New Yorker*, *Us Weekly*, *Prevention*, and *National Geographic Magazine*, among thousands of others. The magazine offerings also include over 250 titles in Spanish. These e-magazines are available to customers through the existing Libby app, which customers currently use to access e-books and e-audiobooks, and the Wichita E-Reads website. Titles are Simultaneous Use, so an unlimited number of customers are able to borrow new issues of magazines at the same time.

A year ago September, Overdrive made changes to the way that customers could find magazines on the Libby app, which increased use dramatically. Customers borrowed 72,743 magazines through Overdrive between January 1, 2024 and December 31, 2024, which works out to \$0.24 a use, down from \$0.48 a use in 2023.

Financial Considerations: The cost for a 1-year subscription to Overdrive Magazines remains \$17,500.

Legal Considerations: Subscribing to Overdrive Magazines does not impact the Library's current terms of use with Overdrive, Inc.

Recommendations/Actions: It is recommended that the Board approve paying an invoice of up to \$17,500, based off of the attached quote, for a one-year subscription to Overdrive magazines.

Attachments:

Overdrive Magazine quote



QUOTE

One OverDrive Way
 Cleveland, OH 44125
 Phone: +1 216 573 6886 Fax: +1 216 672 0087
 Website: <http://www.overdrive.com>
 Email: invoicing@overdrive.com

Quote Number	Q-3224-0001-2025
Date	1/14/2025

Quoted To
 Wichita Public Library

Note: All prices for titles listed on this quote are accurate as of 1/14/2025. Please remember that all title pricing is subject to change and your final purchase price may vary if the titles are not purchased on the same day the quote is created.

Please note that titles in this plan can be added and removed from your collection at any time.

Total Titles 5830

Total Quote \$17,500.00

Customer ID	Customer Email	Purchase Order No.	Payment Terms		
3224-0001	skittrell@wichita.gov		N/A		
Title	Publisher	Frequency	Format	Lending model	
The New Yorker	Conde Nast US	Weekly		SU	
Us Weekly	A360 Media, LLC	Weekly		SU	
New Scientist	New Scientist Ltd	Weekly		SU	
National Geographic Magazine	National Geographic Society	Monthly		SU	
The Week Magazine	Future Publishing Ltd	Weekly		SU	
Guardian Weekly	Guardian News & Media Limited	Weekly		SU	
Woman's World	A360 Media, LLC	Weekly		SU	
HELLO! magazine	Hello! Limited	Weekly		SU	
Newsweek	The Newsweek/Daily Beast Company LLC	Weekly		SU	
In Touch Weekly	A360 Media, LLC	Weekly		SU	
Prevention	Hearst	Monthly		SU	
Bon Appetit	Conde Nast US	Monthly		SU	
Cook's Illustrated	Boston Common Press, LP	Every other month		SU	
Star Magazine	A360 Media, LLC	Weekly		SU	
New York Magazine	New York Media, LLC	Every other week		SU	
The Simple Things	Iceberg Press Limited	Monthly		SU	



INTEROFFICE MEMORANDUM

TO: Wichita Public Library Board
FROM: Sarah Kittrell, Collection Development Division Manager
SUBJECT: Approval of invoices over \$10,000 - LinkedIn Learning
DATE: December 5, 2024

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 was increasing 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 the second year, customers viewed 12,665 videos. The cost per video view was \$1.54.

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 three 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 in 2022, but at the request of the Finance Department will be asking the Law Department to re-confirm their approval.

Recommended Action: Although LinkedIn Learning has not yet provided an invoice for 2025, it is recommended that the Board pre-approve the Library's subscription to LinkedIn Learning for the 2025 fiscal year in the amount of \$19,600, so that the invoice can be paid when it arrives.



LinkedIn Corporation
 1000 W. Maude Avenue, Sunnyvale, CA 94085 USA
 Federal Tax ID: 47-0912023

Your LinkedIn Representative
 Terrence Low
 tlow@linkedin.com

Order Form For Wichita, City Of (Inc)

[Go to Online Checkout](#)

Complete this order using our online checkout (fastest option)

or sign and return to LinkedIn

Complete the Authorized Signatures section at the end of the order form and return the signed document using:

Secure upload (fastest option)

[Go to Online Checkout](#)

Email

tlow@linkedin.com

Please do not send by postal mail

Primary Contact

Sarah Kittrell
 SKITTRELL@wichita.gov
 3167218467

Billing Contact

Shirley Cooper
 shcooper@wichita.gov
 3169424484

Bill to

Wichita, City Of (Inc)
 711 W 2nd St N
 Wichita KS 67203-6004
 United States

Ship to

Wichita, City Of (Inc)
 455 N Main St Fl 2
 Wichita KS 67202-1624
 United States

Order Information

Order Number: FLD7689391936

Requested start date: December 1, 2022

Term: 36 months

PO Number: (None)

Billing Frequency: ANNUAL

Billing Method: Pay Upfront

Payment Method: Invoice

Payment term: NET30

Currency: USD

Order Notes:

About Requested Start Date: If LinkedIn provisions the Services after the Start Date due to Customer's selected payment method (e.g. credit card payment delegation, proforma prepayment, etc.) or other account provisioning issues, then LinkedIn will adjust the End Date internally to ensure Customer receives the Services for the full duration of the Term.

Description	Unit price	Quantity	Total
LinkedIn Learning for Library 36 months <small>LinkedIn Learning for Library provides access to high-quality learning content (includes all languages available). Includes one master admin complimentary user. QTY reflects total population served.</small>	N/A	500000	\$58,80000

This order includes a one-off additional discount of \$1,200.00

Subtotal: \$58,800.00

Estimated Tax: \$0.00

Estimated Order Total (USD): \$58,800.00

Please attach any/all exemption certifications or email documentation to taxinquiry@linkedin.com. LinkedIn may be required to charge sales tax on your order pursuant to certain state and local sales tax laws. Your order will be taxed using the applicable tax rate for your shipping address. The tax listed on your order form is only an estimate and is calculated on the net price. Your invoice will reflect the final total taxes in effect at the time of invoicing and may differ from the amount listed on this order form. Any applicable sales tax charges will appear separately on your final invoice. If no tax is charged, your state and/or local government may



Order Form For Wichita, City Of (Inc) (continued)

require you to report your purchase and pay appropriate sales and/or use tax amounts to them directly.

By completing this order, you agree to the terms of this order available at <https://www.linkedin.com/legal/order-terms/learning-public> ("Order Terms").

Authorized Signatures

I hereby represent that: (i) I am an authorized signatory; (ii) I agree to the terms of this order available at <https://www.linkedin.com/legal/order-terms/learning-public> ("Order Terms") and (iii) I understand that I am entering into a legally binding contract.



Customer Signature

Josh Hauber for Melinda Walker


Name

Senior Buyer for Purchasing Manager

Title

12/07/2022

Date


LinkedIn Signature

Katie Lock, Revenue on behalf of
LinkedIn Corporation
November 30, 2022

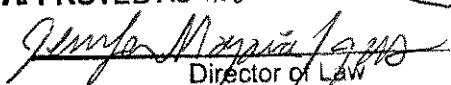
APPROVED AS 12-7-22

Director of Law

EXHIBIT A

LINKEDIN ORDER TERMS

The following terms apply to your use of LinkedIn's Services:

- LinkedIn Services provided under this Order Form are governed by the LinkedIn Subscription Agreement between the parties, dated March 20, 2018, as amended with Exhibits A and B in November 2022 ("LSA"), the terms of which are incorporated into this Order Form. The Service Terms available at <https://www.linkedin.com/legal/l/service-terms> apply to Customer to the extent the specific Service is included in this Order Form, the terms of which are incorporated into this Order Form.
- Except as provided in the LSA, Services purchased under this Order Form are non-cancelable and non-refundable.
- Future orders will be at list price (including any applicable volume-based discounts) at the time of purchase.
- Add-on orders must co-term with the originating order.
- Customer will maintain complete and accurate billing and contact information with LinkedIn and will notify LinkedIn of any inaccuracies on an invoice within the time period set forth in the Payment Terms section of the Order Form.
- The following additional terms apply for first time Enterprise Customers of the LinkedIn Learning service only. "First time Customer" must have a dedicated dashboard for the LinkedIn Learning service -- independent and disconnected from Customer's affiliates. As a way to help you understand the total number of seats you will need after the first 12-month period, LinkedIn will provide Customer a one-time seat buffer equal to 20% of the total number of seats purchased under the First time Customer's original ordering document for LinkedIn Learning services. The Customer must purchase a minimum of 100 seats in this initial ordering document. The buffer will be removed from the account at the end of such first 12-month period. Customer will not be entitled to a credit or refund for any unused buffer seats. The buffer is not applicable to Pilot or Add-on ordering documents nor is it applicable to a Free Trial.
- If and to the extent Customer provides to LinkedIn any personal data, the sharing of which pursuant to the Agreement is regulated by the General Data Protection Regulation, in connection with its use of the Services, LinkedIn and Customer will enter into and comply with the applicable Standard Contractual Clauses ("Standard Clauses") available at <http://www.linkedin.com/legal/l/customer-sccs> the terms of which are incorporated by reference into this Order Form and which supersede any existing Standard Clauses in place between Customer and LinkedIn. LinkedIn agrees that (i) the Standard Clauses will be updated if required under European law or regulations, and (ii) Customer's affiliates may enter into Standard Clauses directly with LinkedIn.

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Public Affairs Committee Agenda
Thursday, January 9, 2025, 4:00pm
Board Room / MS Teams
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order
2. Approval of December 12, 2024 Minutes
3. Strategic Alignment Communications Priorities (draft provided at meeting)
4. Retreat discussion and Advocacy Guide

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 MINUTES

Thursday, December 12, 2024, 4:00pm

In attendance: Michelle Garrett, Kurt Oswald, Robin Templin, and Susie Ternes

1. Call to Order at 4:04pm
2. Introductions
 - Senior Communications Specialist David Garcia was introduced
3. Update on November Media Activities
4. Advocacy Toolkit (drafted) Discussion
 - The committee provided feedback on this document, specifically asking that it becomes a guide instead of a toolkit so it's an ongoing and dynamic resource. Concepts discussed included annual legislative planning, specific asks of board members, training on "how" to engage, and concepts for state-wide efforts.
 - The committee discussed including roles and responsibilities of board members in the guide to assist in board orientation/education.
 - Also discussed maintaining conversations with potential future board members to assist council members in making appointment decisions.
5. January Board Retreat Update
 - Jaime discussed the draft agenda for the morning, which will include a virtual visit by James Chung, a presentation on the state of education in Wichita, brainstorming a new funding model to increase annual operating dollars, and workshopping key messages that relate to advocacy, awareness, literacies, library value, and partnerships.
6. Other items from Committee Members
 - Susie Ternes will work with Lauren to have coffee with Mayor Wu soon.