A G E N D A

Wichita Public Library Board of Directors Meeting
Tuesday, March 18, 2025 – 12:00 p.m.
Board Room
Advanced Learning Library, Second Floor
711 W 2ⁿᵈ, Wichita KS 67203
Virtual Access: Click here to join the meeting

1. Call to Order/Introductions

2. Approval of the Agenda

3. Public Comment

4. Staff Presentation: Wichita Public Library Foundation, Kourtney Carson

5. Minutes of the January 21, 2025 meeting

6. Unfinished Business

   a. Affirmation of Compliance with Kansas Children's Internet Protection Act
   b. Approval of bills over $10,000: Kanopy streaming video service capped agreement renewal

7. New Business

   a. 2026 Budget Option

   b. 2025 Wichita Public Library Foundation Nominating Committee

8. Finance Committee Report

   a. Review of December Bills and Finance Reports
      - Revenue Report
      - Grant Fund Summary Report
      - Report of Expenditures

General Fund Bills	$1,184,522.83
Grant Fund Bills	$44,050.26
Gift & Memorial Fund Bills	$7,698.44
Total	**$1,236,271.53**

   b. Review of January Bills and Finance Reports
      - Revenue Report
      - Grant Fund Summary Report
      - Report of Expenditures

General Fund Bills	$963,033.69
Grant Fund Bills	$160,872.00
Gift & Memorial Fund Bills	-
Total	**$1,123,905.69**

c. Review of February Bills and Finance Reports
   i. Revenue Report
   ii. Grant Fund Summary Report
   iii. Report of Expenditures

General Fund Bills	$919,386.94
Grant Fund Bills	$3,936.87
Gift & Memorial Fund Bills	$399,247.43
Total	**$1,322,571.24**

9. Operations Committee Report

   a. Policy Updates:

      i. REF-009 Meeting Room
      ii. CUS-006 Filming and Photography
      iii. CUS-007 Service to deaf, Deaf and Hard of Hearing
      iv. CUS-008 Library Teen Spaces
      v. EME-001 Disaster and Contingency
      vi. EME-001 Library Service during Emergencies
      vii. PER-001 Personnel Policy Statements
      viii. COL-002.1 Selection Criteria

10. Planning & Facilities Committee Report

11. Public Affairs Committee Report

12. Support Organization Reports

13. Director of Libraries Report

14. Announcements

15. Adjournment

Monthly Activity Report
January 2025

Service Highlights

The Wichita Public Library kicked off a partnership in January with LegacyWorks to host a Pop-Up Café on the first floor of the Advanced Learning Library every Saturday, 10 a.m.–6 p.m., through the end of March. LegacyWorks employs local teens to gain professional development, increase their personal confidence, and access financial resources to ensure youth in the area have transferable skills that will aid in a successful transition into adulthood. Their CoffeeWorks program teaches teens about the coffee industry, from ethical supplying practices and roasting beans all the way to customer service and coffee-bar barista training. Library patrons can purchase a specialty coffee beverage or a "Pay It Forward" medallion so another Library patron can enjoy a cup for free. Expanded hours are anticipated in February.

The #ReadICT challenge officially launched in January with an announcement video of this year's categories by Enrichment Librarian Jenny Durham along with partners Suzanne Perez and Beth Golay of KMUW. With the announcement came updates to the library's website and the Beanstack online tracker.

More photos from the branch remodeling projects were posted online. Virtual Librarian Greg Nordyke has developed code to display the most recent uploads for each branch project on their respective web page with the intent of increasing discovery to the CONTENTdm platform. The search results page was also updated to show relevant matches from CONTENTdm, whereas previously it only provided a few possible results with a link to the full search results.

January also marked the start of a partnership between the Walters Branch Library and NexStep Alliance, a partnership between the Goodwill Industries of Kansas, Inc. and WSU Tech to provide adult education classes and opportunities. Every Wednesday evening from 4:30 to 6:30, a NexStep representative sets up in the Walters meeting room to offer help with digital skills to community members in need. This can range from resume creation and editing to email address creation, and more. Customers who do not have their needs met at this event are encouraged to talk to Library staff about setting up a one-on-one Book-a-Librarian appointment to receive more in-depth help.

Other News

On Saturday, January 25th at 4:45, the Advanced Learning Library received a phone call from a photographer looking for an emergency wedding venue and wondered if they could hold the wedding in the Library's romance section in half an hour. The bride and groom, Vera and Travis, had originally planned to hold the wedding outside, but the weather made that untenable. Staff were happy to accommodate this request – even lending a set of fairy lights from a staff member's office to help decorate the section! The wedding went off without a hitch. Congratulations to the happy couple!

Customers were very eager for the release of *Onyx Storm*, the newest book in the Empyrean series by Rebecca Yarros. (The first book in the series was 2023's *Fourth Wing*, which became very popular on BookTok, the name for the reader community on TikTok.) Released on January 21, 2025, the e-audiobook was checked out over 100 times in the first 14 hours. Since the library can purchase 100 checkout packs for selected e-audiobooks, including this title (at $139.00 a pack), the library was able to meet the early e-audiobook demand in this manner. In the first two weeks of release, *Onyx Storm* has checked out 401 times in e-audiobook (+49 active holds), 18 times in e-book (+237 active holds), and 12 times in print (+68 active holds). In all that is 431 checkouts and 354 active holds in the first 14 days.

Wichita Public Library completed its fourth full month with automatic renewals enabled. Overall, total circulation (checkouts and renewals) increased 0% (+25 items) over January 2024, with individual branches ranging from -99% (Angelou) to +25% (Walters). Angelou and Alford were down due to being closed and/or operating out of an outlet space all of January. While initial numbers look satisfactory, what is concerning is that initial checkouts were down 17% from January 2024 (over 11,000 items), which can likely only be partially blamed on the snow and freezing temperatures in early January keeping people away from the library. Renewals were up 53%.

3,295 items were added to library collections in January, with another 2,107 items waiting to be cataloged. 1,808 items are on order.

Acquisitions Librarian Julie Pacino added four new collections to ContentDM: Cossitt Photograph Collection, Family Histories, Military, and United States history. She reported that she has uploaded 42 books and documents to ContentDM. She began work on the Cossitt Photograph Collection, uploading 200 images, and is researching the Cossitt family.

Staff are working with Konica, the City's copier vendor, to make improvements to how customers print from computers while creating efficiencies in operations and cost savings. The current plan is to use existing copiers as print release stations. When a customer releases a print job, it will be processed through the copier, rather than a separate printer. The Library's copiers are faster, more efficient, more functional, and more cost effective than the printers. To assist with printing at branches, a small format copier will be placed in staff areas. Staff continue to work with Konica and Finance.

Education and Engagement Manager Savannah Ball worked with Urban League's Director of Community Partnerships to provide a volunteer activity for the Urban League's annual "7 Days of Service" program. Urban League volunteers were able to replace doors that were broken on the

library's Little Free Libraries. All 26 Little Free Libraries located in Council District 3 now have new and working doors, which allows volunteers to continue to fill them with children's books for community members in that area.

The first two families utilized the Wichita Public Library's Ages and Stages Questionnaire service this month. Both families used the library's online ASQ portal to complete the assessment. Advanced Learning Library Youth Services staff then reached out and made appointments with the families to go over their children's scores, talk about activities the parents may want to do to help their children advance in certain skills, and make any necessary referrals to other agencies.

One Small Step Wichita, a project of StoryCorps, recorded multiple conversation segments in the AV studio at the Advanced Learning Library on January 29. Library staff assisted with the setup and solved a few technical issues to get the session up and running. The goal of One Small Step is to bring people with different political views together to have a conversation.

On January 8, Library Assistant Brenda Jang facilitated the first meeting of the "Learning Spanish - Meeting People" Learning Circle. About half the class had practiced Spanish for several years, and the other half were new to learning Spanish. In the first meeting, participants reviewed the Spanish alphabet and how to talk about family and friends. Everyone was highly engaged and appreciated the mix of fluency levels by other participants. By having a mix of fluency levels, participants were able to build off one another and expand beyond the first module's vocabulary. Overall, the group highlighted how thankful they were to have a space to practice their Spanish beyond the library's Mango Languages database and Duolingo. Throughout January, this weekly program attracted nearly 50 attendees and will continue its success into February.

Watermark Books recently scheduled an event with local author Laurie Dove for the release of her new book, Mask of the Deer Woman. It received an overwhelmingly positive response from the community, and they needed a larger venue to make sure everyone interested could participate. Adult Literacies and Support Services staff at the Advanced Learning Library mobilized with 24 hours' notice to help make sure the Wichita community could attend the event by hosting it in the library's Conference Center. The event packed the house, attracting over 150 people who were excited to support Dove with her book debut. Both Watermark and the author expressed great appreciation that the library was able and willing to host the event on such short notice. This is a great example of how the library supports local authors, small business, and avid readers for the betterment of the community.

On January 8, Enrichment Librarian Jenny Durham presented at the monthly luncheon for Wichita Professional Communicators on the topic of Media Literacy. WPC is a professional organization made up of communications professionals working across a variety of industries in the Wichita area. In this presentation, Jenny focused on how audience members as communications professionals can help fight misinformation by building core media literacy skills. This media-savvy crowd was very engaged with the content and had some excellent questions. The best part of the luncheon was when one of the audience members asked how do you read a news article when you don't have a subscription? Jenny said "That's easy! Use your Wichita Public Library card to access a host of news sources" and spent a few minutes talking about how many great news sources you can access with your library card through Newsbank, The Wichita Eagle database and most recently The New York Times online. This discussion followed how wonderful many of the audience members thought the library's services were and one audience member even mentioned how she cancelled her subscription to the New York Times

Online when she discovered she could access it from the library and because she said she'd "rather put that money back into the Wichita community and support the library!"

The Youth Services department hosted their fifth annual Lunar New Year celebration, attended by over 100 people. The Wichita Asian Association shared holiday traditions with families, and Youth Services Librarian Jeni Lehecka read a special picture book to the children in attendance. The East High School Lion Dance club gave a performance. The celebration concluded with a special snack and craft time: origami snakes, red paper lanterns, and lucky mandarin oranges. The department looks forward to hosting more cultural events for families in collaboration with the Wichita Asian Association in the future.

In partnership with Watermark Books, The Library's Teen Advisory Board members crafted shelf-talkers to display in the store! These short, thoughtful reviews will help customers discover exciting new reads recommended by teens. Watermark generously provides free Advanced Reader Copies of upcoming titles for our teens, and this collaboration is a meaningful way for the library to give back while celebrating the voices of young readers.

During their monthly meeting, Teen Advisory Board members had the chance to discuss their ideas with Cincinatti-based artist Jessica Wolf, who has been commissioned to create an art piece for the Alford Branch Teen Space. Jessica asked them to share words or short phrases that they felt best described them and their peers and they had some incredibly insightful suggestions to share. Members expressed how excited they are to see what Jessica comes up with and how she chooses to incorporate the information she gathered!

The Adult Literacies Department hosted two screenings of the documentary film "Bring Them Home / Aiskótáhkapiyaaya" at the Advanced Learning Library. The documentary offers an intimate look into the only indigenous tribal-led buffalo drive in North America, as well as their mission to establish the first wild buffalo herd on their ancestral territory since the species nearly went extinct a century ago. The screenings were well received, with attendees remarking upon its impressive cinematography and its powerful message. One attendee in particular reported that it made her want to find ways to support local indigenous communities.

The Walters Branch Library hosted a Self-Care 101 program, with Tara Gwynn – Programs Director at Wichita's National Alliance on Mental Illness – presenting. Attendees learned about ways to improve their mental health and well-being by prioritizing self-care. NAMI Wichita provided supplies for everyone in attendance to make glitter jars to promote calming of emotions and focus.

On January 9th, Cuentos Bilingües at Evergreen Library began with a special guest visitor Tristen Reynolds, an AmeriCorps volunteer with Rainbows United, who came to promote free health screenings for families interested in their child's development milestones and/or who had concerns regarding developmental delays. Rainbows has been a strategic partner with the library for the last few years and regularly visits branches to promote free services to the community. At the end of Storytime, Tristen gave out a free book to each participant.

The Hutton Construction staff with Youth Librarian Katrina provided a Build and Design Final Storytime on January 30th before the Rockwell branch closes for remodel. Children were able to learn about architecture and construction from stories read by the experts.

Sometime during the week of Dec. 28th, the solar bench located in Evergreen Park, down the street from the Evergreen Community Center and Library, was damaged. The glass panel on the side was broken and the poster inside was ripped off. Parks and Recreation staff discovered the damage and reported it to the library. Library staff also observed the damage and took photos. The library is working with the Public Works department and the solar bench vendor to find a local glass company to repair the damage.

Service Dashboard

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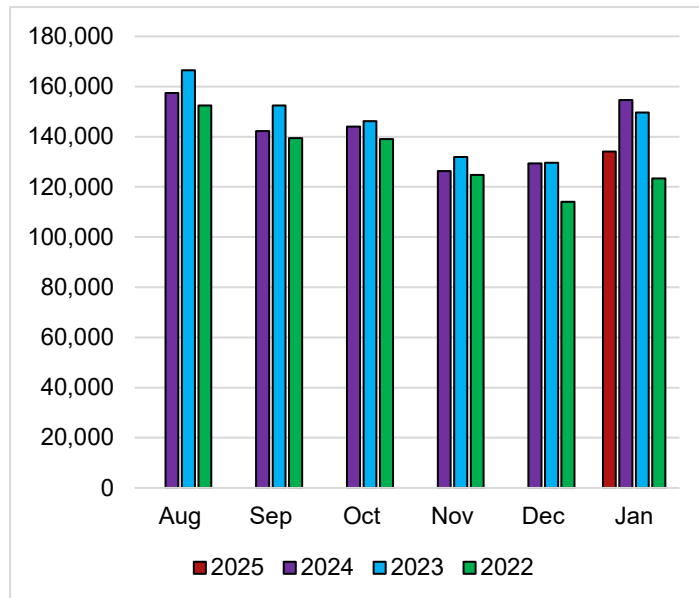
JANUARY

	2025	2024	% change
Door Counts	40,759	50,803	-19.77%
Catalog Log-ins	34,372	39,348	-12.65%
Website Visits	58,561	64,149	-8.71%
CONTENTdm Users	432	299	44.48%
Total	134,124	154,599	-13.24%

CHECKOUTS
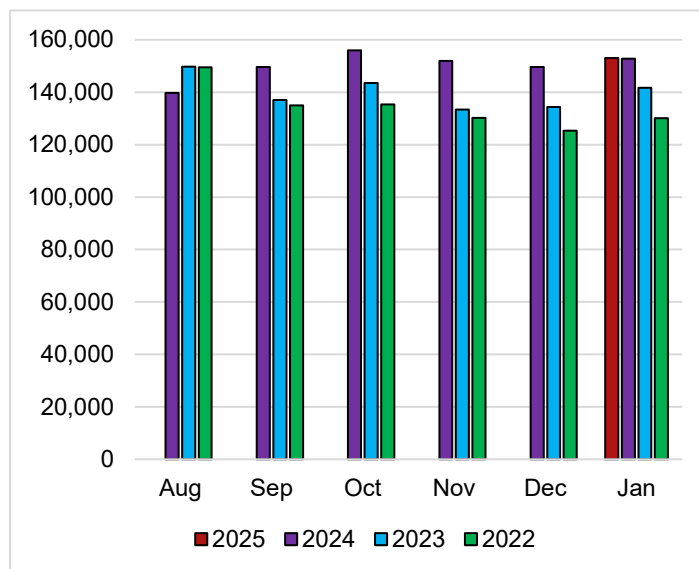
JANUARY

	2025	2024	% change
Physical Circulation	89,697	89,672	0.03%
Virtual Circulation	63,305	63,073	0.37%
WPL	*56,165*	*54,438*	*3.17%*
State	*7,140*	*8,635*	*-17.31%*
Total	153,002	152,745	0.17%
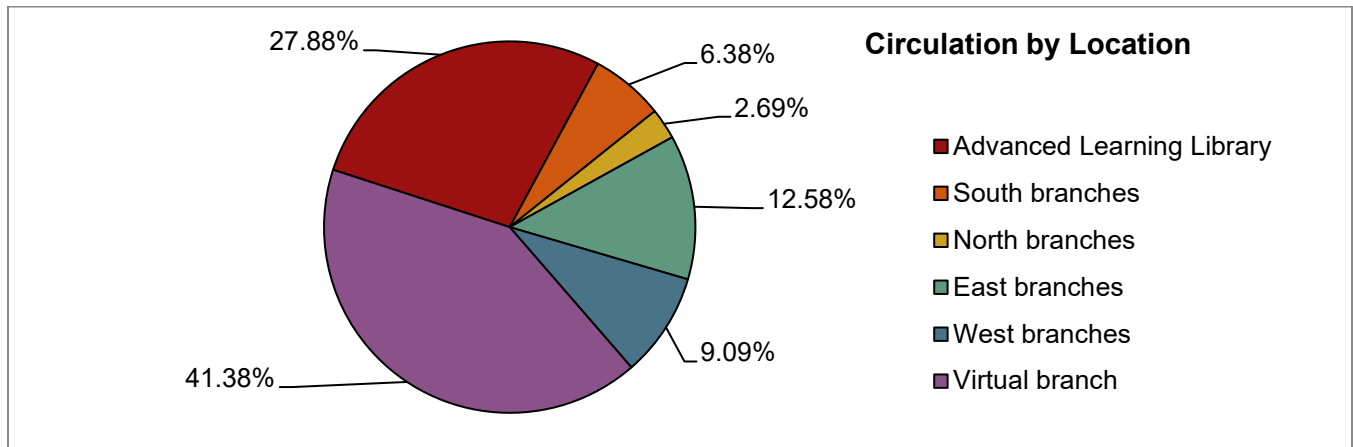
Circulation by Location

27.88%   6.38%   2.69%   12.58%   9.09%   41.38%

- ■ Advanced Learning Library
- ■ South branches
- ■ North branches
- ■ East branches
- ■ West branches
- ■ Virtual branch

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

■2025 ■2024 ■2023 ■2022
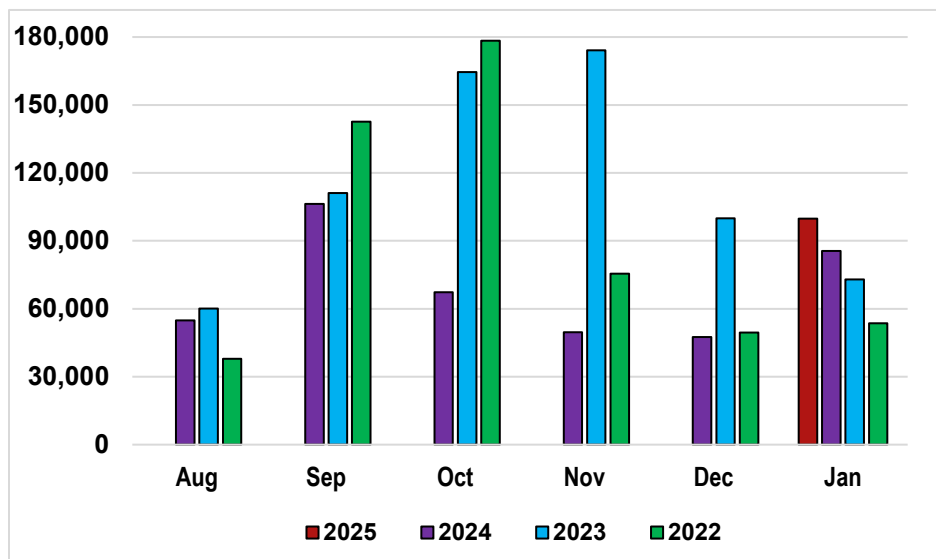
JANUARY

	2025	2024	% change
Reference Questions	5,917	5,664	4.47%
Database Searches	91,679	77,109	18.90%
Technology Assistance	1,975	2,533	-22.03%
Book-A-Librarian Appointments	282	264	6.82%
Total	99,853	85,570	16.69%

January 2025 usage for the ChiltonLibrary database was not available by this report's publishing date.

PROGRAM ATTENDANCE

Children 71%
Technology 5%
Teens 3%
Adult 21%

■Adult ■Children ■Technology ■Teens
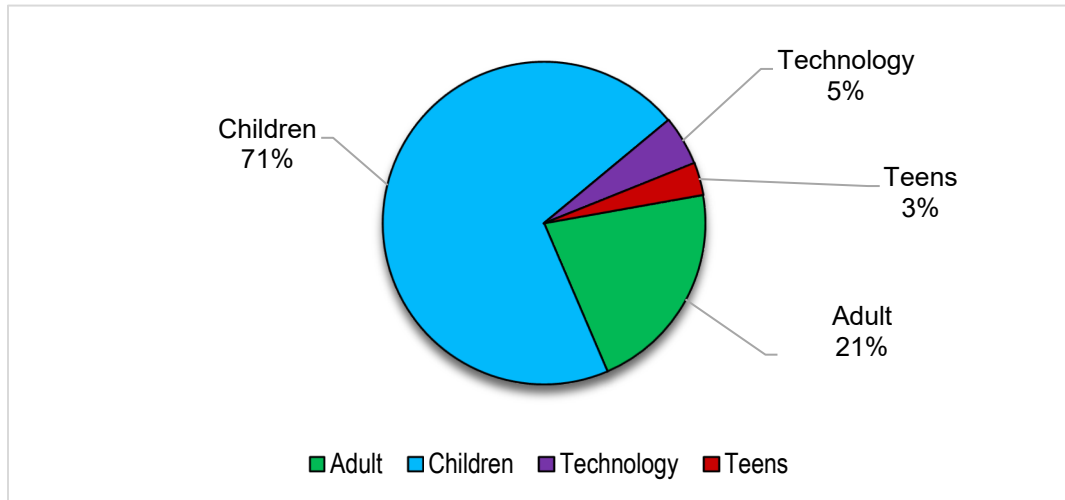
JANUARY ATTENDANCE

	2025	2024	% change
Adult events	436	530	-17.74%
Children's events	1,439	1,560	-7.76%
Technology training	102	151	-32.45%
Teen events	66	111	-40.54%
TOTAL	2,043	2,352	-13.14%

PUBLIC COMPUTING

Method of Computing Access (by session)

38%
62%

■Library computers
■Wireless (customer devices)
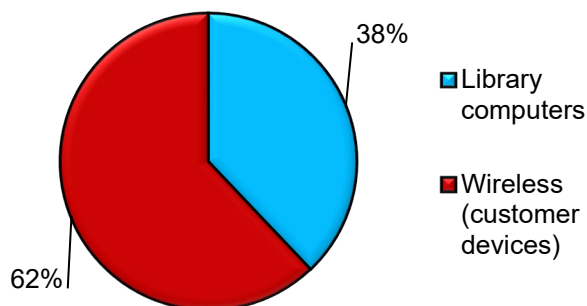
JANUARY

	2025	2024	% change
Workstation Sessions	4,986	5,716	-12.77%
Wireless Sessions	8,163	8,542	-4.44%
Number Users	1,564	1,378	13.50%
Hours of Access	10,384	9,896	4.93%

VOLUNTEERS (hours of service)
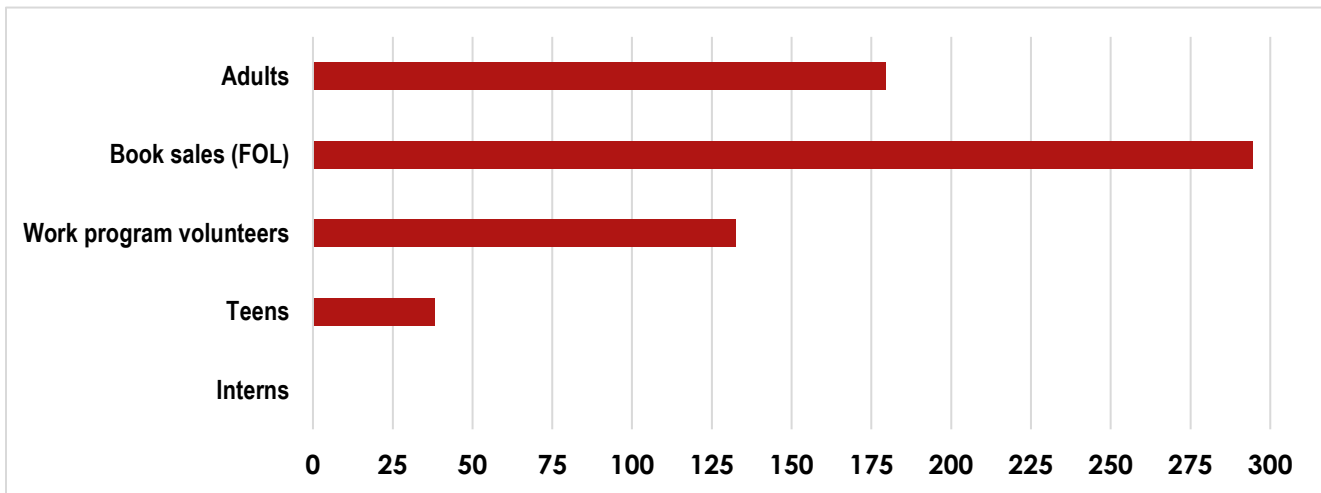
Number of volunteers YTD = 63   Hours of service YTD = 644

MATERIALS DONATIONS (value if purchased)
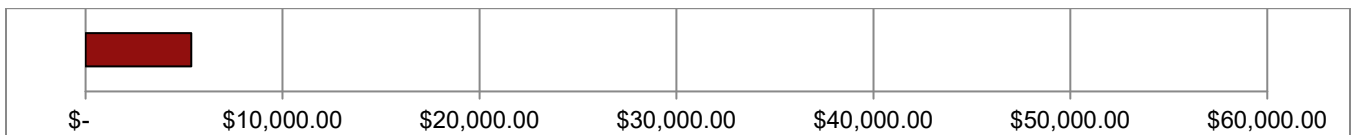
Year to date total = $5,373.16   Items added to Library collections YTD = 256

Service Snapshot: Recent Raving Fans Stories

Evergreen Library Assistant Leny Bowman scheduled an appointment with a Spanish-speaking customer who wanted to learn how to apply for jobs online. As Leny was speaking with him, another Evergreen customer overheard the conversation. The customer arrived in the United States about a year ago and immediately started utilizing the Evergreen Library. Library staff helped her with the same issue a year ago, showing her how to use the computer to apply for jobs online. With the help she received at Evergreen Library, she was able to find a better job that she is currently working in. She let the new customer know about how she had benefited from the library's help and encouraged him to utilize Library resources as well. Staff enjoyed watching what felt like a full circle moment of someone who had benefited from support at the library helping someone else in the same way.

Whenever a patron who uses the Libby app gets a new library card, staff must merge their new account number with the old in the OverDrive database so they can continue to access their checked out and requested electronic titles. After we recently merged one patron's card numbers, she replied, "Thank you all for helping me get this fixed. As a disabled person, Libby and the Library is a huge part of my life. You are all a beacon of light to our community. I appreciate you."

A regular customer at the Advanced Learning Library recently raved to Circulation Library Assistant Alicia Jefferson about the convenience of getting items at the Drive-up Window. In fact, she was able to educate one of her loved ones on how to better use the library to suit their needs, and that they were very impressed! She thanked Library Assistant Alicia for her help and drove away with her books. Once we empower others with knowledge and they see the benefits, they continue to pass it on.

Library Assistants Brenda Jang and 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.

Customers continue to use and value the collaboration rooms at the Advanced Learning Library. One customer said, "I've used these for job interviews, to study, and to host a meeting. I can't believe they are free." Due to the high demand for the collaboration rooms, library staff monitor room reservations and communicate with customers about time limits, how reservations work, and generally keep the rooms in use whenever possible by offering quick access between reservations or letting customers stay in a room past their reservation if nobody else is waiting on a room.

Monthly Activity Report
January 2025

Service Highlights

Evergreen Library held its first ever Passport Acceptance Fair on Saturday, Feb. 22nd. Four Evergreen staff who are Passport Agents, three of whom speak Spanish, accepted walk-in customers for passport appointments from 10:00 to 2:30. The response from the public was huge, with a line from the circulation desk to the door most of the day as applicants went through the check in process, had their materials verified, and were called back to complete their appointments. The agents executed 65 passport applications in just one day!

The Book Bus will be very involved in the Wichita River Festival this year. Racine Zackula, Family Literacy Coordinator, met with the festival's planners and the bus will be a part of the Sundowner Parade, Family Funday STEAM festival, Gospel night, and the Touch a Truck station.

The 39th Academy Award Short Films screenings were a tremendous success! From February 23 to March 1, the Wichita Public Library screened the films nominated for Best Short in the categories of Animated, Live Action, and Documentary films. This program series was coordinated and facilitated by Inspiration Librarian Daniel Pewewardy. On February 23, the library hosted its first all-day screening from 10 AM to 5:45 PM, featuring all 15 nominated films. Over 150 people attended this event. The next day, the Advanced Learning Library screened the Animated and Live Action categories, with an attendance of 85. A Wednesday morning documentary screening drew 35 attendees. The final all-day screening took place on March 1, reversing the previous week's order by starting with documentaries and ending with animated and live-action films, and 131 people attended this event. The grand total attendance for the program series was 406.

Enrichment Librarian Jenny Durham met with Donna Castillo-Garcia from Safe Streets Wichita to discuss how the library can help their organization advocate for people experiencing homelessness in the community. Jenny provided Donna with information about library services that Donna can share with the people they serve, including free computer access, job search assistance, alternate methods of getting a library card for those who have difficulty obtaining photo IDs, and more. Overall, it was a valuable connection, and it immediately paid off, as Jenny helped Donna book a last-minute collaboration room so that she could do some one-on-one consultations with people needing their services. Donna was impressed with the number of ways the library can help her clients, and that Jenny was so proactive in reaching out.

The Create Young Readers Team is working with local business owner Sontia Mason of Get Ya Color On to design this year's Summer Reading logs. This allows the team to create a log that provides participants an opportunity to set their own goals.

Other News

Evergreen Youth Services Librarian Sara McNeil led two very fun and well-attended children's programs in mid-February. On Thursday, 2/13, she held a Sip & Dip program with hot cocoa and painting for 14 kids and their parents, and on Friday, 2/14, she and Evergreen Library Assistant Leny Bowman led a T-Rex Tea Party, with a storytime, snacks, and a dance party with a live T-Rex (Sara in an inflatable suit). The Tea Party packed the room with a whopping 41 attendees.

Despite temperatures causing delays, furniture, shelves, artwork, and more continued being installed at the Westlink Branch by H2i, Pure, and artist Stephen Atwood. The Westlink Branch also learned that AnjiPlay items have not been shipped and will take roughly six weeks to arrive when they are shipped, putting them here in mid-April. Although this is disappointing for the public, it is also beneficial to the staff because it gives them one less thing to master before reopening.

Dates were set for the closure of the temporary site of the Westlink Branch, opening of the permanent site's drive-thru as well as returns at the permanent site, and official opening of the doors. Staff have been working diligently to communicate the information to the branch's customers: talking about it with customers before any print materials existed, providing customers with a bookmark with all of the dates, posting signage on the doors, and updating the branch's phone message multiple times so the most current information was provided.

Rockwell Manager John and staff have been busy compiling a lengthy Branch Closing checklist to complete before Hutton takes over the interior space on Sunday, March 23, 2025, to complete the remodeling project. With the help of Senior Communications Specialist, David Garcia, the library will be

communicating in-person, in print, through social media and via the library website about the branch closing and library services options for east-side library customers.

The Rockwell Branch Library branch new addition progress is progressing well. McDaniels continued fire suppression overhead rough-in. CM3 continued overhead duct and in-wall plumbing rough-in. Electri-Tech continued in-wall electrical rough-in and finished rough-in of the main electrical service. Hutton completed installation of parapet, window, and wall blocking and prepped for air barrier. Facility Dynamics continued interior wall framing.

During their monthly meeting, the Wichita Public Library's Teen Advisory Board members met with local artist and entrepreneur, Chris Garcia whose company was commissioned to create art panels for the Rockwell Branch's brand-new teen space. Chris sought their input on his team's ideas for the space. The teens provided valuable insights, thoughtful criticism, and innovative ideas on how Brick Mob could design a space that would appeal to teens for years to come. Before leaving, Chris thanked them for their feedback and expressed his excitement to share their ideas with his team.

The Angelou construction project is complete! All stages of the project have been completed, and the branch is close to ready for re-open. Furniture was installed last week. The Library's IT team will be installing the technology soon. Temporary shelving will be put in place at the beginning of this week, and Angelou staff will return to the branch on Friday to begin organizing the space to re-open to the public on March 17th.
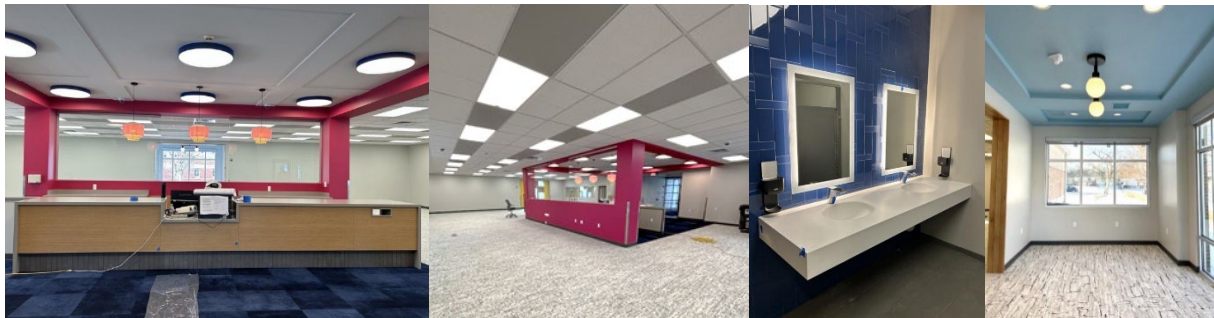
Education and Engagement Manager Savannah Ball met with Angelou staff and Rockwell Youth Services Librarian Katrina York to discuss what youth programming will look like at the Angelou Branch during the Rockwell remodel. With additional staff and open hours, Katrina plans to offer a variety of programs for all ages during the summer session. Savannah has also booked a number of performers and presenters for the summer at Angelou. At this point, there are 20 in-person programs scheduled at Angelou during the months of June and July. In 2024, there were only 6 in-person programs scheduled at the branch.

At the Alford project, Hutton continued drywall tape and mud. Loper worked on overhead rough-in for lighting, installing conduit for low voltage, and the fire alarm. Aaron & Page primed the areas where new ceiling grid is being installed and Double 9 was on site to measure for the new storefront.

Community Services Librarians Parker Daniel (Angelou) and Robin Dauster (Walters) tabled at the Multiagency Center for Project HOPE on February 6th. The goal was to share library resources with as many interested individuals as possible and to sign those individuals up for cards if they didn't already

have them, so that they could access said resources. They were able to speak with about a dozen individuals about the library and had 5 new card signups.

The first in-person Health and Wellness Coalition meeting of the year was on February 25th. Olga Lesnik presented on the importance of being prepared in emergency situations (i.e. cardiac arrest) to call 911 and perform hands-only CPR. Walters Branch Community Services Librarian Robin Dauster was able to share library updates and upcoming programs at Walters with around 20-25 members.

On Monday, 2/17/2025, Rockwell Branch Library Manager John Cleary gave a presentation to 21 people at Reformation Lutheran Church about Library Services and Programs. John answered many questions from the group, and they gave a $25 donation to the Wichita Public Library Foundation to John after the presentation.

Rockwell Youth Services Librarian Katrina York met virtually with Evergreen Manager Sierra Kelly and Jammee Harland of Boys & Girls Clubs of South-Central Kansas to draft out a summer partnership with Katrina creating programs for assorted ages both at the Angelou Library and at the Boys and Girls Club facility.

Evergreen Senior Library Assistant Karina Villarreal gave a presentation in Spanish about library resources to local community nonprofit and Evergreen partner organization Salud + Bienestar. Attendees were part of Salud's Trabajadoras de Salud Comunitarias / Community Health Workers, a group of community members who meets weekly for training on local health topics they then champion in the community. Due to weather, the presentation was changed from in-person to virtual shortly before the meeting, but Karina was able to quickly adapt and provide an excellent presentation.

One of the Education and Engagement Division's 2025 goals is to increase awareness of the USD 259 student e-card partnership. USD 259's in-service for secondary English Language Arts and Communication teachers featured three presentations by Youth Services Manager Erin Howerton, who demonstrated access and use of the library's databases in classroom settings and in lesson planning. This was a good way to increase student e-card awareness in USD 259. Teachers were appreciative and everyone agreed that they learned something new during their session that they could use in the classroom. The largest crowd was the first session, as teachers who had seen Erin's previous presentations hustled in to get prime seats and enjoy the session. "Always entertaining!" one teacher enthused.

The Wichita Public Library's Education and Engagement Division has set a goal in 2025 to connect with local schools and daycares to promote early literacy skills with parents and providers. To progress in this goal, Racine Zackula, Family Literacy Coordinator has increased her engagement with daycares and preschools. She took the Book Bus to 7 early childhood centers in the month of February.

On Saturday February 8, Enrichment Librarian Jenny Durham hosted this year's first ReadICT book swap program at the Advanced Learning Library. The program attracted 62 adults, who excitedly picked up (and dropped off) donated books to help them complete the categories for this year's challenge. The first three categories for 2025 are to read a book with a flower or plant on the cover, a popular book you've never read, and a book by or about a person with a disability. The program also gave people a great opportunity to chat about books in general and share their reading progress for the year.

On February 25, Enrichment Librarian Jenny Durham facilitated the Tuesday Topics program on the topic of the Electoral College and arguments for and against getting rid of it. The topic was presented by Dr. Russell Fox, political science professor at Friends University. The program was very popular with a lot of engaging questions; in fact, the program went over by about 30 minutes, since people were really interested in the subject. Many of the program evaluations commented on how they would like to see more current events topics like this being offered by the library in the future.

Much of the 2025 Big Read planning was finalized this month, with the program launching in mid-March. Education and Engagement Manager Savannah Ball met with the Wichita Journalism Collaborative to assist with planning their Big Read program about accessible housing. She also met with Julian Montes, who will be serving as the moderator for a Big Read panel discussion about representation in media and art.

Learning Lab Wichita's EdCollab cohort visited the Wichita Public Library to introduce the educators in their group to the many resources that the library provides that might benefit their students. EdCollab is an application-only leadership opportunity for innovative K-12 education professionals from all backgrounds and community leaders. Youth Services Manager Erin Howerton gave them a presentation about tools they might find helpful and then gave them a tour of the Advanced Learning Library.

Staff completed applying for federal Universal Services (e-rate) funding for public internet services. Each year, the Library applies for funding through Universal Services, which provides monies for schools and libraries to provide internet services to the public. The Library is eligible for a 90% discount, which would reduce public internet for 2025-2026 from $73,500 to $7,350.

In addition, during branch remodels, public internet network equipment has been updated, allowing for each location to increase public internet bandwidth speed from 250 Mbps to 1Gbps.

Service Dashboard

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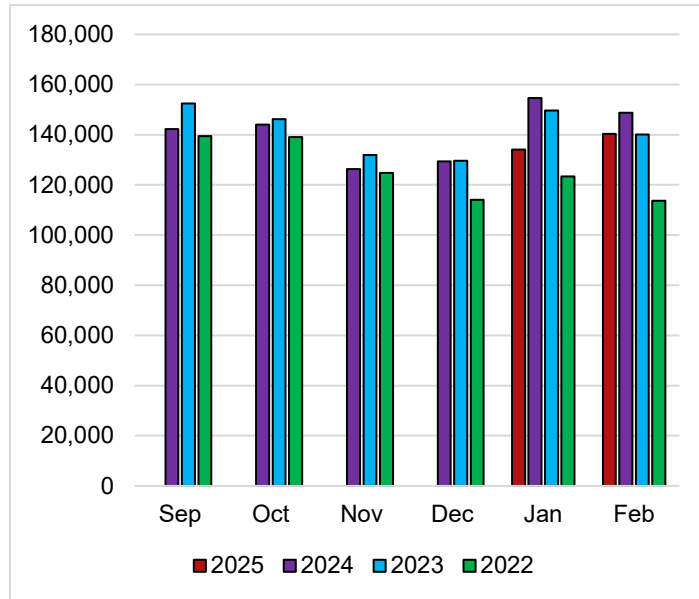
FEBRUARY

	2025	2024	% change
Door Counts	56,435	53,743	5.01%
Catalog Log-ins	29,954	35,111	-14.69%
Website Visits	53,583	59,616	-10.12%
CONTENTdm Users	370	286	29.37%
Total	140,342	148,756	-5.66%

CHECKOUTS
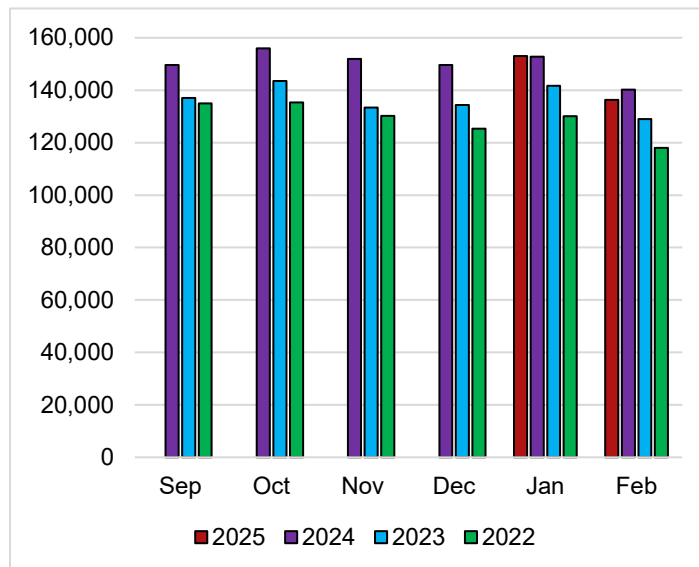
FEBRUARY

	2025	2024	% change
Physical Circulation	85,773	83,488	2.74%
Virtual Circulation	50,582	56,792	-10.93%
WPL	*50,582*	*48,616*	*4.04%*
State	*N/A*	*8,176*	*N/A*
Total	136,355	140,280	-2.80%

February circulation data for the State Library were not available by this report's publishing deadline.

Circulation by Location

- Advanced Learning Library — 30.57%
- South branches — 6.23%
- North branches — 3.13%
- East branches — 13.10%
- West branches — 9.88%
- Virtual branch — 37.10%
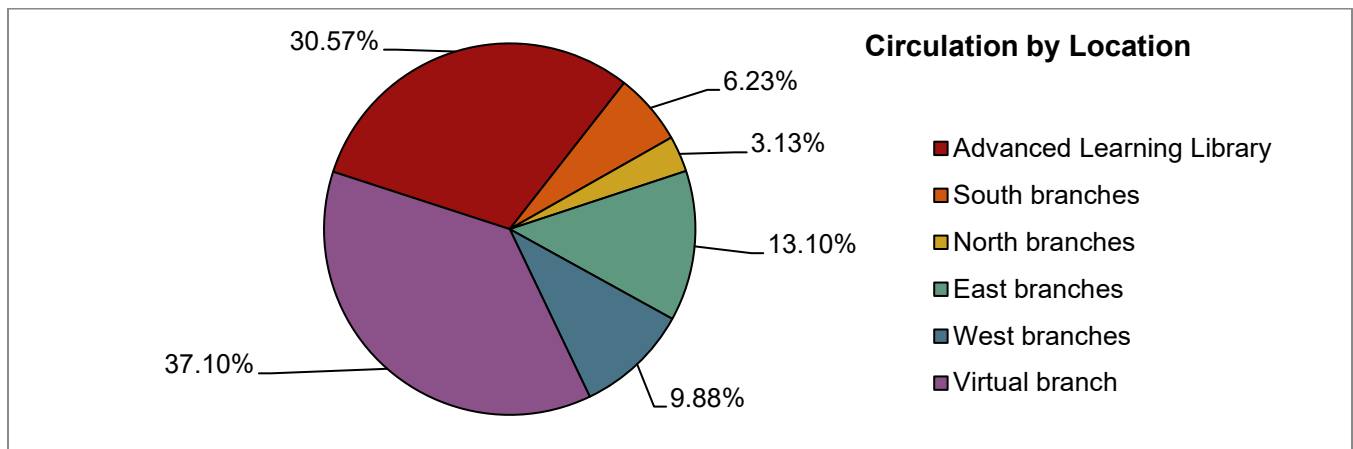
QUESTIONS ANSWERED (by staff in person/phone and through online services)
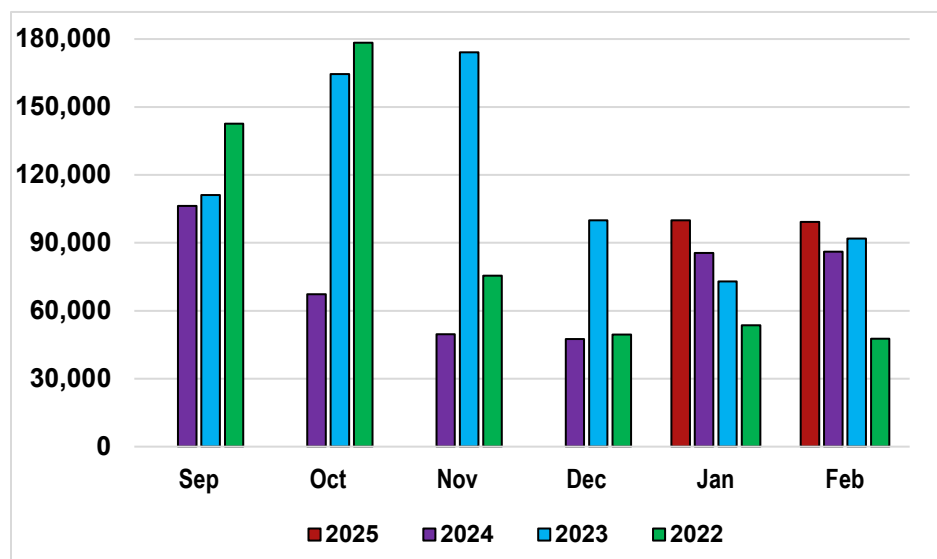
FEBRUARY

	2025	2024	% change
Reference Questions	6,700	5,506	21.69%
Database Searches	89,290	77,315	15.49%
Technology Assistance	3,000	2,958	1.42%
Book-A-Librarian Appointments	269	286	-5.94%
Total	99,259	86,065	15.33%

PROGRAM ATTENDANCE

Children 57%
Technology 5%
Teens 6%
Adult 32%

Legend: Adult, Children, Technology, Teens
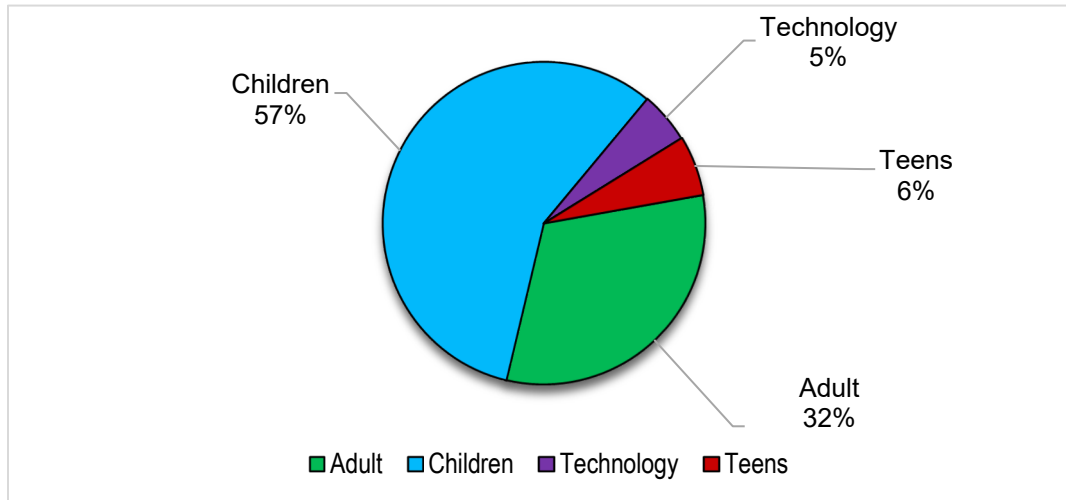
FEBRUARY ATTENDANCE

	2025	2024	% change
Adult events	861	669	28.70%
Children's events	1,568	2,084	-24.76%
Technology training	141	145	-2.76%
Teen events	163	176	-7.39%
TOTAL	2,733	3,074	-11.09%

PUBLIC COMPUTING

Method of Computing Access (by session)

43% Library computers
57% Wireless (customer devices)
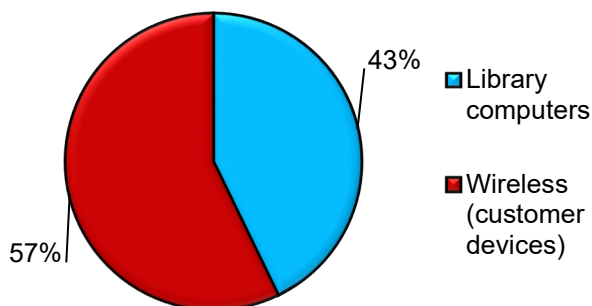
FEBRUARY

	2025	2024	% change
Workstation Sessions	5,089	6,204	-17.97%
Wireless Sessions	6,796	11,007	-38.26%
Number Users	1,292	1,557	-17.02%
Hours of Access	10,418	11,396	-8.58%

VOLUNTEERS (hours of service)
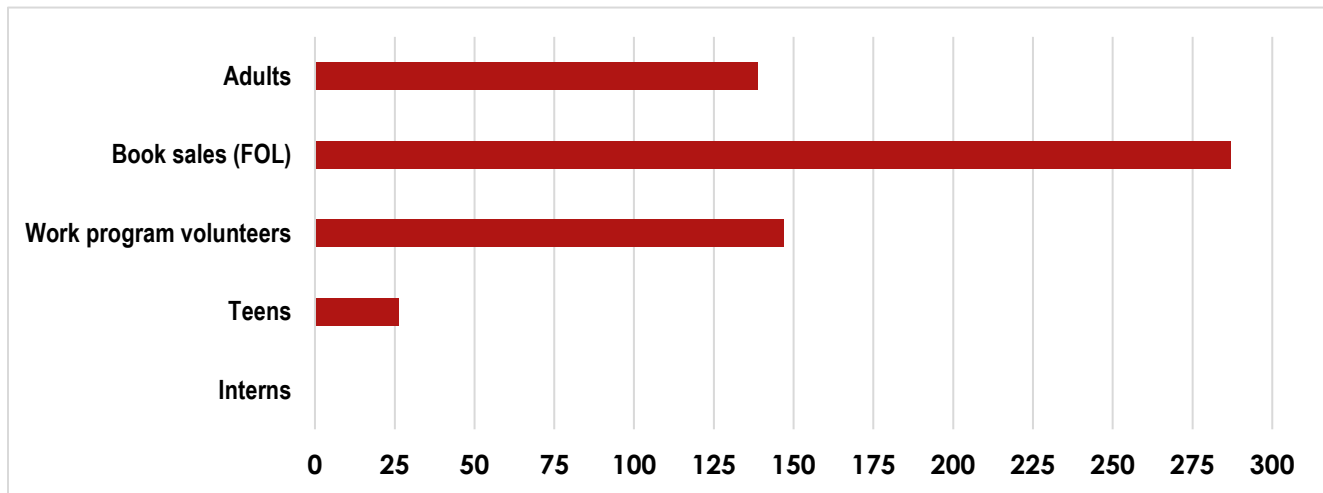
Number of volunteers YTD = 66   Hours of service YTD = 1,245

MATERIALS DONATIONS (value if purchased)
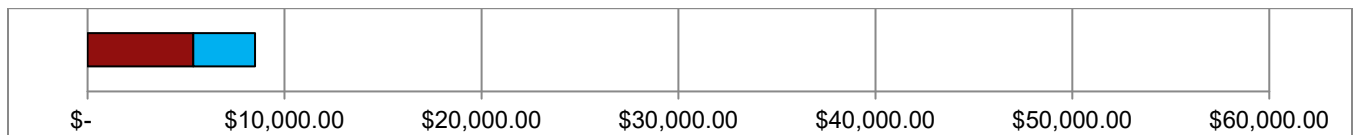
Year to date total = $8,497.75   Items added to Library collections YTD = 405

Service Snapshot: Recent Raving Fans Stories

In the Interlibrary Loan (ILL) Section of the Advanced Learning Library staff work with requests of materials for customers which are not in the Wichita Public Library system catalog. ILL services include copy requests, which is a service by which libraries or customers may request pieces of work to be scanned for themselves or to print instead of borrowing the item. This is very convenient for items that do not circulate or leave the library. Since receiving a new scanner in the Research Pavilion, the Research section has been assisting ILL with scanning materials from that section to fulfill copy requests for other library systems. Senior Library Assistant, Robert Tucker, and Library Assistant, Zoe Burgess, have been incredibly proficient in assisting Interlibrary Loan Manager, Myhoa Van. Robert and Zoe always reply, and their turnaround time is regularly within a business day even though they have eight days to fulfill a request. They do a fantastic job looking for the material acquired within the text and scanning the research.

Recently, Front Range Community College loaned the Wichita Public Library (WPL) an item through Interlibrary loan that had pages falling out of the book. The college did not have the means to fix the book when they sent it but asked if WPL did. WPL was happy to return the favor since they loaned the

book to them. Denise Grays, Collection Development Library Assistant, assisted by using flexible adhesive and lining up the pages with care. The book was in working order after it had dried, and the library was very gracious to receive a book back repaired that they did not want to weed from their collection.

"They are gold over there! I even have an appointment next week with Brock. Thank you!" said Johnathan. Jonathan was visiting the Advanced Learning Library one afternoon and sought help with a potential phishing problem. Johnathan had received a virus ware alert on his laptop asking for money from Russia and he was not sure it was real; he had asked his granddaughter to help him originally, but she was not sure either. Johnathan got help from Sr. Library Assistant Brock Rhodes and absolutely raved about him after.

For the second year at the Advanced Learning Library, Teen Librarian Lexi Ternes met with 35 seniors from Newton High School as they conducted research on serial killers for a school project. She demonstrated how to search the library's catalog, locate materials, and access databases. Knowing the students would need to record a podcast using their findings, Lexi also introduced them to the Library's AV studio and explained how to reserve it. The students were thrilled! They found a variety of helpful resources, and their teachers praised the space and the valuable opportunity to bring their students to the library.

Senior Library Assistant Michael Apinyakul reported a significant bump in readers advisory questions coming to the Learning Pavilion service points at the Advanced Learning Library. Interests and subject matter are diverse and often subject driven, rather than customers seeking out specific titles. This allows staff to gather a healthy pile of books for customers to sort through. Michael often uses the line, "You're welcome to check out all or none of these books. You're not limited to a few. Take your time to look through them, take as many as you like, and we'll take care of anything you're not interested in." This approach often leads to short conversations about what might make one book more useful than another, how to pull information from multiple sources, and results in customers happily leaving with an armful of books. This same subject driven approach works when a customer is looking for a specific title. Encouraging customers to browse the entire shelf often leads to more than one book being checked out. Another technique staff use is encouraging customers to check the new books section on the first floor by using the same Dewey Decimal numbers, which sometimes leads to conversations on how to find books in the library and how to use the online catalog.

On Tuesday, February 11, Empowerment Librarian Kelly Fabrizius partnered with the American Heart Association to provide a workshop on Nutrition and Fitness for Cardiovascular Wellness for a three-part Heart Healthy Living series to recognize National Heart Disease Awareness Month. There were seven participants and several of them commented on how the information that was provided to them was very valuable and relevant to what they were needing. They were also very excited to learn that we have blood pressure monitor kits in the library of things collection and said they were going to check them out. One person came up to Kelly after the class to let her know that she appreciates all of the programs that the library offers such as this and she was going to start going to go to as many as she could to show how much she values the public library and all we have to offer.

WICHITA PUBLIC LIBRARY

Minutes of a Meeting of the Library Board of Directors
January 21, 2025.

The hybrid meeting of the Library Board of Directors was held on Tuesday, January 21, 2025 at the Advanced Learning Library with the following present in person: Ms. Sarah Balderas, Ms. Lauren Hirsh, Ms. Brandi Newry, Mr. Kurt Oswald, Ms. Karyn Shorter, Ms. Robin Templin, Ms. Susie Ternes, and Mr. Jonathan Winkler. The following attended virtually: Ms. Rose Mary Frame and Ms. Michelle Garrett.

Call to Order

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

Approval of the Agenda

Lauren Hirsh moved (Oswald) to approve the agenda with the addition of a point (b) under new business to discuss James Chung's call to action. **Motion carried unanimously.**

Public Comment

Carl Dennett spoke to the board about finding a resolution to the blocks placed on his Wichita Public Library account while the lending institution assesses the damage he caused to a book he had checked out via interlibrary loan. Mr. Dennett argued that any restrictions should await a final determination as to what he owes in terms of compensation and service charges.

Staff Presentation

Director Nix asked for feedback on the Board retreat held on January 11. Board members noted that it was a pleasant surprise to see City Manager Layton present and engaged in conversations. They also praised the presentation boards that laid out a data visualization of the literacy problem in Wichita. Conversation then progressed to opportunities to gain a deeper understanding of the day-to-day operations of the library, the scope for further action to promote literacy, and next steps following the retreat. Board members were asked to review the draft advocacy guidebook and to determine as a body whether they need a more in-depth understanding of income sources for the library.

Appoval of Minutes

Minutes of the regular meeting held on December 17, 2024 were presented. Karyn Shorter moved (Templin) to approve the minutes as included in board packets. **Motion carried unanimously.**

Unfinished Business

None

New Business

Director Nix discussed the 2025 Action Plan and how it will be used to organize work across the three main drivers of the strategic agenda. This living document is designed for flexibility and allows changes to be made due to unforeseen circumstances.

Susie Ternes moved (Balderas) to endorse the 2025 Action Plan as presented by staff. **Motion carried unanimously.**

Lauren Hirsh discussed James Chung's call to action that was presented at the board retreat and announced the development of a work group to develop ideas for the board to form stronger community partnerships and to increase communication efforts with these partners.

Finance Committee Report

On behalf of the Finance Committee, Rose Mary Frame moved to approve the July-November 2024 Gift Expenditures. **Motion carried unanimously.**

On behalf of the Finance Committee, Rose Mary Frame moved to approve the subscription to Overdrive magazines for up to $17,500 and to approve the subscription to LinkedIn Learning for the 2025 fiscal year in the amount of $19,600. **Motion carried unanimously.**

Operations Committee Report

No report.

Planning & Facilities Committee Report

No report.

Public Affairs Committee Report

Kurt Oswald reported that board members had been given draft copies of the advocacy toolkit and asked that any suggestions for expansion or improvement be sent to Library staff for discussion at the next meeting. This toolkit should be finalized in the next few months.

Special Committee Reports

Friends of the Library – Susie Scott reported that the next used book sale will be in April. The FOL board continues to work on raising awareness, with one idea being to have merchandise available to purchase at the store.

Library Foundation – Kourtney Carson reported that work is being done to rebrand the Foundation and develop a new logo. Plans are being made for the upcoming Library Day of Giving in April.

Wichita Genealogical Society (WGS) – No report.

Director of Libraries Report

Director Nix reported that branch remodels continue, with Angelou and Westlink expected to reopen in March. Alford is now operating from the meeting room and drive-thru; staff and customers remain able to conduct business in spite of increased noise levels. Members of the public came together to sign a steel beam that is being used as a foundational aspect of the Rockwell remodel.

The Youth Services staff is pursuing several initiatives to strengthen the presence of the Summer Reading Program within the community.

Conversations are being held with the Kansas Leadership Center to develop a civic engagement passport concept for testing in the Wichita area.

Announcements

None

Adjournment

The meeting was adjourned at 1:14 pm.

The next regularly scheduled meeting will be February 18, 2025.

Respectfully submitted,

Jaime Nix

WICHITA PUBLIC LIBRARY

INTEROFFICE

MEMORANDUM

TO:	Library Board of Directors, Operations
FROM:	Jeff Tate, Digital Services Manager
SUBJECT:	Affirmation of Compliance with Kansas Children's Internet Protection Act
DATE:	February 5, 2025

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

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

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

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

Financial Considerations: None

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

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

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

Attachment: REF-004 Internet Access and Acceptable Use Policy

REF-004   **Internet Access and Acceptable Use Policy**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

WICHITA PUBLIC LIBRARY

INTEROFFICE MEMORANDUM

TO: Library Board of Directors

FROM: Sarah Kittrell, Collection Development Division Manager

SUBJECT: Approval of bills over $10,000: Kanopy streaming video service capped agreement renewal

DATE: February 10, 2025

Background: Wichita Public Library launched the Kanopy streaming video service on December 1, 2021. Kanopy offers library card holders access to thousands of films, including award winning independent and classic films and documentaries with pay-per-use "coupons." Their catalog also includes access to *Great Courses* and *Kanopy Kids*, a collection of quality movies and TV shows for children. The Library launched the service providing customers monthly access of up to 7 coupons, 2 Great Courses, and Kanopy Kids. Customers streamed over 33,000 movies and TV shows in 2024, relatively on par with 2023. It should be noted that due to the cyber security incident, many users were unable to access Kanopy for 6 weeks, artificially deflating the yearly numbers.

Analysis: Kanopy offers two service models: a pay-per-credit model (PPC) and a capped payment model, where Kanopy estimates what the Library would spend in a year and the Library pays that up front. Under the capped model, any unused funds would roll over to the next year; any overages would be absorbed by Kanopy. The quote for the capped model is intended to be overly generous, as Kanopy does not want to have to cover any overages above the initial quote. The capped model quote for 2025-2026 is $45,000, which works out to about $0.74 per play.

Financial Considerations: Wichita Public Library will have approximately $15,000 credit on account with Kanopy at the time of renewal and, to renew the capped agreement, will need to pay the difference between $45,000 and the amount that we have on account. We anticipate this difference being approximately $35,000 but would like to request approval for up to $37,000 to account for any variances related to the credit total.

Legal Consideration: Wichita Public Library submitted the Kanopy Capped Master Agreement to the Law Department for Review in 2025. It was approved to form.

Recommendations or Actions: It is requested that the Library Board approve up to $37,000 to fully fund the 2025-2026 Kanopy capped agreement.

Attachments:

Kanopy Capped Quote

kanopy

Kanopy Inc.
Quote

Quote Date: January 29, 2025

Quote Number: KCAP QUOTE- 01292025

Billing Address: **Wichita Public Library**
223 S. Main St.
Wichita, KS 67202

Order Summary:

This Invoice is entered into between Institution and Kanopy pursuant to the current Master Agreement between them. Any capitalized term not defined herein shall have the meaning ascribed to it in the Master Agreement. By issuing payment hereunder or accessing or using the Offerings identified herein, Institution agrees to be bound by this Invoice.

Offering	**Total (USD)**
Pay Per Use (PPU) Program ● **Quoted Budget allocation:** $45,000.00 (March 1, 2025 – February 28, 2026)	
Pay Per Use (PPU) Program ● **Access:** Kanopy will provide access to its film database for access to Institution's End Users. Institution may adapt its content and collection selections at any time ● **Caps:** Institution may impose monthly user caps on users (with respect to the number of film "play tickets" an End User may incur in a given month) and change these any time with written notice to Kanopy. Institution may also set in place program spend caps and change these at any time ● **Definition:** As used herein, one or more "Play Tickets" are incurred on a Title when an End User accesses the Title and seeks to employ the Title for use. Once user Play Tickets have been logged, depending on the Title selected, the User will have either 3 full days (72 hours) or 2 full days (48 hours) to watch the film for unlimited uses. Once user Play Tickets have been logged in the context of episodic Titles, the User will have between three and twenty-one days to watch a season of the Episodic Title for unlimited use. Kanopy Kids provides 30 days of unlimited use for the entirety of Kanopy Kids. A user can track their existing and past Play Tickets from their user dashboard. ● **Cost per Ticket:** A maximum cost of $1 per User Play Ticket. A maximum cost of $5 per play for Kanopy Kids. Processing: Invoices for Play Tickets will be processed periodically for the Institution (monthly). Institution will be notified and sent an invoice. Institution may request early processing of Play Ticket invoices at any time. ● **Reports:** Institution can monitor usage and budget live from their admin dashboard ● **Budgeting:** Pre-Payment Required for capped program. Within sixty (60) days of the Effective Date of this Agreement, the Institution will pay Kanopy $45,000.00 for the rights granted in the Order Form during the twelve (12) month period beginning on March 1, 2025 and ending on February 28, 2026 (The "Twelve-Month Fee"). During the aforementioned twelve (12) month period, Institution shall have no additional payment obligations to Kanopy beyond the Twelve-Month Fee. Kanopy and Institution shall negotiate new payment terms for the rights granted in the Order Form within the sixty (60) days prior to February 28, 2026. If, at the end of the initial Twelve (12) month period, end-user engagement generates less in fees	$45,000.00

than the Twelve-Month Fee, the difference between the Twelve-Month Fee and the fees generated by end-user engagement shall be credited to the next year's negotiated Twelve Month Fee. If Kanopy determines that Institution and its End User's usage of the service is tracking above the guaranteed cap, Kanopy will notify Institution of this determination, and the Institution will work with Kanopy to apply additional levers to manage and limit usage of the Service.

Total Quoted Amount	$45,000.00
Remaining deposit funds rollover	$15,000
Invoice amount	$30,000

WICHITA PUBLIC LIBRARY

INTEROFFICE MEMORANDUM

TO: Library Board of Directors

FROM: Jaime Nix

SUBJECT: 2026 Program Option

DATE: March 10, 2025

Background: City Departments prepare annual budget program options as a general obligation budget consideration. Instructions were provided to departments to think strategically about City Council priorities and how to adapt the business model and work product to improve crime prevention, economic development and street maintenance.

The 2026 program option requests a strategic investment for the next five years in library services to reduce crime, improve education and economic mobility, and improve trust in government. The report provides a description of existing assets, and examples of what can change with operational enhancements.

The report provides evidence-based research and resources throughout that demonstrates the multiple intersections of support public libraries have for overall community success. The report also describes ways libraries provide strong returns on investments, the economic impact and influence through public library services, and the foundations needed to learn to read – time and access to an array of books. Peer city investments are compared, and performance measurements have been identified that will demonstrate changes in the lives of Wichita residents through this investment.

Analysis: Library leadership has developed a program option that addresses existing community needs, departmental staffing solutions to solve those needs. The plan also maximizes investments in branch facilities and activates volunteers and strategic partnerships. Community building is a core function of library services and steps taken over the last three years to improve engagement has been effective. The program option includes ways WPL can assist all department staff throughout the City, and how WPL can lead efforts to curate, display, and educate the community with open data. The program option asks for the following:

   2 full-time Community Services Librarians (Rockwell and Westlink): $210,428.40
   2 full time Senior Library Assistants (Angelou and Walters): $174,527.04
   3 full-time Library Assistants (Alford, Angelou, and Walters): $236,161.59
   4 part-time Library Assistants (Angelou, Rockwell, Westlink, Literacy Division): $98,146.52
   1 Community Building Division Manager (systemwide service support): $162,142.41
   Technology to support staff: $28,000 (hardware and licensing)
   (salaries are calculated at midpoint and benefits have been included for full-time positions)
   Collection (physical and electronic) collection investment: $500,000
   TOTAL: $1,409,405.96 (10 FTE)

The anticipated impact from these staffing additions will increase the number of active card holders in the community, increase partnerships for enhanced service connections, increase engagement with pre-readers and their families to assist with kindergarten readiness, provide access to technology training throughout the county,

and improve the overall quality of life of residents. Performance measurements will be updated to record targets for the 2026 budget.

Financial Considerations: The approximate budget increase requested for personnel and collections in 2026 is $1,409,405.96.

Legal Considerations: no legal changes are in consideration as all City policies will apply to this proposal.

Recommendations/Actions: It is recommended that the Board approve development of the 2026 Program Option

Budget Request	
2026 Proposed Budget	
Title:	Investment in Wichita Public Library to Improve Resident Trust, Reading Levels, and Economic Mobility
Subtitle:	Wichita reads, earns and trusts.
Lead Department:	Wichita Public Library
Cross-Departmental Team:	Office of Community Services, IT, and the potential for all city departments
Implementation Lead Staff Person:	Jaime Nix

Pillar Alignment	**Goal Alignment**
Grow Our Economy	Goals 2 and 3 are impacted by this program option
Well-Run City	All 6 goals are impacted by this program option
Keep Wichita Safe	All 4 goals are impacted by this program option
Living Well	All 4 goals are impacted by this program option

Description

See attached report

Use of Evidence

See attached report

Measuring Results

WPL has individual program and service evaluations and Key Performance Indicators are updated to include strategic agenda prioriies related to partnerships, literacy growth, and raising awareness.

Outcom+I28+A20:J2+A20:J29	2024	2025	2026	2027
List key performance outcomes that would result from the implementation of this budget request. At least one performance outcome must be listed for each budget request.				
Improved kindergarten readiness and reading potential	Parent Child Workshop attendance: 183 Family Place playspace usage: 12,289 kids 1,000 Books Registrants: 8668 SRP Pre-Readers Program Registrants: 1463 Board Book collection circulation: 27,847 ASQ appointments: 1 (launched 11/24) Early Learning Partnerships: 10	Parent Child Workshop attendance: 400 Family Place playspace usage: 30,000 kids 1,000 Books Registrants: 10,000 SRP Pre-Readers Program Registrants: 4500 Board Book collection circulation: 34,000 ASQ appointments: 30 Early Learning Partnerships: 20	Parent Child Workshop attendance: 500 Family Place playspace usage: 31,000 kids 1,000 Books Registrants: 10,200 SRP Pre-Readers Program Registrants: 5000 Board Book collection circulation: 35,000 ASQ appointments: 60 Early Learning Partnerships: 35	Parent Child Workshop attendance: 600 Family Place playspace usage: 33,000 kids 1,000 Books Registrants: 10,300 SRP Pre-Readers Program Registrants: 5500 Board Book collection circulation: 36,000 ASQ appointments: 120 Early Learning Partnerships: 45
Volunteer utilization (hours and people)	9373 (4.5 FTE)	13000 (6 FTE)	15000 (7.2 FTE)	17000 (8.2 FTE)
Registered Borrowers	285,484	314,032	323,453	333,157
PC utilization	75,349	76,855	78,393	80,744
WiFi utilization	118,287	125,914	130,950	136,188
Number of attendees of programs for children 0-5	16,181	18,000	20,000	22,000
Program attendance	64,764	71,240	74,090	77,053
% of caregivers gaining confidence in how to help their children learn	97%	97.40%	97.80%	98%
Visitors	646,814	743,836	795,904	875,495
Small Business Value	$16 million	$16.5 million	$17 million	$17.5 million
Materials Circulation	1,711,516	1,848,437 (8% increase)	1,959,343 (6% increase)	2,018,123 (3% increase)

Title:	Investment in Wichita Public Library to Improve Resident Trust, Reading Levels, and Economic Mobility			
Collaboration with other City Departments	4	8	12	20
Partnerships	76	140	190	250

Positions

List the salary and benefits costs for each position requested, as well as a short summary of their role.

Title	Range	Role	2025	2026	2027
Manager	midpoint	Community Building Division	$162,142.41	$167,817.39	$173,691.00
Community Service Librarian	midpoint	West Wichita service: programs, outreach, partnerships, awareness	$105,214.20	$108,896.70	$112,708.08
Community Service Librarian	midpoint	East Wichita service: programs, outreach, partnerships, awareness	$105,214.20	$108,896.70	$112,708.08
Senior Library Assistant (FT)	7	Operational support to expand Angelou to 60 hours/week	$87,263.52	$90,317.74	$93,478.86
Senior Library Assistant (FT)	7	Operational support to expand Walters to 60 hours/week	$87,263.52	$90,317.74	$93,478.86
Library Assistant (FT)	7	Operational support at Alford	$78,720.53	$81,475.75	$84,327.40
Library Assistant (FT)	7	Operational support at Angelou	$78,720.53	$81,475.75	$84,327.40
Library Assistant (FT)	7	Operational support at Walters	$78,720.53	$81,475.75	$84,327.40
Library Assistant (PT)	7	Operational support at Angelou	$24,536.63	$25,395.41	$26,284.25
Library Assistant (PT)	7	Operational support at Rockwell	$24,536.63	$25,395.41	$26,284.25

Title:		Investment in Wichita Public Library to Improve Resident Trust, Reading Levels, and Economic Mobility			
Library Assistant (PT)	7	Operational support at Westlink	$24,536.63	$25,395.41	$26,284.25
Library Assistant (PT)	7	Operational support for Literacies Division	$24,536.63	$25,395.41	$26,284.25
Headcount:	**10 FTE**	**Total:**	**$881,405.96**	**$912,255.16**	**$944,184.08**

Other Expenditures

List non-payroll costs for this program by character. (Characters are the descriptions on the left side of a budget book page).

Character	Description	2025	2026	2027
Collections:	50% use for children's materials; 50% for electronic and adult literacies support	$ 500,000	$ 515,000	$ 530,450
Technology	computers/phone capital and support	$ 28,000	$ 2,800	$ 2,800
	Total: $	**528,000**	**$ 517,800**	**$ 530,450**
	Comprehensive Total	**$1,409,405.96**	**$1,430,055.16**	**$1,474,634.08**

INVESTMENT IN WICHITA PUBLIC LIBRARY TO IMPROVE RESIDENT EDUCATION, TRUST, AND ECONOMIC MOBILITY

PROBLEM STATEMENT:

Multiple years of citizen surveys indicate that Wichita residents do not trust the transparency of its government. They are also concerned about their safety and economic mobility, requiring City energies to strategically improve existing investments in **access**, **education**, **information**, **technology** and **vibrant public spaces** so that residents can thrive.

> (DISCLAIMER) Responsible stewardship of public funds and the strengthening City of Wichita values, strategic direction, and identified business needs are at the core of this proposal.
>
> (STORY) At a recent Civic Engagement Academy session, participants were encouraged to identify a way to improve something in their communities. One member described her "try it experience" with her training cohort. She was curious if the addition of a bicycle lane between 13th and 21st on Broadway would create fewer accidents since it was installed. She lives on south Broadway and would like to see a reduction in the number of accidents. She called multiple City departments to get information to answer her question, but did not call the library or the Office of Community services. Her calls were forwarded from one department to another, but not to public facing service providers. Calls were returned with referrals that looped her back to the first department she tried. She ultimately learned there is only one person in Wichita who could provide this information and that her request would calculate to $140 in staff time to find. She decided not to try. She said she doesn't trust City information because she can't afford to access it. In this story no city-employees referred her to the library, who, through training, knowledge and grit can mine information for quality results.
>
> Moral of the story: trust and information together are catalysts for empowerment. Inefficiencies will continue to exist across local government without maximizing its public library as an information and community-building resource and partner.

BACKGROUND:

Wichita Public Library's (WPL) mission to Connect, Discover, Learn, and Thrive is underway. WPL will celebrate 150 years of support to residents in 2026. By the end of 2025, all seven facilities will be remodeled/expanded, creating quality destinations apart from home, school, and work. Usage data shows a 10-20% increase in visitors, program attendance, technology use, meeting space utilization, and materials circulation upon reopening.

The WPL Strategic Agenda builds on previous work, providing a blueprint for future resource allocation (time, financial, human). Key strides include emphasis on access, information, technology and vibrant spaces:

- Launching a new system-wide Customer Experience Model to ensure library customers feel a sense of belonging and empowerment and could be adopted city-wide if beneficial.

- Introducing Community Services Librarians at Walters and Angelou to expand service hours each by 4 hours a week and collaborate with the community. This led to increased programs, visitors, and circulation, boosting branch performance by 3% (Angelou) and 9% (Walters).
- Implementing technology updates to improve business efficiencies and connectivity for those who cannot afford it. WiFi Charging Benches will be installed at twelve sites by summer, and the project has won a local Innovation Award.
- Establishing a workforce development partnership to activate the Advanced Learning Library café as a job-readiness program for youth.
- Emphasizing family engagement through collections, play spaces, workshops and the popular Book Bus, which ignited the joy of reading for over 40,000 community members.

These transformations have been made possible by maximizing funding from the City of Wichita, Friends of the Wichita Public Library, Wichita Public Library Foundation, and local and national grants.

A Well-Run City

Over ten years, the City of Wichita will have invested approximately $42 million in capital funds, including a $12 million contribution from Wichita Public Library Foundation (WPLF), to update its library spaces. Upon the completion of the capital projects, operational dollars have not been added to support the public through additional staff, collections, resources, and technology. WPL continues to make large business updates (RFID, library card registration, Call Center, for example), to increase staff time in service to the public.

To support the City's capital and annual operating investments, the Wichita Library Board has endorsed a service strategy that requests the Library to:

- Raise awareness of our existing services, resources, and programs, including city-wide efforts to improve access.
- Demonstrate leadership and improvements in Wichita's reading aptitude and multiple literacies (civic, digital, health, and more) required for success in the 21st Century.
- Increase and strengthen strategic partnerships to share its assets and expertise for the greatest impact on education and economic mobility efforts.

During a January 2025 retreat, Wichita native and international researcher James Chung polled Library Board and leaders to learn if Wichita values its public library, and no participant raised their hand. Access to a public library is essential for individuals to develop ideas, relationships, and well-being and using WPL changed the trajectory of Chung's life. Wichita Public Library operates at less than $30.00 per capita (peer cities are near $60.00), which represents an investment inequity for Wichitans and hinders residents' ability to compete for high-paying jobs.

Spending for Library Service

Per Capita Spending on Libraries
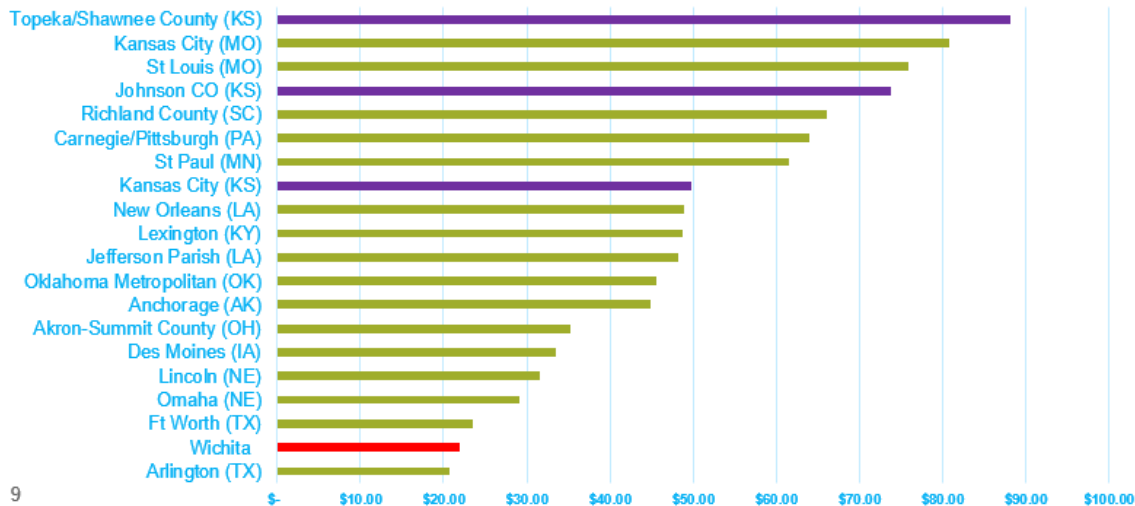
Another way of looking at library funding is by comparing the percentage of operating budgets that are allocated to a municipalities' public libraries. In the peer cities of Des Moines and Omaha, where their public library is also a city department, 3.79-4% of the city budget is allocated to support library operations. Comparatively, Wichita allocates 2.99% of the general fund for libraries.

A 2016 funding report was provided to council to answer budget questions they had about library funding. While this data is older, it still shows how the industry is funding core services of public libraries. On the other side of the funding spectrum is Cuyahoga County Public Library (OH), who in 2025 provides $167.00 per capita spending. **The one commonality across public libraries despite their funding model and budget is that for every one dollar invested, $5.00 is returned.** Peer cities invest twice as much per person than Wichita to provide access to education, community-building, and reading supports – all of which improve economic mobility and trust.

	Wichita	Des Moines	Omaha
Library Operating Expenditures	$9,843,493.00	$10,589,403.00	$20,068,989.00
Total General Fund Expenditures	$329,251,590.00	$257,968,448.00	$529,508,925.00
% of General Fund Expenditures Supporting Library	2.99%	4.1%	3.8%
Crime Rate Index	49.19	42.79	45.72
Amount WPL operating budget would need to increase to be 3.8% of City GF Expenditures	$2,635,142.00		

Additional resources that outline the smart return on investment from public libraries can be found at:

- https://www.ifla.org/wp-content/uploads/2019/05/assets/hq/library_roi.pdf
- https://www.jocolibrary.org/sites/default/files/FINAL_JohnsonCountyLibrary_ROI_Report_2015 -11-19.pdf
- https://www.theguardian.com/cities/2018/sep/24/palaces-for-the-people-at-the-library- everyone-is-welcome

The library is a trusted institution where staff expertly navigate and curate tools, access reputable sources, and educate community members. Their efforts enable residents to learn more, solve problems, and advocate for effective changes in their city. Information curation involves selecting, gathering, organizing, and presenting relevant information from various sources, thus providing valuable and focused answers for specific audiences.

Data sharing and public information dissemination occurs at departmental levels, often in a siloed manner. This approach frequently results in information that is not easily consumable or understandable by non-City employees. The City of Wichita can enhance its collaboration with local information professionals at the library and with all department staff to better assist residents.

The information needed by the resident in the Civic Engagement Academy story above does exist. It is available on an open data page on Wichita.gov, which has seen low community utilization since its launch in 2016. However, the information is not user-friendly, even when found. Cities like Chattanooga have partnered with their public library to host their data as a neutral, third-party. Public libraries often serve as a neutral convener to bring together data and the community and as a partner to police to help define and solve problems using resources and information literacy.

Libraries are multi-functional places. The reasons why community members come to the library varies from finding personal space to participating in a room rental for public information, from renting library space for a birthday party or memorial celebration to putting on a unique program for the community. Public meeting space provides opportunities for connections, learning, and sharing information. In 2024, meeting room use grew over 8000 hours and provided $400,000 in value for gathering space benefits including City of Wichita Town Hall meetings.

City staff and the community benefit from turning to the library—staffed with trained information professionals—whenever they need information to get started, to get unstuck, or to find ways to thrive.

Keep Wichita Safe

Despite high service ratings, there is a lack of awareness among City employees and residents about the library's extensive services, partnerships, and support, which encompass approximately one hundred distinct programs and services. Many of these services contribute millions of dollars annually through crime prevention, and helping residents spend time in other ways that keep them out of the judicial system.

The Department of Justice identifies positive opportunities that "build youth skills, mentorship, conflict resolution, and community service can work to prevent juvenile delinquency and serious juvenile

violence, especially when coordinated with broader communitywide efforts." WPL offers tours and research support during school hours and is providing outreach and Book Bus delivery. With additional funding, WPL could annually offer up to 9000 hours of free quality reading programs at its facilities.

Geographic proximity to public libraries significantly impacts property values and crime rates. In Wichita, violent crime and property values worsen the farther one lives from a library. Nationwide, property values are higher near libraries. The influence of libraries is undeniable, and Wichita's library footprint must expand to support Southeast residents, particularly in District 2, where there is no library.
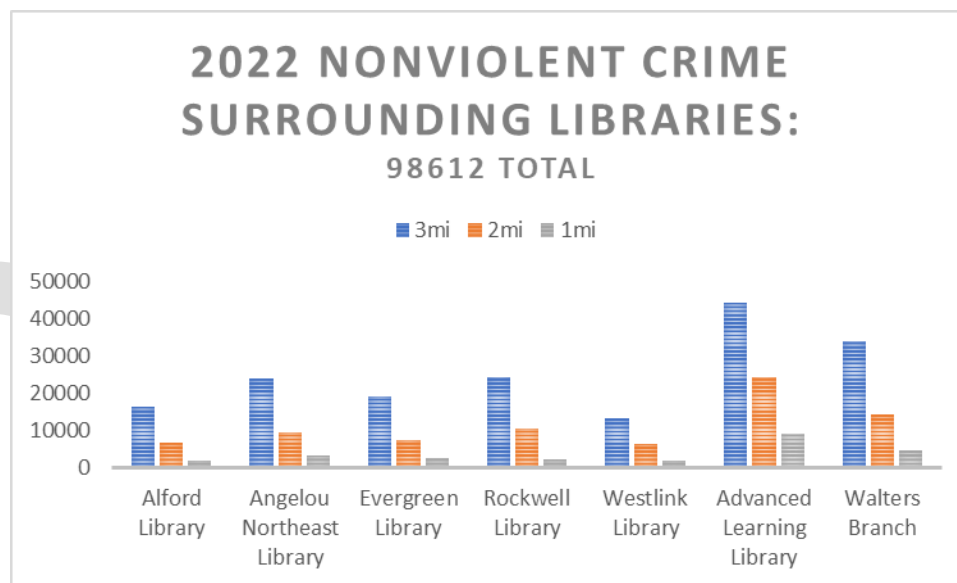
Social infrastructure is a critical element for community well-being. There is no place in Wichita where an individual can use services without the expectation of purchasing anything or paying a registration fee other than the public library. And likely no other place where everyone – including Wichita's most marginalized community members – are welcomed, supported, and not judged for asking for resources that meet their individual needs. The library's business is to help build community and build stronger communities. Investments in libraries enhances current structures cross the city that are trying to meet the demands of citizens in a post-pandemic world.

Wichita Public Library provided 18,000 hours for safe space access in 2024. Staff assist customers who experience medical, mental health, domestic violence, and other interventions regularly. Public libraries are destinations for community members who do not have access to emergency shelters. The library serves as refuge during extreme weather conditions. As part of the youth anti-homeless initiative, WPL is a designated Safe Place for ages 21 and under.

Since 2022, WPL has adapted outreach services to reach areas of the city where library access is low to welcome non-users to engage with library resources. The department is launching a new customer experience mode that will ensure everyone in Wichita experiences a sense of belonging.

WPL has a new safety and security model. Because of the inefficiencies and limitations of using contracted security guards, a scan of library needs was conducted, and the city now employs Library Resource Officers. LROs manage public use of spaces at the Advanced Learning Library primarily but spend time weekly at Walters due to the number of incidents experienced at the branch. Their work

shifts the library from using reactive security measures to building relationships that prevent incidents from escalating. They assist in to deliver training and support to staff across the library system, improving staff confidence and skills to handle emergency public situations. In the first year, this change has resulted in 60% fewer incident reports.

WPL offers a Teen Advisory Board who is actively designing programs and projects to benefit their peers. A Teen Volunteer Program supports Summer Reading across the city. A partnership with Sedgwick County Juvenile Detention Center is building book discussion kits to help with reading and sharing the experiences in the book together.

WPL has been a decades long partner with the Work Release Program and regularly assists residents with employment skills, housing, and basic needs upon re-entry. The department has reorganized its adult services division to become a Literacies section to align programs with lifelong learning and new social programs.

Further evidence-based research regarding the library's role and service influence crime prevention can be found at:

- https://www.brookings.edu/articles/how-public-libraries-help-build-healthy-communities/
- https://www.communitypsychology.com/third-places/
- https://www.thetrace.org/2023/09/library-reduce-gun-violence-maryland/
- The_Library_as_Safe_Space
- https://urbanlibrariansunite.org/ults/
- https://www.urbanlibraries.org/files/Libraries-as-spaces-for-innovation-and-productivity_5.25.2.pdf

Grow Our Economy

Wichita Public Library provided $15,502,251 in value to entrepreneurs and businesses in 2023, including support for:

Training and Education: $271,390
Research Services: $3,931,255
Physical Space: $1,455,900
Technology and Equipment: $9,843,706

Cultural heritage research from the Advanced Learning Library is an economic driver. A study in 2012 indicated that approximately $345,000 is spent by visitors who are coming to research (close to $500,000 today). The Wichita Genealogical Society will soon launch a Memory Lab to assist residents to transfer their family memories onto new technologies, bringing in even more visitors.

A case study from the Urban Libraries Council measures library contributions to human development, but also how public libraries act "as catalysts for place-based economic development," which is seen daily through the diversity of visitors at each branch of the Wichita Public Library who come to achieve countless goals. Library strategies that contribute to economic mobility includes programs like early literacy and family engagement, workforce development, small business support and its physical footprint that contributes to a feeling of safety, vibrancy and personal growth.

DATA WALK: EDUCATION IN WICHITA

DEGREE ATTAINMENT

What this measures:
The level of education attained by those who live in Wichita and in zip codes 67214 and 67216
Source: US Census Bureau, 2023 American Community Survey

11.3%
Wichitans ages 25 and over did not receive a high school diploma or alternative credential.

56.8%
Wichitans 25 or older completed high school but did not pursue a higher degree

Legend:
- No high school diploma
- High school graduate
- Bachelor's Degree or higher

67214 AND 67216
22.3% of Wichitans living in these zip codes do not have a high school diploma or alternative credential, almost double the overall population of Wichita.

Lack of a high school diploma results in higher unemployment, lower wages, and increased poverty, straining social services. It also contributes to poorer health, higher crime rates, and reduced civic engagement. Ultimately, it hinders economic growth and social mobility, negatively impacting both individuals and the community. Libraries play a vital role in supporting learning and providing resources for students, including study materials, tutoring, and skills development. By understanding graduation rates, Wichita Public Library can target programs and services to help individuals who may need extra support, such as adult education classes, GED preparation, or career readiness resources.

WHY THIS IS IMPORTANT

12/24

WPL saw 646,814 visitors in 2024, three times as many attendees who attended Wichita Wind Surge games the same year.

Wichita Public Library has reimagined many of its services to be future proofed should a service disruption like COVID ever occur again. WPL is actively digitizing its collections and has partnerships with USD 259 to issue student e-cards so public library resources can be better used to support education. By year two of this partnership, over 28,000 cards have been issued. More work can be done to shore up libraries as resiliency centers for community-wide emergency assistance. These examples represent the adaptive leadership and thinking that comes with libraries: maximizing all situations to benefit community both today and in the future.

Council has removed barriers over the past several years – hold fee and overdue fine eliminations, a small increase in hours at Walters and Maya Angelou Branches. And the results are seen by an increase in library card use from 52% in 2021 to 64% in 2024. Past budget decisions, though, are still barriers to the lifelong success of residents. During the 2009 Zero-Based budgeting process, the role of community-building was eliminated from library operations as a cost-savings measure. In the 2020 COVID-recovery budget process, the Library further reduced its organizational structure by eliminating the Reference Division Manager position and Early Learning Librarian. Over time, this change has reduced information literacy, readers advisory and outreach services. Changes like those described above make sense because of emergent budget needs. The long-term impact is doing little to improve reading skills among residents, the most critical factor for personal success and crime reduction.
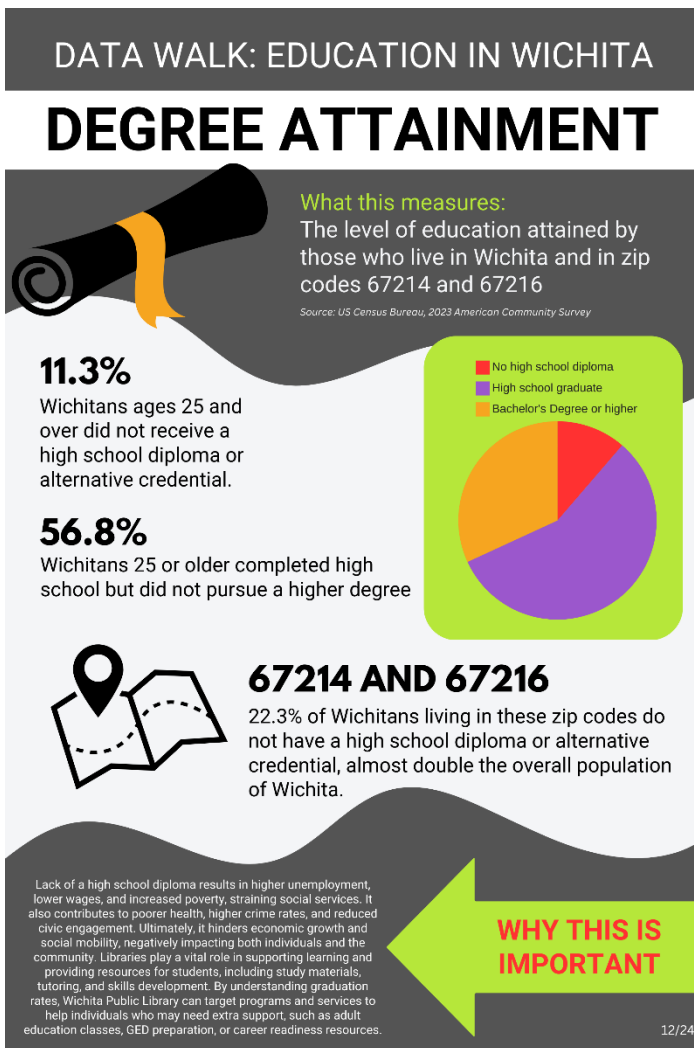
Despite cost-savings measures, libraries build community, improve access to and use of information, and reach non-users by nature of is institutional values. Existing and pilot programs like Family Place and ASQ assessments can be scaled through meaningful volunteer jobs and strategic partnerships. Wichita

Public Library is a collaborative leader who demonstrates a city-wide lens for activating volunteer opportunities and community-building. The recent café collaboration with LegacyWorks and Workforce Alliance is evidence to how the library can maximize a return on investment for public good.

Volunteerism is a signal of trust in government. Coordination and management of volunteerism requires a new investment of personnel with administrative support coming from existing staff. Before COVID, Wichita's community provided WPL a total of 19,249 hours in volunteer time ($644,649 in value and the equivalent of 9.25 FTE). WPL works with volunteers currently and has identified three new volunteer program areas that will improve reading confidence and job skills, and intergenerational learning.

Key findings from 2021 Deloitte [survey](#) highlight four trust signals: humanity, transparency, capability, and reliability. Scientists are an outperforming group for trust because of their intent. Fortunately, the library is an information science entity.

The Library has a vital mission to serve both the broad community and those struggling with economic mobility. These goals represent governmental leadership, are central to the community, and need a formalized approach to collaboratively solve Wichita's biggest problems. Strengthening civic engagement requires deliberate, consistent, and purposeful outreach to:

- Encourage meaningful, productive, and sustained community contributions.
- Create an inclusive environment where people of all ages, ethnicities, and socio-economic backgrounds feel valued and heard.
- Build capacity to address challenging issues, heal community wounds, and embrace change.
- Strengthen democracy and build strong communities.

Services provided by libraries and Neighborhood Resource Centers include access to quality information and meeting spaces, governmental-systems education and navigation, computer skills development, public education, barrier removal, civic engagement, strategic partnerships, community activation, and cross-departmental city communications.

The importance of facts and quality information has never been more critical than now. This work requires a new approach for the library – a community building emphasis - to maximize staff talents across departments and council districts, improving trust, access, and information.

Quality Of Life

When the community thrives, Wichita's economic conditions improve. However, Wichitans will not thrive if they cannot read.

Currently, 76.5% of USD 259 3rd graders test below grade level in reading, with higher percentages among children in poverty (82%), specific neighborhoods (67214: 85%), and certain racial groups (87% African American). This is the space where the City of Wichita can significantly always improve the

DATA WALK: EDUCATION IN WICHITA

ELEMENTARY SUCCESS

What this measures:
Grade level performance according to standardized test scores for USD 259 Elementary students
Source: Kansas Department of Education, 2023 Performance Level Reports

86.1%
of USD 259 5th graders tested below grade level in math skills

74.8%
of USD 259 5th graders tested below grade level in science skills

76.5% of USD 259 3rd graders tested below grade level in reading

Level 1 indicates that a student shows a **limited** ability to understand and use the English Language arts skills and knowledge needed to be academically prepared for postsecondary success. Level 2 indicates that a student shows a **basic** ability to understand and use the English Language arts skills and knowledge needed to be academically prepared for postsecondary success. **Level 1 and 2 are considered below grade level.** Level 3 indicates that a student shows an **effective** ability to understand and use the English Language arts skills and knowledge needed to be academically prepared for postsecondary success. Level 4 indicates that a student shows an **excellent** ability to understand and use the English Language arts skills and knowledge needed to be academically prepared for postsecondary success.

	BELOW GRADE LEVEL	AT OR ABOVE GRADE LEVEL
ALL 3RD GRADERS	76%	24%
FREE AND REDUCED LUNCH	82%	18%
STUDENTS IN 67214 SCHOOLS	85%	15%
AFRICAN AMERICAN STUDENTS	87%	13%

Low standardized test scores in elementary school can indicate that students are struggling to grasp essential skills that are foundational for future learning. Third grade reading scores are particularly a key predictor of future academic success. By third grade, children are expected to transition from learning to read to reading to learn. Struggling readers at this stage are more likely to face difficulties in later grades, impacting their overall education and future opportunities. Without early intervention, these challenges can affect overall educational achievement, limiting future opportunities and potentially contributing to higher dropout rates. By understanding these scores, Wichita Public Library can offer targeted resources, tutoring, and enrichment activities to improve educational outcomes.

WHY THIS IS IMPORTANT

12/24

informal learning of its residents. Although 17% of the WPL materials collection supports young readers, youth materials represent 37% of the library's 2024 circulation.

The most effective way to improve reading skills is through time spent reading and access to an array of books. Not every book is for every reader, and Wichita's diverse population requires both a depth and breadth of materials in multiple formats to serve reading interests of the whole community. Information from the Branch Master Plan highlights the diversity of residents, which means more tactics to best reach their information and reading interests. Wichita is home to over forty-seven market segments, more than Denver, CO.

The Library's collections budget has been reduced twice by $100,000 and reinstated once in the past four years and another reduction is planned again for 2026. The City's contribution of annual materials is under $1 million, which provides collections support at $2.42 per capita (Omaha spends investment of $500,000 for collections and

electronic resources would bring Wichita closer to Omaha's spending. The 2024 children's and teen collections investment with city funds totaled $154,000 for children's and teen materials. This represents 12% of the total City collection budget and cannot meet the diverse needs of young readers. However, nearly 52% of the entire annual budget in 2024 was spent on digital products due to the cost for this format. WPL is also unable to meet the growing demand for electronic content due to the overall costs to purchase this format.

Per Capita Spending on Collections

Library	
Carnegie/Pittsburgh (OH)	
Akron-Summit County (OH)	
Richland County (SC)	
Topeka/Shawnee County (KS)	
Kansas City (MO)	
St Louis (MO)	
Johnson County (KS)	
New Orleans (LA)	
Lexington (KY)	
Oklahoma Metropolitan (OK)	
Des Moines (IA)	
Kansas City (KS)	
Jefferson Parish (LA)	
Lincoln (NE)	
St Paul (MN)	
Anchorage (AK)	
Omaha (NE)	
Ft Worth (TX)	
Arlington (TX)	
Wichita	

$0.00 $2.00 $4.00 $6.00 $8.00 $10.00 $12.00
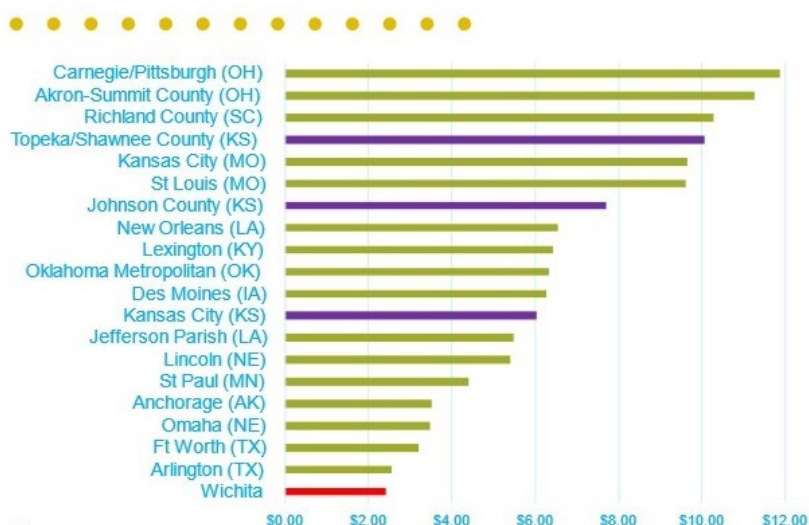
Family engagement has been a successful strategy for the library, connecting with over 40,000 residents in 2024 and piloting a book home-delivery service for families receiving intervention services at Rainbows United. Parent/Educator workshops are bringing in new caregivers. Storywalk installations across the city have created healthy reading opportunities where families gather. Little Free Libraries have broadened access to books in District 3, where library service and access to books is limited. Family engagement is a matter of equity. Low-income families often do not have access to enrichment activities; however, they are more likely to visit a public library. Low-income families often have barriers and stressors that may prevent them from using a library facility. This requires a multi-faceted approach that reaches beyond library buildings and works in collaboration with partners and providers.

Based on research about the importance of early brain development, the Family Place Library model and family engagement strategies support the essential role of parents as a child's first teachers. It addresses the physical, social, emotional and cognitive aspects of child development. Investments in family engagement and early literacy efforts help new parents learn about the library and the multitude of ways the library and community partners collaborate to help them raise a reader. Wichita Public Library has purposefully shifted its early learning focus to design programs and services to center on family engagement to assist caregivers in being confident teachers and guide their child's reading readiness.

The American Library Association established policies to ensure that library services are specifically designed to serve individuals who experience poverty. The intersections of illiteracy, illness, social isolation, homelessness, hunger, and discrimination often hampers the effectiveness of traditional public library service.

Wichita Public Library is open to all and has begun strong and consistent outreach to non-users who have with young children. In 2024, outreach services reached over 40,000 residents and library staff connected with over 125 education, civic, and social services providers to learn more about their needs and ensure they are aware of how the library can assist then achieve their mission.

Further evidence of Family Engagement as a strategy to improve childhood success can be found at:

- https://www.ala.org/sites/default/files/pla/content/initiatives/familyengagement/Public-Libraries-A-Vital-Space-for-Family-Engagement_HFRP-PLA_August-2-2016.pdf
- https://www.familyplacelibraries.org/
- https://www.pewresearch.org/internet/2013/05/16/children-libraries-and-reading/
- https://media.carnegie.org/filer_public/1b/cd/1bcdb48b-083a-4277-a2df-2a7a670c29b5/family_school_engagement_playbook_final.pdf
- https://heckmanequation.org/resource/perry-preschool-papers-2019/

Strengthening parent and caregiver support and access to resources will yield more returns over time. In 2024, youth program attendance provided a $333,201 return on a $101,032 staff time investment.

RECOMMENDATION:

This proposal asks that the City of Wichita strengthen its financial support to Wichita Public Library by $1,409,405.96 beginning in 2026 to improve education, trust in government and the economic mobility of its residents by 2031. Established programs will increase in quantity and numbers of individuals served, and additional projects and programs that connect city departments and city information to

residents will be prioritized. This recommendation asks for a commitment for five years of funding at this level to enact and evaluate overall performance.

Specifically, this recommendation requests funding that will:

- Expand hours at Maya Angelou and Walters to 60 hours per week
- Create a Community Building Division to further activate civic engagement and volunteerism
- Realign materials handling at Advanced Learning Library to improve overall customer experience
- Support three volunteer efforts that offer mentorship, workforce skill building, reading and digital assistance
- Provide direction for presenting, educating, and managing data and information with residents and in collaboration with city departments
- Expand how library staff assists all city department staff achieve their best work

Wichita Public Library is a collaborative, effective, and community-oriented service that can improve reading in Wichita with two additional librarians and a division that is committed to community building and strategic partnerships. Current City funding, combined with grants and fundraising, do not permit the department to help at the level needed. This investment ensures improved coordination and communication of efforts and opportunities across quality-of-life departments.

Building on existing departmental strengths, the following outlines what will happen in Wichita if a division for Community Building is created, which provides effective support for Literacy development. This adapted structure creates a model where its library system can run on all six cylinders needed to change the educational attainment of the community. Wichita Public Library divisions will include:

- o **Collections Services**
- o **Community Building**
- o **Customer Experience**
- o **Digital Inclusion**
- o **Literacy Services**
- o **Support Services**

Collections Services Division: Oversees the acquisitions, discoverability, and entire lifecycle of materials (digital and physical) in the collection, including shelving and materials handling functions at the Advanced Learning Library and Interlibrary Loan services. Data-driven decisions guide the selection and curation of collections that meet the information and enjoyment needs of the community.

> This division seeks grants, donations and alternate funding streams to offer more resources to Wichitans than the existing general fund budget can afford.

> This division relies on volunteers to assist with all aspects of materials handling – checking in materials, sorting, shelving, inventorying, withdrawing, and discarding materials.

> The expertise of this division can assist in helping departments organize collections, documents, inventorying, and discoverability for residents.

Community Building Division: Improves community ties by connecting services, information, and people across the city and across sectors for greatest impact. This division will oversee the support structure for

multiple new volunteer programs that create meaningful contributions for reading success, digital skills, economic development and civic engagement.

Increase understanding of community needs: The Community Building Division will develop systems to gather feedback from community members through surveys, focus groups, and direct engagement, ensuring that library services and programs are responsive to the ever-changing needs of the population.

Support economic development and partnerships: The manager will build partnerships with local businesses, schools, and organizations to help the library contribute to economic development. They'll seek funding and collaboration opportunities to grow the library's services. This position will oversee Outreach Services in addition to helping support broader city goals.

Manage social service partnerships: Working closely with social service agencies, the Community Impact Manager will help the library play a larger role in addressing homelessness and other critical social issues affecting our community. Whether through the educational programming or outreach to local shelters, the Community Impact Manager will create strategies to support people facing these challenges.

Support crime prevention: The manager will work with community groups to create programs that help prevent crime and build safer spaces. This could include initiatives such as providing safe spaces for youth programs, addiction treatment support, and offering community issue workshops.

This is a new position that maximizes the economic benefits from partnerships and volunteerism. The model of this division can collaborate, strategize and assist all city departments who are engaging community.

Matrixing the Office of Community Services intentionally to this division will further the community engagement collaboration underway at Evergreen Community Center and Library and across the city. The Civic Engagement Academy will become a joint effort, and both departments work to keep participants engaged after the course.

This division oversees Community Services Librarians work to broaden library reach in each region of Wichita. Two additional positions in this budget request are needed to serve in east and west Wichita.

Expertise in this division can be utilized across the City to develop and connect residents to information, effectively manage volunteers that expand service capacity, and measure the impact of community building efforts city-wide.

Customer Experience Division: emphasizes helping customers make the most of their library through staff support, guidance, information, and branch services. The group consistently identifies areas of improvement for access, quality, and user experience and leads departmental change to enhance how the public uses and is aware of the library. They build relationships and partnerships with the community to assist individuals achieve their goals.

This division represents the body of front-line staff at the Advanced Learning Library and six branch locations. Additional front-line staff is needed to meet existing and anticipated community demand.

Increased staffing in this division will allow the Walters and Maya Angelou Branches to be open to the public 60 hours a week. This improves youth access to resources and a safe space and will better meet the complex needs of these underserved communities.

Staff support is needed to offer after-school programming that is tied to sparking joy for reading, with the potential to serve more than 200 students daily across the system.

The Customer Experience Division relies on volunteers to assist with technology help, operations, and program support.

This approach and expertise of this division can be used by City departments to ensure quality of public service, access, and problem-solving. Facilitating customer experience thinking across the City can improve trust in service.

Digital Services Division: provides staff and customer support for the numerous resources used to deliver Library and City services. Division employees have individual responsibility for specific systems and services but work as a team to coordinate and ensure that all electronic resources and technologies are designed to benefit customers and to create service efficiencies and effectiveness of Library operations. AI and digital navigation training are emergent services from this division.

Matrixing time from the Smart City Coordinator will create a public facing lens for data science and open data improvements, as well as provide synergies to support AI and emerging technologies with individuals, institutions, and businesses.

This division will oversee a new Digital Navigator volunteer program in partnership with the Office of Community Services and Lead for America. Tech Help can be accessed by any service provider or individual who needs help with basic to advanced computing. Digital navigators will assist the regional community and are a high-demand service that cannot meet customer demand in its current design. Changing the model for 1:1 computer assistance to include volunteers will enable WPL staff to coordinate the service while training volunteers to delivery quality assistance.

This division will provide leadership with emerging AI capabilities and strengthen its partnership with USD 259 who has identified help needed with parent education and AI.

Expertise from this division can be used for city staff development, promoting open data and public information about cybersecurity and online safety, social media, and provide classes and assistance to customers being served in court, housing, and other departments.

Literacy Services Division: oversees educational programs at the library, including adult, teen and youth programs, readers advisory, and information/research services. They will manage the Youth Services Manager, the Adult Literacy Manager, and Research Manager. They will be a key partner to work with experts in literacy and lifelong learning, especially in areas of childhood and early learning. This division ensures programs align with the library's mission and continue to adapt to meet community needs. This division will include the reference, readers' advisory services and will work with the Research Pavillion

special collections to digitize and broaden awareness of the resources. This division emphasizes critical skills for researching and discerning information. The division will support the strategic outcomes of branch programming. To align professional staff with the Strategic Plan, this division adapted roles for service to adults and includes:

Adult Literacies Manager oversees the literacies team, and emphasizes programs and service support to civic engagement, adult low-literacy partnerships, ESOL services, adult outreach, Learning Circle programming, and coordination of adult programs across the library.

Enrichment Librarian develops and coordinates programs that go beyond traditional library services. These programs may include literature events, workshops, lectures, and activities that promote lifelong learning. The Enrichment Librarian focuses on providing resources and programs that support lifelong learning, personal growth, and skill development. They host discussions and collaborate with local organizations to raise awareness and promote equity and inclusion. The Enrichment Librarian works to enhance the well-being and development of individuals and the community through diverse and impactful library services and initiatives.

Inspiration Librarian curates and shares sources of inspiration across various domains, such as art, literature, music, technology, and more. They facilitate interdisciplinary thinking and encourage individuals to explore new perspectives and approaches. The Inspiration Librarian promotes creativity and innovation within their community or organization. They highlight lesser-known works or emerging trends that spark new ideas and initiatives. The Inspiration Librarian focuses on personal growth and well-being by curating materials that inspire mindfulness, resilience, and self-improvement.

Empowerment Librarian assists aspiring entrepreneurs and small business owners by providing resources such as business plan templates, market research databases, guides on starting a business, and workshops on topics like marketing, and finance. They connect entrepreneurs with local small business development centers, mentoring programs, and networking opportunities. They assist individuals with career help, financial literacy, and improve their work skills. They provide financial education for underserved groups, and include teaches how to manage limited resources, understand credit, and access public assistance programs.

This division also will be responsible for Youth and Teen Services, matching key elementary schools with local library branches services to offer reading support and the opportunity to host after school programming. This work is intwined with collective impact efforts underway in 67214 that will be modeled more broadly for application in other zip codes.

Support to USD 259 will include more tours and assistance to provide research instruction and digital skills to help build critical thinking skills.

This division will host a "reading mentor" volunteer program in partnership with United Way to encourage confidence and joy for reading. The library will introduce new reading-support programs with partners and will be able to track reading score improvements by 2031.

ESL and basic literacy programming will be offered in partnership with service providers, leveraging the library's spaces and collections to support. English and Spanish language Learning Circles to build conversational skills and confidence are core programs.

Cultural, emotional, financial, and health literacy services are underway and can bloom with this model and more partner programming can be supported.

The Research Pavillion staff and body of work will be part of the Literacy Services Division. Digitization of Wichita's history is a large project that uses volunteers to research photos and information.

The division expertise can strategically coordinate and influence quality-of-life program departments to strengthen the impact and evaluation of program across the city.

Support Services: responsible for overseeing all personnel, safety, facilities, budget strategies and daily accounting, administrative support, including communications and raising awareness of library and city services.

Safety for staff and public continues to be a concern for this division and work to training and improve outcomes for everyone who visits the library facilities are underway.

This division provides administrative support for volunteers and staff who supervise volunteers. Their work provides the foundation for onboarding, training, and evaluating the effectiveness of volunteerism in coordination with the Community Building division.

This division is an integral partner with City departments, including HR, Finance, Public Works, Fire, Police, Parks & Recreation, IT and Cultural Arts.

Wichita Public Library has fully engaged its support organizations, Friends of Wichita Public Library, Wichita Genealogical Society and Wichita Public Library Foundation, to find annual dollars for public programming and collections resources to supplement this request. They are poised to help create a library program that changes lives. This realignment of staff and investment in the collection provides the foundation to support grant-funded program positions that are not possible today. Examples of fundraising efforts include:

- Digital Navigation funds to pay for navigators' time and expertise.
- Supplemental summer staffing to improve participation and completion of the program.
- Certification for Family Place libraries will be completed through grant funds, which will enable 14 annual parent/educator workshop series that will provide $454,818 in free early learning educational support.
- Continued introduction of innovative technologies and learning for exploration.
- Strategies to raise awareness of the library's funding needs.
- Books for outreach efforts like the Book Bus, Little Free Libraries, and home-delivery service to caregivers of 0–5-year-olds.
- ESL and support for newcomers to Wichita.

BUDGET REQUEST:

2 full-time Community Services Librarians (Rockwell and Westlink): $210,428.40

2 full time Senior Library Assistants (Angelou and Walters): $174,527.04

3 full-time Library Assistants (Alford, Angelou, and Walters): $236,161.59

4 part-time Library Assistants (Angelou, Rockwell, Westlink, Literacy Division): $98,146.52

1 Community Building Division Manager (systemwide service support): $162,142.41

Technology to support staff: $28,000 (hardware and licensing)

(salaries are calculated at midpoint and benefits have been included for full-time positions)

Collection (physical and electronic) collection investment: $500,000

TOTAL: $1,409,405.96 (10 FTE)

WICHITA PUBLIC LIBRARY

INTEROFFICE MEMORANDUM

TO: Library Board of Directors

FROM: Jaime Nix, Director of Libraries

SUBJECT: WPLF Nominating Committee Library Directors Request for Approval

DATE: March 10, 2025

Background: Article Two of the Wichita Public Library Foundation bylaws state the Library Board of Directors shall select additional Directors to serve with the ex officio Directors and the Appointed Director on the Wichita Public Library Foundation Board so that the ratio of Library Directors to total Directors of the WPLF Board shall be maintained at approximately forty percent. Such additional selected Library Directors shall serve for three years.

Analysis: The Wichita Public Library Foundation bylaws state that a proposed slate of Library Directors will be presented to the Wichita Public Library Board of Directors for selection prior to the Foundation's annual meeting in December.

There will be 6 (40%) Library Directors in 2025 that will serve on the WPLF Board per bylaw requirements.

They are: Jaime Nix, Lauren Hirsh, Mark Chamberlin, Kevin McWhorter, and Don Barry. All the Foundation only board members have all served as previous WPL Board Presidents and have a comprehensive understanding of Library needs and have the ability to help the Foundation put the best interests of the Library on the forefront of any policy or procedure WPLF issues.

Financial Considerations: None

Legal Considerations: None

Recommendations or Actions: It is recommended that the Library Board endorse the Wichita Public Library Foundation nominating committee's proposed slate of Library Directors.

Attachments: Wichita Public Library Foundation Organization Chart

2025 WICHITA PUBLIC LIBRARY FOUNDATION BOARD OF DIRECTORS

LIBRARY DIRECTORS

EX-OFFICIO WITH VOTING RIGHTS

Jaime Nix
Director of Wichita Public Libraries

Appointed by City of Wichita

Lauren Hirsh
President
Library Board

Appointed by WPLF Vote

Kourtney Carson
President/CEO
Wichita Public Library Foundation

Appoints One Library Director

Minimum 5
Maximum 15
Library Directors 40% +/– Board

1. TBD

	TERM 1	TERM 2
2. Mark Chamberlin	2026	2029
3. Kevin McWhorter	2026	2029
4. Don Barry	2026	2029

Appointed by WPLF Vote and approved by the Wichita Public Libraries Board

PUBLIC DIRECTORS

Appointed by WPLF Vote

	TERM 1	TERM 2
5. Amy Williams	2023	2026
6. Alan Howarter	2023	2026
7. Sharon Iorio	2023	2026
8. Candice Farha	2025	2028
9. Bill Pickert	2025	2028
10. Toni Porter	2025	2028
11. John DeCesaro	2027	2030
12. Jessica Suhr	2027	2030
13. Michelle Naftzger	2027	2030
14. OPEN		
15. OPEN		

WICHITA PUBLIC LIBRARY FOUNDATION

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Finance Committee Agenda
Tuesday, March 18, 2025, 11:30am
Green Collaboration Room 203, 2nd Floor
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203
To participate virtually:
Join the meeting now

1. Call to Order
2. Review of December Bills and Finance Reports
   - Revenue Report
   - Grant Fund Summary Report
   - Report of Expenditures

General Fund Bills	$1,184,522.83
Grant Fund Bills	$44,050.26
Gift & Memorial Fund Bills	$7,698.44
Total	**$1,236,271.53**

3. Review of January Bills and Finance Reports
   - Revenue Report
   - Grant Fund Summary Report
   - Report of Expenditures

General Fund Bills	$963,033.69
Grant Fund Bills	$160,872.00
Gift & Memorial Fund Bills	-
Total	**$1,123,905.69**

4. Review of February Bills and Finance Reports
   - Revenue Report
   - Grant Fund Summary Report
   - Report of Expenditures

General Fund Bills	$919,386.94
Grant Fund Bills	$3,936.87
Gift & Memorial Fund Bills	$399,247.43
Total	**$1,322,571.24**

5. 2026 Budget Option
6. Other items from the Committee

THE CITY OF WICHITA

YTD

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10000080 Wichita Public Library							
422110 Library Desk Receipts (Fines)	-75,000	-95,000	-63,414.54	-3,887.29	.00	-31,585.46	66.8%
422111 Library Desk - Faxes	-10,000	-10,000	-9,052.00	-612.00	.00	-948.00	90.5%
422112 Library Desk - Passports	-25,000	-25,000	-29,040.00	-2,205.00	.00	4,040.00	116.2%
423030 Meeting Room Rentals	-30,000	-30,000	-21,015.00	-1,390.00	.00	-8,985.00	70.1%
424011 Copy Charges	-11,000	-11,000	-13,454.48	-1,290.30	.00	2,454.48	122.3%
424101 Public Computing Charges	-20,000	-20,000	-17,986.08	-1,630.05	.00	-2,013.92	89.9%
646981 State Setoff Collections	-68,000	-68,000	-42,817.83	-429.47	.00	-25,182.17	63.0%
646990 Other Non-Operating Revenue	0	0	-420.74	-124.26	.00	420.74	100.0%
TOTAL Wichita Public Library	-239,000	-259,000	-197,200.67	-11,568.37	.00	-61,799.33	76.1%
TOTAL General Fund	-239,000	-259,000	-197,200.67	-11,568.37	.00	-61,799.33	76.1%

THE CITY OF WICHITA

YTD

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10000080 Wichita Public Library							
10001 Library - Personnel							
511000 Base Compensation	5,826,152	6,285,134	6,210,815.60	479,705.22	.00	74,318.40	98.8%
511950 Year-End Payroll Accrual	0	55,160	55,159.56	236,795.62	.00	.44	100.0%
511999 Planned Savings	-1,193,398	-237,069	.00	.00	.00	-237,069.00	.0%
512000 Special Compensation	4,200	54,224	54,423.94	697.12	.00	-199.94	100.4%
512051 Mileage Reimbursement	0	0	2,665.37	263.58	.00	-2,665.37	100.0%
513000 Overtime Compensation	0	0	10,384.09	823.15	.00	-10,384.09	100.0%
518200 Employer Wage Taxes & WC	503,962	542,795	522,351.45	39,421.55	.00	20,443.55	96.2%
518300 Employer Share EE Insurance	1,078,324	1,069,442	1,013,263.21	82,497.03	.00	56,178.79	94.7%
518400 Employer Share Pension/Retire	727,056	780,313	741,462.76	57,127.23	.00	38,850.24	95.0%
TOTAL Library - Personnel	6,946,296	8,549,999	8,610,525.98	897,330.50	.00	-60,526.98	100.7%
10002 Library - Contractuals							
521011 Electricity - EDI	305,438	305,438	269,374.68	18,797.09	.00	36,063.32	88.2%
521021 Natural Gas - EDI	41,824	41,824	64,535.72	8,384.59	.00	-22,711.72	154.3%
521030 Water Service	13,375	13,375	20,435.18	1,762.17	.00	-7,060.18	152.8%
521050 Trash Service	5,404	5,404	.00	.00	.00	5,404.00	.0%
521051 Recycling Service	0	3,600	300.00	.00	.00	3,300.00	8.3%
521055 Trash Service - EDI	0	0	7,826.90	902.08	.00	-7,826.90	100.0%
521060 Local Telephone Service	8,000	8,000	1,003.15	293.30	.00	6,996.85	12.5%
521070 Internet Service	10,971	10,971	10,056.20	1,828.40	.00	914.80	91.7%
522010 PBX Line Charges	11,806	11,806	12,463.37	1,045.00	.00	-657.37	105.6%
522020 PBX Instrument Charges	19,414	19,414	19,950.00	1,662.50	.00	-536.00	102.8%
522040 Long Distance & Teleferenc	1,000	1,000	464.90	31.05	.00	535.10	46.5%
522060 Air Cards (Mobile Connect)	0	1,260	1,284.65	105.00	.00	-24.65	102.0%
522070 Voicemail	3,968	3,968	4,080.00	340.00	.00	-112.00	102.8%
522080 Automatic Call Distribution	786	786	786.00	65.50	.00	.00	100.0%
522990 Other Communications Charges	296	0	.00	.00	.00	.00	.0%
523010 Building & Contents Insurance	172,088	172,088	172,088.00	.00	.00	.00	100.0%
523020 Vehicle Liability Premiums	870	870	870.00	.00	.00	.00	100.0%
524010 Recruitment & Hiring	3,140	3,140	.00	.00	.00	3,140.00	.0%
524020 Travel & Training	1,600	3,000	80.13	-235.00	.00	2,919.87	2.7%
525012 Medical Treatment	0	4,800	703.34	.00	.00	4,096.66	14.7%
525013 Drug Screening	0	0	5,303.00	142.00	.00	-5,303.00	100.0%

YTD

FOR 2024 12   JOURNAL DETAIL 2020 1 TO 2020 1

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
525070 Background Checks	0	0	1,127.15	124.45	.00	-1,127.15	100.0%
525080 Service Contractors	0	0	11.26	11.26	.00	-11.26	100.0%
525083 Textile Rental & Laundry Svcs	1,925	1,925	156.01	.00	.00	1,768.99	8.1%
525086 Interpreter Services	0	2,000	3,661.35	587.50	.00	-1,661.35	183.1%
525094 Collection Agency Fees	0	21,500	18,104.45	2,574.85	.00	3,395.55	84.2%
525990 Other Professional Services	31,361	5,936	3,309.80	530.00	.00	2,626.20	55.8%
526010 Motor Pool Scheduled Charges	3,720	3,720	3,720.00	310.00	.00	.00	100.0%
526011 Trip Car Charges	0	0	104.08	.00	.00	-104.08	100.0%
526020 Building Repair & Maint	7,240	7,240	.00	.00	.00	7,240.00	.0%
526042 Pest Control Services	13,000	13,000	13,835.76	1,920.56	.00	-835.76	106.4%
526044 Security & Fire Services	420	5,220	4,525.09	413.28	.00	694.91	86.7%
526051 Sign Production & Installatio	0	0	150.00	.00	.00	-150.00	100.0%
526070 Equipment Repair & Maint	5,421	5,421	13,576.98	.00	.00	-8,155.98	250.5%
526092 Rent-Real Property	52,060	52,060	49,058.88	4,088.24	.00	3,001.12	94.2%
529010 Bank Charges	5,000	5,000	3,546.73	300.30	.00	1,453.27	70.9%
529020 Postage	4,000	6,000	3,772.50	720.00	.00	2,227.50	62.9%
529030 Shipping & Freight	0	1,000	1,208.24	205.06	.00	-208.24	120.8%
529031 Delivery/Pick up	0	13,815	13,040.00	.00	.00	775.00	94.4%
529040 Subscriptions	0	84,000	3,027.20	145.24	.00	80,972.80	3.6%
529051 Library Software/Licenses	0	159,233	90,135.88	45,065.80	.00	69,097.12	56.6%
529052 Library Subs-Electronic Matls	0	337,487	472,632.19	22,785.70	.00	-135,145.19	140.0%
529053 Library Svcs-Leased Matls	0	22,380	22,380.00	.00	.00	.00	100.0%
529061 Organizational Memberships	10,960	0	475.00	150.00	.00	-475.00	100.0%
529070 Printing/Copying/Scanning	23,472	30,000	25,682.65	2,940.29	.00	4,317.35	85.6%
529090 Shredding & Recycling Service	0	250	3,022.00	275.00	.00	-2,772.00	1208.8%
529110 Advertising	0	0	79.14	.00	.00	-79.14	100.0%
529141 Software License & Maint Fees	550	550	9,685.93	.00	.00	-9,135.93	1761.1%
529150 Data Center Charges	1,187,806	1,278,690	1,278,690.00	.00	.00	.00	100.0%
529160 Licenses & Permits	0	595	85.00	.00	.00	510.00	14.3%
529990 Other Contractuals	92,583	5,033	1,331.86	114.00	.00	3,701.14	26.5%
TOTAL Library - Contractuals	2,039,498	2,672,799	2,631,740.35	118,385.21	.00	41,058.65	98.5%

10003 Library - Commodities

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
531010 Computing Supplies	900	0	1,073.60	164.00	.00	-1,073.60	100.0%
531020 Office Supplies	50,575	64,339	62,047.51	13,596.39	.00	2,291.49	96.4%
531030 Custodial Supplies	4,000	5,000	3,191.26	537.84	.00	1,808.74	63.8%
531150 Food Supplies	0	0	3,125.00	.00	.00	-3,125.00	100.0%
532020 Automotive Parts & Supplies	450	450	54.63	.00	.00	395.37	12.1%
532202 Office Equipment Parts	0	0	1,920.98	.00	.00	-1,920.98	100.0%
532990 Other Equip Parts & Supplies	0	0	227.55	.00	.00	-227.55	100.0%

YTD

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
539012 Gasoline	7,234	7,234	5,123.70	238.56	.00	2,110.30	70.8%
549010 Furniture & Fixtures <$5k	9,990	9,490	.00	.00	.00	9,490.00	.0%
549020 Data Processing Equip <$5k	9,665	9,665	611.68	.00	.00	9,053.32	6.3%
549030 Communication Equip <$5k	0	0	5,744.20	57.40	.00	-5,744.20	100.0%
549110 Library Materials	982,530	466,625	454,563.57	148,581.34	5,631.59	6,429.97	98.6%
TOTAL Library - Commodities	1,065,344	562,803	537,683.68	163,175.53	5,631.59	19,487.86	96.5%
TOTAL Wichita Public Library	10,051,138	11,785,601	11,779,950.01	1,178,891.24	5,631.59	19.53	100.0%
TOTAL General Fund	10,051,138	11,785,601	11,779,950.01	1,178,891.24	5,631.59	19.53	100.0%

THE CITY OF WICHITA

YTD

ACCOUNTS FOR: 290 Grants – Multi-year	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
80100323 South Central KS Library Sys23							
Y3801 SCKLS 23-South Central KS LIbr							
524020 Travel & Training	20,000	20,000	35,067.18	1,586.83	.00	-15,067.18	175.3%
526061 Outside Services	0	0	865.00	.00	.00	-865.00	100.0%
526070 Equipment Repair & Maint	9,000	9,000	.00	.00	.00	9,000.00	.0%
529030 Shipping & Freight	0	0	197.39	.00	.00	-197.39	100.0%
529040 Subscriptions	0	0	5,499.00	.00	.00	-5,499.00	100.0%
529070 Printing/Copying/Scanning	0	0	419.96	19.41	.00	-419.96	100.0%
529141 Software License & Maint Fees	0	0	35,326.00	.00	.00	-35,326.00	100.0%
529142 Hardware Maint & Warranties	0	0	215.12	.00	.00	-215.12	100.0%
529990 Other Contractuals	25,000	25,000	27,427.87	.00	.00	-2,427.87	109.7%
531020 Office Supplies	20,000	20,000	.00	.00	.00	20,000.00	.0%
532202 Office Equipment Parts	0	0	1,000.00	.00	.00	-1,000.00	100.0%
542020 Building Electric Systems >$5	0	0	11,166.67	.00	.00	-11,166.67	100.0%
549010 Furniture & Fixtures <$5k	25,000	25,000	.00	.00	.00	25,000.00	.0%
549020 Data Processing Equip <$5k	0	0	9,321.54	.00	.00	-9,321.54	100.0%
549110 Library Materials	140,266	140,266	112,760.27	.00	.00	27,505.73	80.4%
TOTAL SCKLS 23-South Central KS L	239,266	239,266	239,266.00	1,606.24	.00	.00	100.0%
TOTAL South Central KS Library Sy	239,266	239,266	239,266.00	1,606.24	.00	.00	100.0%
TOTAL Grants – Multi-year	239,266	239,266	239,266.00	1,606.24	.00	.00	100.0%

Wichita Public Library General Fund Bills December 2024

Org: 10000080

10001 - Library - Personnel

1B - Base Compensation

511000 Base Compensation

Payroll, PP12.06.24	$236,564.95
Payroll, PP12.16.24	$552.32
Payroll, PP12.20.24	$538.57
Payroll, PP12.21.24	$242,049.38
Total 511000 Base Compensation	**$479,705.22**

511950 Year-End Payroll Accrual

Payroll, 24PRACCR	$236,795.62
Total 511950 Year-End Payroll Accrual	**$236,795.62**

Total 1B - Base Compensation	**$716,500.84**

1F - Special Compensation

512000 Special Compensation

Payroll, PP12.06.24	$398.56
Payroll, PP12.21.24	$298.56
Total 512000 Special Compensation	**$697.12**

512051 Mileage Reimbursement

Payroll, 6642	$72.63
Payroll, 7278	$180.90
Payroll, 8054	$10.05
Total 512051 Mileage Reimbursement	**$263.58**

Total 1F - Special Compensation	**$960.70**

1J - OT Compensation

513000 Overtime Compensation

Payroll, PP12.06.24	$457.88
Payroll, PP12.20.24	$0.36
Payroll, PP12.21.24	$364.91
Total 513000 Overtime Compensation	**$823.15**

Total 1J - OT Compensation	**$823.15**

1N - Employee Benefits

518200 Employer Wage Taxes & WC

Payroll, PP12.06.24	$19,570.73
Payroll, PP12.16.24	$47.77
Payroll, PP12.20.24	$46.59

Payroll, PP12.21.24	$19,756.46
Total 518200 Employer Wage Taxes & WC	**$39,421.55**

518300 Employer Share EE Insurance

Payroll, PP12.06.24	$41,334.71
Payroll, PP12.21.24	$41,162.32
Total 518300 Employer Share EE Insurance	**$82,497.03**

518400 Employer Share Pension/Retire

Payroll, PP12.06.24	$28,137.75
Payroll, PP12.20.24	$81.86
Payroll, PP12.21.24	$28,907.62
Total 518400 Employer Share Pension/Retire	**$57,127.23**
Total 1N - Employee Benefits	**$179,045.81**
Total 10001 - Library - Personnel	**$897,330.50**

10002 - Library - Contractuals

2B - Utilities

521011 Electricity - EDI

EVERGY KANSAS SOUTH INC	$18,797.09
Total 521011 Electricity - EDI	**$18,797.09**

521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC	$814.84
ENCORE ENERGY SERVICES	$2,362.14
ONE GAS INC	$5,207.61
Total 521021 Natural Gas - EDI	**$8,384.59**

521030 Water Service

City of Wichita	$1,762.17
Total 521030 Water Service	**$1,762.17**

521055 Trash Service - EDI

WASTE CONNECTIONS OF KANSAS INC	$150.00
WASTE MANAGEMENT OF KANSAS INC	$752.08
Total 521055 Trash Service - EDI	**$902.08**
Total 2B - Utilities	**$29,845.93**

2F - Technology Charges

521060 Local Telephone Service

City of Wichita	$244.00

Wichita Public Library General Fund Bills   December 2024

T-MOBILE USA INC	$49.30
Total 521060 Local Telephone Service	**$293.30**

521070 Internet Service

P-CARD ONE-TIME PAY	$1,828.40
Total 521070 Internet Service	**$1,828.40**

522010 PBX Line Charges

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

522020 PBX Instrument Charges

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

522040 Long Distance & Teleconference

City of Wichita	$31.05
Total 522040 Long Distance & Teleconference	**$31.05**

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**

Total 2F - Technology Charges	**$5,370.75**

2N - Employee Development

524020 Travel & Training

P-CARD ONE-TIME PAY	($235.00)
Total 524020 Travel & Training	**($235.00)**

Total 2N - Employee Development	**($235.00)**

2R - Professional Srvcs

525013 Drug Screening

KELLY COMPLIANCE INC	$142.00
Total 525013 Drug Screening	**$142.00**

525070 Background Checks

TRUVIEW BSI LLC	$124.45
Total 525070 Background Checks	**$124.45**

Wichita Public Library General Fund Bills   December 2024

525080 Service Contractors

City of Wichita	$11.26
Total 525080 Service Contractors	$11.26

525086 Interpreter Services

SIGN LANGUAGE INTERPRETING SERVICES	$587.50
Total 525086 Interpreter Services	$587.50

525094 Collection Agency Fees

UNIQUE MANAGEMENT SERVICES INC	$2,574.85
Total 525094 Collection Agency Fees	$2,574.85

525990 Other Professional Services

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

Total 2R - Professional Srvcs	**$3,970.06**

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	$1,920.56
Total 526042 Pest Control Services	$1,920.56

526044 Security & Fire Services

P-CARD ONE-TIME PAY	$413.28
Total 526044 Security & Fire Services	$413.28

526092 Rent-Real Property

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

Total 2V - Bldg & Equip Charges	**$6,732.08**

2Z - Other Contractuals

529010 Bank Charges

City of Wichita	$300.30
Total 529010 Bank Charges	$300.30

529020 Postage

P-CARD ONE-TIME PAY	$720.00
Total 529020 Postage	$720.00

Wichita Public Library General Fund Bills   December 2024

529030 Shipping & Freight

HOUCHEN BINDERY LTD	$95.00
P-CARD ONE-TIME PAY	$110.06
Total 529030 Shipping & Freight	**$205.06**

529040 Subscriptions

P-CARD ONE-TIME PAY	$145.24
Total 529040 Subscriptions	**$145.24**

529051 Library Software/Licenses

EBSCO INDUSTRIES INC	$15,991.00
INFOUSA MARKETING INC	$12,500.00
P-CARD ONE-TIME PAY	$3,995.00
THE NEW YORK TIMES COMPANY	$6,884.80
VALUE LINE PUBLISHING LLC	$5,695.00
Total 529051 Library Software/Licenses	**$45,065.80**

529052 Library Subs-Electronic Matls

BAKER & TAYLOR LLC	$1,981.72
OVERDRIVE INC	$16,403.10
P-CARD ONE-TIME PAY	$4,400.88
Total 529052 Library Subs-Electronic Matls	**$22,785.70**

529061 Organizational Memberships

P-CARD ONE-TIME PAY	$150.00
Total 529061 Organizational Memberships	**$150.00**

529070 Printing/Copying/Scanning

City of Wichita	$1,002.04
HOUCHEN BINDERY LTD	$1,938.25
Total 529070 Printing/Copying/Scanning	**$2,940.29**

529090 Shredding & Recycling Service

INTERNATIONAL PAPER COMPANY	$275.00
Total 529090 Shredding & Recycling Service	**$275.00**

529990 Other Contractuals

P-CARD ONE-TIME PAY	$114.00
Total 529990 Other Contractuals	**$114.00**

Total 2Z - Other Contractuals	**$72,701.39**
Total 10002 - Library - Contractuals	**$118,385.21**

Wichita Public Library General Fund Bills December 2024

10003 - Library - Commodities

3B - Supplies

531010 Computing Supplies

SHI INTERNATIONAL CORP	$164.00
Total 531010 Computing Supplies	**$164.00**

531020 Office Supplies

City of Wichita	$5,808.84
P-CARD ONE-TIME PAY	$7,787.55
Total 531020 Office Supplies	**$13,596.39**

531030 Custodial Supplies

P-CARD ONE-TIME PAY	$537.84
Total 531030 Custodial Supplies	**$537.84**

Total 3B - Supplies	**$14,298.23**

3N - Fuel

539012 Gasoline

City of Wichita	$238.56
Total 539012 Gasoline	**$238.56**

Total 3N - Fuel	**$238.56**

4Z - Non-Capital Outlay

549030 Communication Equip <$5k

P-CARD ONE-TIME PAY	$57.40
Total 549030 Communication Equip <$5k	**$57.40**

549110 Library Materials

BRODART CO	$4,069.33
CENGAGE LEARNING INC	$419.18
EBSCO INDUSTRIES INC	$32,359.96
INGRAM LIBRARY SERVICES INC	$522.38
MIDWEST TAPE LLC	$1,039.88
P-CARD ONE-TIME PAY	$115,447.20
TREASURED WORKS LLC	$355.00
Total 549110 Library Materials	**$154,212.93**

Total 4Z - Non-Capital Outlay	**$154,270.33**

Total 10003 - Library - Commodities	**$168,807.12**

Grand Total   **$1,184,522.83**

Y3801 - SCKLS 23-South Central KS Library S

   2 - Contractuals

      2N - Employee Development

         524020 Travel & Training

P-CARD ONE-TIME PAY	$1,586.83
Total 524020 Travel & Training	$1,586.83

Total 2N - Employee Development	$1,586.83

      2Z - Other Contractuals

         529070 Printing/Copying/Scanning

City of Wichita	$19.41
Total 529070 Printing/Copying/Scanning	$19.41

Total 2Z - Other Contractuals	$19.41

Total 2 - Contractuals	$1,606.24

Total Y3801 - SCKLS 23-South Central KS Library S	$1,606.24

Y4806 - SCKLS 24-South Central KS Library S

2 - Contractuals

2N - Employee Development

524020 Travel & Training

P-CARD ONE-TIME PAY	$209.79
Total 524020 Travel & Training	$209.79
Total 2N - Employee Development	**$209.79**

2Z - Other Contractuals

529061 Organizational Memberships

P-CARD ONE-TIME PAY	$3,502.00
Total 529061 Organizational Memberships	$3,502.00
Total 2Z - Other Contractuals	**$3,502.00**
Total 2 - Contractuals	$3,711.79

Total Y4806 - SCKLS 24-South Central KS Library S	$3,711.79

Y4800 - Library-State Grants-in-Aid 2024

2 - Contractuals

2Z - Other Contractuals

529040 Subscriptions

SHORT EDITION INC	$6,696.00
Total 529040 Subscriptions	**$6,696.00**

529051 Library Software/Licenses

LINKEDIN CORPORATION	$19,600.00
OVERDRIVE INC	$8,000.00
TECH LOGIC CORPORATION	$660.00
Total 529051 Library Software/Licenses	**$28,260.00**

529061 Organizational Memberships

P-CARD ONE-TIME PAY	$2,498.00
Total 529061 Organizational Memberships	**$2,498.00**

529142 Hardware Maint & Warranties

TECH LOGIC CORPORATION	$1,074.00
Total 529142 Hardware Maint & Warranties	**$1,074.00**

Total 2Z - Other Contractuals	**$38,528.00**
Total 2 - Contractuals	**$38,528.00**

3 - Commodities

3B - Supplies

531100 Uniforms & Clothing

P-CARD ONE-TIME PAY	$204.23
Total 531100 Uniforms & Clothing	**$204.23**

Total 3B - Supplies	**$204.23**
Total 3 - Commodities	**$204.23**

Total Y4800 - Library-State Grants-in-Aid 2024	**$38,732.23**

December 2024 - WPL Gifts	Type	Date	Num	Name	Debit	Credit	Balance
Baird Account							**$ 746,658.18**
Baird Checking							**$ 100,356.93**
100							**$ 100,356.93**
160 SCKLS FIF							**$ 90,710.93**
Total 160 SCKLS FIF							$ 90,710.93
150 Technology Fund							**$ 6,548.80**
Total 150 Technology Fund							$ 6,548.80
100 - Other							**$ 3,097.20**
	Deposit	12/31/2024			$ 3,954.62		$ 7,051.82
Total 100 - Other					$ 3,954.62	$ -	$ 7,051.82
Total 100					$ 3,954.62	$ -	$ 104,311.55
Total Baird Checking					$ 3,954.62	$ -	$ 104,311.55
Investments							**$ 646,301.25**
	Check	12/31/2024	1			$ 14,291.75	$ 632,009.50
Total Investments					$ -	$ 14,291.75	$ 632,009.50
Total Baird Account					$ 3,954.62	$ 14,291.75	$ 736,321.05
Emprise Checking							**$ 109,148.33**
300							**$ 41,258.52**
330.3 1000Books							**$ 104.03**
Total 330.3 1000Books							$ 104.03
355 FOL Holds							**$ 690.41**
Total 355 FOL Holds							$ 690.41
340 Misc							**$ 50,716.68**
	Bill Pmt -Check	12/31/2024	1023	Tammy Penland.		$ 210.04	$ 50,506.64
Total 340 Misc					$ -	$ 210.04	$ 50,506.64
330.6 Local Author Day							**$ (1,372.03)**
Total 330.6 Local Author Day							$ (1,372.03)
330.4 Branches							**$ (13,543.54)**
Total 330.4 Branches							$ (13,543.54)
330.2 SR WED							**$ (350.00)**
Total 330.2 SR WED							$ (350.00)
330.1 Big Read							**$ 1,497.82**
Total 330.1 Big Read							$ 1,497.82

December 2024 - WPL Gifts	Type	Date	Num	Name	Debit	Credit	Balance
330 FOL							**$ 3,155.90**
Total 330 FOL							$ 3,155.90
320 WGS							**$ 357.16**
Total 320 WGS							$ 357.16
310 SCKLSSRG							**$ 2.09**
	Deposit	12/05/2024			$ 150.00		$ 152.09
Total 310 SCKLSSRG					$ 150.00	$ -	$ 152.09
Total 300					$ 150.00	$ 210.04	$ 41,198.48
200							**$ 29,954.77**
220 Employee Training							**$ 1,112.44**
Total 220 Employee Training							$ 1,112.44
210 Staff Assn							**$ 28,842.33**
	Deposit	12/01/2024			$ 2,637.00		$ 31,479.33
	Deposit	12/05/2024			$ 700.00		$ 32,179.33
	Deposit	12/06/2024			$ 200.00		$ 32,379.33
	Check	12/17/2024		Tillies		$ 74.11	$ 32,305.22
	Check	12/17/2024		Amazon.com		$ 219.95	$ 32,085.27
	Check	12/18/2024		Dillons		$ 45.38	$ 32,039.89
	Check	12/26/2024	DC	Wichita State University		$ 711.00	$ 31,328.89
	Transfer	12/31/2024			$ 56.82		$ 31,385.71
Total 210 Staff Assn					$ 3,593.82	$ 1,050.44	$ 31,385.71
Total 200					$ 3,593.82	$ 1,050.44	$ 32,498.15
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**
	Bill Pmt -Check	12/13/2024	1019	Quik Print Inc		$ 645.81	$ 36,475.65
	Bill Pmt -Check	12/13/2024	1020	Racine Zackula		$ 899.77	$ 35,575.88
	Check	12/18/2024		Voltage Coffee		$ 209.99	$ 35,365.89
	Bill Pmt -Check	12/19/2024	1021	Racine Zackula		$ 417.24	$ 34,948.65
	Check	12/23/2024	DC	Everyone.net		$ 143.64	$ 34,805.01

December 2024 - WPL Gifts	Type	Date	Num	Name	Debit	Credit	Balance
	Bill Pmt -Check	12/31/2024	1022	Quik Print Inc		$ 523.22	$ 34,281.79
Total 110 Levand					$ -	$ 2,839.67	$ 34,281.79
Total 100					$ -	$ 2,839.67	$ 35,095.37
Total Emprise Checking					$ 3,743.82	$ 4,100.15	$ 108,792.00
Total WPL Gifts					$ 7,698.44	$ 18,391.90	$ 845,113.05
					$ 7,698.44	$ 18,391.90	$ 845,113.05

YTD

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10000080 Wichita Public Library							
422110 Library Desk Receipts (Fines)	-95,000	-95,000	-4,799.66	-4,799.66	.00	-90,200.34	5.1%
422111 Library Desk - Faxes	-10,000	-10,000	-586.00	-586.00	.00	-9,414.00	5.9%
422112 Library Desk - Passports	-25,000	-25,000	-3,396.00	-3,396.00	.00	-21,604.00	13.6%
423030 Meeting Room Rentals	-30,000	-30,000	-2,120.00	-2,120.00	.00	-27,880.00	7.1%
424011 Copy Charges	-11,000	-11,000	-1,023.20	-1,023.20	.00	-9,976.80	9.3%
424101 Public Computing Charges	-20,000	-20,000	-1,094.90	-1,094.90	.00	-18,905.10	5.5%
646981 State Setoff Collections	-68,000	-68,000	-331.24	-331.24	.00	-67,668.76	.5%
TOTAL Wichita Public Library	-259,000	-259,000	-13,351.00	-13,351.00	.00	-245,649.00	5.2%
TOTAL General Fund	-259,000	-259,000	-13,351.00	-13,351.00	.00	-245,649.00	5.2%

YTD

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10000080 Wichita Public Library							
10001 Library - Personnel							
511000 Base Compensation	6,281,058	6,281,058	757,007.16	757,007.16	.00	5,524,050.84	12.1%
511950 Year-End Payroll Accrual	0	0	-236,795.62	-236,795.62	.00	236,795.62	100.0%
511999 Planned Savings	-2,051,398	-2,051,398	.00	.00	.00	-2,051,398.00	.0%
512000 Special Compensation	1,800	1,800	1,095.68	1,095.68	.00	704.32	60.9%
512051 Mileage Reimbursement	0	0	129.89	129.89	.00	-129.89	100.0%
513000 Overtime Compensation	0	0	832.72	832.72	.00	-832.72	100.0%
518200 Employer Wage Taxes & WC	543,275	543,275	63,180.92	63,180.92	.00	480,094.08	11.6%
518300 Employer Share EE Insurance	1,132,396	1,132,396	133,352.06	133,352.06	.00	999,043.94	11.8%
518400 Employer Share Pension/Retire	801,709	801,709	92,948.45	92,948.45	.00	708,760.55	11.6%
TOTAL Library - Personnel	6,708,840	6,708,840	811,751.26	811,751.26	.00	5,897,088.74	12.1%
10002 Library - Contractuals							
521011 Electricity - EDI	305,438	305,438	15,070.52	15,070.52	.00	290,367.48	4.9%
521021 Natural Gas - EDI	41,824	41,824	8,304.88	8,304.88	.00	33,519.12	19.9%
521030 Water Service	13,375	13,375	1,890.07	1,890.07	.00	11,484.93	14.1%
521050 Trash Service	5,404	5,404	.00	.00	.00	5,404.00	.0%
521051 Recycling Service	3,600	3,600	.00	.00	.00	3,600.00	.0%
521055 Trash Service - EDI	0	0	754.45	754.45	.00	-754.45	100.0%
521060 Local Telephone Service	8,000	8,000	268.65	268.65	.00	7,731.35	3.4%
521070 Internet Service	10,971	10,971	.00	.00	.00	10,971.00	.0%
522010 PBX Line Charges	11,806	11,806	1,045.00	1,045.00	.00	10,761.00	8.9%
522020 PBX Instrument Charges	19,414	19,414	1,662.50	1,662.50	.00	17,751.50	8.6%
522040 Long Distance & Teleconferenc	1,000	1,000	41.65	41.65	.00	958.35	4.2%
522060 Air Cards (Mobile Connect)	1,260	1,260	105.00	105.00	.00	1,155.00	8.3%
522070 Voicemail	3,968	3,968	340.00	340.00	.00	3,628.00	8.6%
522080 Automatic Call Distribution	786	786	65.50	65.50	.00	720.50	8.3%
523010 Building & Contents Insurance	172,088	172,088	.00	.00	.00	172,088.00	.0%
523020 Vehicle Liability Premiums	870	870	.00	.00	.00	870.00	.0%
524010 Recruitment & Hiring	3,140	3,140	.00	.00	.00	3,140.00	.0%
524020 Travel & Training	3,000	3,000	.00	.00	.00	3,000.00	.0%
525012 Medical Treatment	480	480	.00	.00	.00	480.00	.0%
525080 Service Contractors	0	0	11.26	11.26	.00	-11.26	100.0%
525083 Textile Rental & Laundry Svcs	1,925	1,925	.00	.00	.00	1,925.00	.0%

YTD

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
525086 Interpreter Services	2,000	2,000	.00	.00	.00	2,000.00	.0%
525094 Collection Agency Fees	21,500	21,500	.00	.00	.00	21,500.00	.0%
525990 Other Professional Services	5,936	5,936	.00	.00	.00	5,936.00	.0%
526010 Motor Pool Scheduled Charges	3,720	3,720	310.00	310.00	.00	3,410.00	8.3%
526020 Building Repair & Maint	7,240	7,240	.00	.00	.00	7,240.00	.0%
526042 Pest Control Services	13,000	13,000	.00	.00	.00	13,000.00	.0%
526044 Security & Fire Services	5,220	5,220	.00	.00	.00	5,220.00	.0%
526070 Equipment Repair & Maint	5,421	5,421	.00	.00	.00	5,421.00	.0%
526092 Rent-Real Property	52,060	52,060	4,088.24	4,088.24	.00	47,971.76	7.9%
529010 Bank Charges	5,000	5,000	293.67	293.67	.00	4,706.33	5.9%
529020 Postage	6,000	6,000	.00	.00	.00	6,000.00	.0%
529030 Shipping & Freight	1,000	1,000	.00	.00	.00	1,000.00	.0%
529031 Delivery/Pick up	13,815	13,815	.00	.00	.00	13,815.00	.0%
529040 Subscriptions	84,000	84,000	.00	.00	.00	84,000.00	.0%
529051 Library Software/Licenses	159,233	159,233	.00	.00	.00	159,233.00	.0%
529052 Library Subs-Electronic Matls	337,487	337,487	6,437.02	6,437.02	.00	331,049.98	1.9%
529053 Library Svcs-Leased Matls	22,380	22,380	.00	.00	.00	22,380.00	.0%
529070 Printing/Copying/Scanning	30,000	30,000	983.74	983.74	.00	29,016.26	3.3%
529090 Shredding & Recycling Service	250	250	110.00	110.00	.00	140.00	44.0%
529141 Software License & Maint Fees	550	550	.00	.00	.00	550.00	.0%
529150 Data Center Charges	1,196,619	1,196,619	108,167.95	108,167.95	.00	1,088,451.05	9.0%
529160 Licenses & Permits	595	595	.00	.00	.00	595.00	.0%
529990 Other Contractuals	5,033	5,033	.00	.00	.00	5,033.00	.0%
TOTAL Library - Contractuals	2,586,408	2,586,408	149,950.10	149,950.10	.00	2,436,457.90	5.8%

10003 Library - Commodities

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
531020 Office Supplies	64,339	64,339	.00	.00	.00	64,339.00	.0%
531030 Custodial Supplies	5,000	5,000	.00	.00	.00	5,000.00	.0%
532020 Automotive Parts & Supplies	450	450	.00	.00	.00	450.00	.0%
539012 Gasoline	7,234	7,234	283.51	283.51	.00	6,950.49	3.9%
549010 Furniture & Fixtures <$5k	9,490	9,490	.00	.00	.00	9,490.00	.0%
549020 Data Processing Equip <$5k	9,665	9,665	.00	.00	.00	9,665.00	.0%
549110 Library Materials	452,067	457,699	1,048.82	1,048.82	4,582.77	452,067.00	1.2%
TOTAL Library - Commodities	548,245	553,877	1,332.33	1,332.33	4,582.77	547,961.49	1.1%
TOTAL Wichita Public Library	9,843,493	9,849,125	963,033.69	963,033.69	4,582.77	8,881,508.13	9.8%
TOTAL General Fund	9,843,493	9,849,125	963,033.69	963,033.69	4,582.77	8,881,508.13	9.8%

THE CITY OF WICHITA

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ACCOUNTS FOR: 290 Grants - Multi-year	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
80100324 South Central KS Library Sys24							
Y4806 SCKLS 24-South Central KS Libr							
524020 Travel & Training	18,416	18,416	2,327.74	1,472.00	.00	16,088.26	12.6%
526070 Equipment Repair & Maint	9,000	9,000	.00	.00	.00	9,000.00	.0%
529061 Organizational Memberships	0	0	3,502.00	.00	.00	-3,502.00	100.0%
529990 Other Contractuals	25,000	25,000	.00	.00	159,400.00	-134,400.00	637.6%
531020 Office Supplies	20,000	20,000	.00	.00	.00	20,000.00	.0%
549010 Furniture & Fixtures <$5k	25,000	25,000	.00	.00	.00	25,000.00	.0%
549110 Library Materials	140,266	140,266	.00	.00	.00	140,266.00	.0%
TOTAL SCKLS 24-South Central KS L	237,682	237,682	5,829.74	1,472.00	159,400.00	72,452.26	69.5%
TOTAL South Central KS Library Sy	237,682	237,682	5,829.74	1,472.00	159,400.00	72,452.26	69.5%
TOTAL Grants - Multi-year	237,682	237,682	5,829.74	1,472.00	159,400.00	72,452.26	69.5%

Wichita Public Library General Fund Bills   January 2025

Org: 10000080

10001 - Library - Personnel

1B - Base Compensation

511000 Base Compensation

Payroll, PP 1.31.25	$252,834.77
Payroll, PP01.03.25	$249,051.53
Payroll, PP01.10.25	$1,653.46
Payroll, PP01.17.25	$253,369.11
Payroll, PP01.31.25	$98.29
Total 511000 Base Compensation	**$757,007.16**

511950 Year-End Payroll Accrual

Payroll, 24PRACCRRV	($236,795.62)
Total 511950 Year-End Payroll Accrual	**($236,795.62)**

Total 1B - Base Compensation	**$520,211.54**

1F - Special Compensation

512000 Special Compensation

Payroll, PP 1.31.25	$398.56
Payroll, PP01.03.25	$398.56
Payroll, PP01.17.25	$298.56
Total 512000 Special Compensation	**$1,095.68**

512051 Mileage Reimbursement

Payroll, 7892	$16.14
Payroll, 8716	$113.75
Total 512051 Mileage Reimbursement	**$129.89**

Total 1F - Special Compensation	**$1,225.57**

1J - OT Compensation

513000 Overtime Compensation

Payroll, PP 1.31.25	$68.85
Payroll, PP01.03.25	$650.93
Payroll, PP01.17.25	$112.94
Total 513000 Overtime Compensation	**$832.72**

Total 1J - OT Compensation	**$832.72**

1N - Employee Benefits

518200 Employer Wage Taxes & WC

Payroll, PP 1.31.25	$21,080.23
Payroll, PP01.03.25	$20,850.22

Wichita Public Library General Fund Bills   January 2025

Payroll, PP01.10.25	$115.82
Payroll, PP01.17.25	$21,126.15
Payroll, PP01.31.25	$8.50
Total 518200 Employer Wage Taxes & WC	**$63,180.92**

518300 Employer Share EE Insurance

Payroll, PP 1.31.25	$44,713.34
Payroll, PP01.03.25	$43,125.98
Payroll, PP01.10.25	$921.55
Payroll, PP01.17.25	$44,591.19
Total 518300 Employer Share EE Insurance	**$133,352.06**

518400 Employer Share Pension/Retire

Payroll, PP 1.31.25	$31,065.60
Payroll, PP01.03.25	$30,425.01
Payroll, PP01.10.25	$257.94
Payroll, PP01.17.25	$31,188.97
Payroll, PP01.31.25	$10.93
Total 518400 Employer Share Pension/Retire	**$92,948.45**

Total 1N - Employee Benefits   **$289,481.43**

Total 10001 - Library - Personnel   **$811,751.26**

10002 - Library - Contractuals

2B - Utilities

521011 Electricity - EDI

EVERGY KANSAS SOUTH INC	$15,070.52
Total 521011 Electricity - EDI	**$15,070.52**

521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC	$1,439.38
ENCORE ENERGY SERVICES	$5,127.26
ONE GAS INC	$1,738.24
Total 521021 Natural Gas - EDI	**$8,304.88**

521030 Water Service

City of Wichita	$1,890.07
Total 521030 Water Service	**$1,890.07**

521055 Trash Service - EDI

WASTE MANAGEMENT OF KANSAS INC	$754.45
Total 521055 Trash Service - EDI	**$754.45**

Total 2B - Utilities   **$26,019.92**

Wichita Public Library General Fund Bills   January 2025

2F - Technology Charges

    521060 Local Telephone Service

City of Wichita	$244.00
T-MOBILE USA INC	$24.65
Total 521060 Local Telephone Service	**$268.65**

    522010 PBX Line Charges

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

    522020 PBX Instrument Charges

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

    522040 Long Distance & Teleconference

City of Wichita	$41.65
Total 522040 Long Distance & Teleconference	**$41.65**

    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	$108,167.95
Total 529150 Data Center Charges	**$108,167.95**

Total 2F - Technology Charges $111,696.25

2R - Professional Srvcs

    525080 Service Contractors

City of Wichita	$11.26
Total 525080 Service Contractors	**$11.26**

Total 2R - Professional Srvcs $11.26

2V - Bldg & Equip Charges

    526010 Motor Pool Scheduled Charges

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

    526092 Rent-Real Property

Wichita Public Library General Fund Bills   January 2025

CO CO PROPERTIES LLC	$4,088.24
Total 526092 Rent-Real Property	$4,088.24
Total 2V - Bldg & Equip Charges	$4,398.24

2Z - Other Contractuals

529010 Bank Charges

City of Wichita	$293.67
Total 529010 Bank Charges	$293.67

529052 Library Subs-Electronic Matls

OVERDRIVE INC	$6,437.02
Total 529052 Library Subs-Electronic Matls	$6,437.02

529070 Printing/Copying/Scanning

City of Wichita	$983.74
Total 529070 Printing/Copying/Scanning	$983.74

529090 Shredding & Recycling Service

INTERNATIONAL PAPER COMPANY	$110.00
Total 529090 Shredding & Recycling Service	$110.00
Total 2Z - Other Contractuals	$7,824.43
Total 10002 - Library - Contractuals	$149,950.10

10003 - Library - Commodities

3N - Fuel

539012 Gasoline

City of Wichita	$283.51
Total 539012 Gasoline	$283.51
Total 3N - Fuel	$283.51

4Z - Non-Capital Outlay

549110 Library Materials

Paid against encumbrances	$1,048.00
Total 549110 Library Materials	$1,048.00
Total 4Z - Non-Capital Outlay	$1,048.00
Total 10003 - Library - Commodities	$1,332.33

Grand Total   **$963,033.69**

Y4806 - SCKLS 24-South Central KS Library S

2 - Contractuals

2N - Employee Development

524020 Travel & Training

JAIME NIX	$230.00
JANELLE MERCER	$414.00
JEFFREY L TATE	$414.00
MISTI HOHEISEL	$414.00
Total 524020 Travel & Training	$1,472.00
Total 2N - Employee Development	$1,472.00

2Z - Other Contractuals

529990 Other Contractuals

UNIQUE MANAGEMENT SERVICES INC	$159,400.00
Total 529990 Other Contractuals	$159,400.00
Total 2Z - Other Contractuals	$159,400.00
Total 2 - Contractuals	$160,872.00

Total Y4806 - SCKLS 24-South Central KS Library S	$160,872.00

January 2025 - WPL Gifts	Type	Date	Num	Name	Memo	Debit	Credit	Balance
Baird Account								**$ 736,321.05**
Baird Checking								**$ 104,311.55**
100								**$ 104,311.55**
160 SCKLS FIF								**$ 90,710.93**
Total 160 SCKLS FIF								$ 90,710.93
150 Technology Fund								**$ 6,548.80**
Total 150 Technology Fund								$ 6,548.80
100 - Other								**$ 7,051.82**
Total 100 - Other								$ 7,051.82
Total 100								$ 104,311.55
Total Baird Checking								$ 104,311.55
Investments								**$ 632,009.50**
Total Investments								$ 632,009.50
Total Baird Account								$ 736,321.05
Emprise Checking								**$ 108,792.00**
300								**$ 41,198.48**
330.3 1000Books								**$ 104.03**
Total 330.3 1000Books								$ 104.03
355 FOL Holds								**$ 690.41**
Total 355 FOL Holds								$ 690.41
340 Misc								**$ 50,506.64**
Total 340 Misc								$ 50,506.64
330.6 Local Author Day								**$ (1,372.03)**
Total 330.6 Local Author Day								$ (1,372.03)
330.4 Branches								**$ (13,543.54)**
Total 330.4 Branches								$ (13,543.54)
330.2 SR WED								**$ (350.00)**
Total 330.2 SR WED								$ (350.00)
330.1 Big Read								**$ 1,497.82**
Total 330.1 Big Read								$ 1,497.82

January 2025 - WPL Gifts	Type	Date	Num	Name	Memo	Debit	Credit	Balance
330 FOL								**$ 3,155.90**
Total 330 FOL								$ 3,155.90
320 WGS								**$ 357.16**
Total 320 WGS								$ 357.16
310 SCKLSSRG								**$ 152.09**
Total 310 SCKLSSRG								$ 152.09
Total 300								$ 41,198.48
200								**$ 32,498.15**
220 Employee Training								**$ 1,112.44**
Total 220 Employee Training								$ 1,112.44
210 Staff Assn								**$ 31,385.71**
Total 210 Staff Assn								$ 31,385.71
Total 200								$ 32,498.15
100								**$ 35,095.37**
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								**$ 34,281.79**
Total 110 Levand								$ 34,281.79
Total 100								$ 35,095.37
Total Emprise Checking								$ 108,792.00
Total WPL Gifts								$ 845,113.05
TOTAL								**$ 845,113.05**

THE CITY OF WICHITA

YTD

JOURNAL DETAIL 2020 1 TO 2020 1

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10000080 Wichita Public Library							
422110 Library Desk Receipts (Fines)	-95,000	-95,000	-10,270.14	-5,470.48	.00	-84,729.86	10.8%
422111 Library Desk - Faxes	-10,000	-10,000	-1,358.00	-772.00	.00	-8,642.00	13.6%
422112 Library Desk - Passports	-25,000	-25,000	-8,652.00	-5,256.00	.00	-16,348.00	34.6%
423030 Meeting Room Rentals	-30,000	-30,000	-6,055.00	-3,935.00	.00	-23,945.00	20.2%
424011 Copy Charges	-11,000	-11,000	-2,531.20	-1,508.00	.00	-8,468.80	23.0%
424101 Public Computing Charges	-20,000	-20,000	-3,053.50	-1,958.60	.00	-16,946.50	15.3%
646981 State Setoff Collections	-68,000	-68,000	-689.39	-358.15	.00	-67,310.61	1.0%
646990 Other Non-Operating Revenue	0	0	-20.72	-20.72	.00	20.72	100.0%
TOTAL Wichita Public Library	-259,000	-259,000	-32,629.95	-19,278.95	.00	-226,370.05	12.6%
TOTAL General Fund	-259,000	-259,000	-32,629.95	-19,278.95	.00	-226,370.05	12.6%

THE CITY OF WICHITA

YTD

JOURNAL DETAIL 2020 1 TO 2020 1

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10000080 Wichita Public Library							
10001 Library - Personnel							
511000 Base Compensation	6,281,058	6,281,058	1,262,615.61	505,608.45	.00	5,018,442.39	20.1%
511950 Year-End Payroll Accrual	0	0	-236,795.62	.00	.00	236,795.62	100.0%
511999 Planned Savings	-2,051,398	-2,051,398	.00	.00	.00	-2,051,398.00	.0%
512000 Special Compensation	1,800	1,800	6,619.78	5,524.10	.00	-4,819.78	367.8%
512051 Mileage Reimbursement	0	0	364.95	235.06	.00	-364.95	100.0%
513000 Overtime Compensation	0	0	1,000.73	168.01	.00	-1,000.73	100.0%
518200 Employer Wage Taxes & WC	543,275	543,275	105,764.44	42,583.52	.00	437,510.56	19.5%
518300 Employer Share EE Insurance	1,132,396	1,132,396	221,098.69	87,746.63	.00	911,297.31	19.5%
518400 Employer Share Pension/Retire	801,709	801,709	154,948.69	62,000.24	.00	646,760.31	19.3%
TOTAL Library - Personnel	6,708,840	6,708,840	1,515,617.27	703,866.01	.00	5,193,222.73	22.6%
10002 Library - Contractuals							
521011 Electricity - EDI	305,438	305,438	32,899.07	17,828.55	.00	272,538.93	10.8%
521021 Natural Gas - EDI	41,824	41,824	15,089.63	6,784.75	.00	26,734.37	36.1%
521030 Water Service	13,375	13,375	3,717.34	1,827.27	.00	9,657.66	27.8%
521050 Trash Service	5,404	5,404	.00	.00	.00	5,404.00	.0%
521051 Recycling Service	3,600	3,600	.00	.00	.00	3,600.00	.0%
521055 Trash Service - EDI	0	0	754.45	.00	.00	-754.45	100.0%
521060 Local Telephone Service	8,000	8,000	537.30	268.65	.00	7,462.70	6.7%
521070 Internet Service	10,971	10,971	914.20	914.20	.00	10,056.80	8.3%
522010 PBX Line Charges	11,806	11,806	2,090.00	1,045.00	.00	9,716.00	17.7%
522020 PBX Instrument Charges	19,414	19,414	3,325.00	1,662.50	.00	16,089.00	17.1%
522040 Long Distance & Teleconferenc	1,000	1,000	79.85	38.20	.00	920.15	8.0%
522050 Pagers & Mobile Phones	0	0	57.40	57.40	.00	-57.40	100.0%
522060 Air Cards (Mobile Connect)	1,260	1,260	210.00	105.00	.00	1,050.00	16.7%
522070 Voicemail	3,968	3,968	680.00	340.00	.00	3,288.00	17.1%
522080 Automatic Call Distribution	786	786	131.00	65.50	.00	655.00	16.7%
523010 Building & Contents Insurance	172,088	172,088	.00	.00	.00	172,088.00	.0%
523020 Vehicle Liability Premiums	870	870	.00	.00	.00	870.00	.0%
524010 Recruitment & Hiring	3,140	3,140	.00	.00	.00	3,140.00	.0%
524020 Travel & Training	3,000	3,000	.00	.00	.00	3,000.00	.0%
525012 Medical Treatment	480	480	.00	.00	.00	480.00	.0%
525013 Drug Screening	0	0	71.00	71.00	.00	-71.00	100.0%

YTD

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
525080 Service Contractors	0	0	24.34	13.08	.00	-24.34	100.0%
525083 Textile Rental & Laundry Svcs	1,925	1,925	.00	.00	.00	1,925.00	.0%
525086 Interpreter Services	2,000	2,000	604.00	604.00	.00	1,396.00	30.2%
525094 Collection Agency Fees	21,500	21,500	1,283.05	1,283.05	.00	20,216.95	6.0%
525990 Other Professional Services	5,936	5,936	63.33	63.33	.00	5,872.67	1.1%
526010 Motor Pool Scheduled Charges	3,720	3,720	620.00	310.00	.00	3,100.00	16.7%
526020 Building Repair & Maint	7,240	7,240	.00	.00	.00	7,240.00	.0%
526042 Pest Control Services	13,000	13,000	1,445.08	1,445.08	.00	11,554.92	11.1%
526044 Security & Fire Services	5,220	5,220	.00	.00	.00	5,220.00	.0%
526070 Equipment Repair & Maint	5,421	5,421	282.00	282.00	.00	5,139.00	5.2%
526092 Rent-Real Property	52,060	52,060	8,176.48	4,088.24	.00	43,883.52	15.7%
529010 Bank Charges	5,000	5,000	620.93	327.26	.00	4,379.07	12.4%
529020 Postage	6,000	6,000	270.00	270.00	.00	5,730.00	4.5%
529030 Shipping & Freight	1,000	1,000	.00	.00	.00	1,000.00	.0%
529031 Delivery/Pick up	13,815	13,815	1,910.00	1,910.00	.00	11,905.00	13.8%
529040 Subscriptions	84,000	84,000	165.30	165.30	.00	83,834.70	.2%
529051 Library Software/Licenses	159,233	159,233	.00	.00	.00	159,233.00	.0%
529052 Library Subs-Electronic Matls	337,487	337,487	51,284.26	44,847.24	.00	286,202.74	15.2%
529053 Library Svcs-Leased Matls	22,380	22,380	.00	.00	.00	22,380.00	.0%
529070 Printing/Copying/Scanning	30,000	30,000	2,951.33	1,967.59	.00	27,048.67	9.8%
529090 Shredding & Recycling Service	250	250	110.00	.00	.00	140.00	44.0%
529141 Software License & Maint Fees	550	550	9,948.46	9,948.46	.00	-9,398.46	1808.8%
529150 Data Center Charges	1,196,619	1,196,619	216,335.90	108,167.95	.00	980,283.10	18.1%
529160 Licenses & Permits	595	595	.00	.00	.00	595.00	.0%
529990 Other Contractuals	5,033	5,033	60.00	60.00	.00	4,973.00	1.2%
TOTAL Library - Contractuals	2,586,408	2,586,408	356,710.70	206,760.60	.00	2,229,697.30	13.8%
10003 Library - Commodities							
531020 Office Supplies	64,339	64,339	5,321.18	5,321.18	.00	59,017.82	8.3%
531030 Custodial Supplies	5,000	5,000	393.90	393.90	.00	4,606.10	7.9%
532020 Automotive Parts & Supplies	450	450	59.99	59.99	.00	390.01	13.3%
532990 Other Equip Parts & Supplies	0	0	91.00	91.00	.00	-91.00	100.0%
539012 Gasoline	7,234	7,234	626.82	343.31	.00	6,607.18	8.7%
549010 Furniture & Fixtures <$5k	9,490	9,490	.00	.00	.00	9,490.00	.0%
549020 Data Processing Equip <$5k	9,665	9,665	.00	.00	.00	9,665.00	.0%
549110 Library Materials	452,067	457,699	3,599.77	2,550.95	3,152.73	450,946.09	1.5%
TOTAL Library - Commodities	548,245	553,877	10,092.66	8,760.33	3,152.73	540,631.20	2.4%
TOTAL Wichita Public Library	9,843,493	9,849,125	1,882,420.63	919,386.94	3,152.73	7,963,551.23	19.1%

THE CITY OF WICHITA

YTD

ACCOUNTS FOR: 290 Grants - Multi-year	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
80100324 South Central KS Library Sys24							
Y4806 SCKLS 24-South Central KS Libr							
524020 Travel & Training	18,416	18,416	6,264.61	3,936.87	.00	12,151.39	34.0%
526070 Equipment Repair & Maint	9,000	9,000	.00	.00	.00	9,000.00	.0%
529061 Organizational Memberships	0	0	3,502.00	.00	.00	-3,502.00	100.0%
529990 Other Contractuals	25,000	25,000	.00	.00	159,400.00	-134,400.00	637.6%
531020 Office Supplies	20,000	20,000	.00	.00	.00	20,000.00	.0%
549010 Furniture & Fixtures <$5k	25,000	25,000	.00	.00	.00	25,000.00	.0%
549110 Library Materials	140,266	140,266	.00	.00	.00	140,266.00	.0%
TOTAL SCKLS 24-South Central KS L	237,682	237,682	9,766.61	3,936.87	159,400.00	68,515.39	71.2%
TOTAL South Central KS Library Sy	237,682	237,682	9,766.61	3,936.87	159,400.00	68,515.39	71.2%
TOTAL Grants - Multi-year	237,682	237,682	9,766.61	3,936.87	159,400.00	68,515.39	71.2%

Wichita Public Library General Fund Bills February 2025

Org: 10000080

10001 - Library - Personnel

1B - Base Compensation

511000 Base Compensation

Payroll, PP02.14.25	$252,726.84
Payroll, PP02.28.25	$252,881.61
Total 511000 Base Compensation	$505,608.45

Total 1B - Base Compensation	$505,608.45

1F - Special Compensation

512000 Special Compensation

Payroll, PP02.14.25	$4,393.06
Payroll, PP02.28.25	$1,131.04
Total 512000 Special Compensation	$5,524.10

512051 Mileage Reimbursement

Payroll, 226	$21.77
Payroll, 233	$15.33
Payroll, 9211	$129.43
Payroll, 9614	$68.53
Total 512051 Mileage Reimbursement	$235.06

Total 1F - Special Compensation	$5,759.16

1J - OT Compensation

513000 Overtime Compensation

Payroll, PP02.14.25	$116.81
Payroll, PP02.28.25	$51.20
Total 513000 Overtime Compensation	$168.01

Total 1J - OT Compensation	$168.01

1N - Employee Benefits

518200 Employer Wage Taxes & WC

Payroll, PP02.14.25	$21,422.16
Payroll, PP02.28.25	$21,161.36
Total 518200 Employer Wage Taxes & WC	$42,583.52

518300 Employer Share EE Insurance

Payroll, PP02.14.25	$44,500.43
Payroll, PP02.28.25	$43,246.20
Total 518300 Employer Share EE Insurance	$87,746.63

518400 Employer Share Pension/Retire

Wichita Public Library General Fund Bills   February 2025

Payroll, PP02.14.25	$30,971.59
Payroll, PP02.28.25	$31,028.65
Total 518400 Employer Share Pension/Retire	**$62,000.24**
Total 1N - Employee Benefits	**$192,330.39**
Total 10001 - Library - Personnel	**$703,866.01**

10002 - Library - Contractuals

2B - Utilities

521011 Electricity - EDI

EVERGY KANSAS SOUTH INC	$17,828.55
Total 521011 Electricity - EDI	**$17,828.55**

521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC	$1,699.32
ONE GAS INC	$5,085.43
Total 521021 Natural Gas - EDI	**$6,784.75**

521030 Water Service

City of Wichita	$1,827.27
Total 521030 Water Service	**$1,827.27**

Total 2B - Utilities	**$26,440.57**

2F - Technology Charges

521060 Local Telephone Service

City of Wichita	$244.00
T-MOBILE USA INC	$24.65
Total 521060 Local Telephone Service	**$268.65**

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**

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	$38.20
Total 522040 Long Distance & Teleconference	**$38.20**

522050 Pagers & Mobile Phones

Wichita Public Library General Fund Bills   February 2025

	P-CARD ONE-TIME PAY	$57.40
Total 522050 Pagers & Mobile Phones		**$57.40**

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	$108,167.95
Total 529150 Data Center Charges		**$108,167.95**

Total 2F - Technology Charges		**$112,664.40**

2R - Professional Srvcs

525013 Drug Screening

	KELLY COMPLIANCE INC	$71.00
Total 525013 Drug Screening		**$71.00**

525080 Service Contractors

	City of Wichita	$13.08
Total 525080 Service Contractors		**$13.08**

525086 Interpreter Services

	SIGN LANGUAGE INTERPRETING SERVICES	$604.00
Total 525086 Interpreter Services		**$604.00**

525094 Collection Agency Fees

	UNIQUE MANAGEMENT SERVICES INC	$1,283.05
Total 525094 Collection Agency Fees		**$1,283.05**

525990 Other Professional Services

	City of Wichita	$63.33
Total 525990 Other Professional Services		**$63.33**

Total 2R - Professional Srvcs		**$2,034.46**

2V - Bldg & Equip Charges

526010 Motor Pool Scheduled Charges

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

Wichita Public Library General Fund Bills   February 2025

526042 Pest Control Services

	P-CARD ONE-TIME PAY	$1,445.08
Total 526042 Pest Control Services		$1,445.08

526070 Equipment Repair & Maint

	SERVICEXPERTS INC	$282.00
Total 526070 Equipment Repair & Maint		$282.00

526092 Rent-Real Property

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

Total 2V - Bldg & Equip Charges	$6,125.32

2z - Other Contractuals

529010 Bank Charges

	City of Wichita	$327.26
Total 529010 Bank Charges		$327.26

529020 Postage

	P-CARD ONE-TIME PAY	$270.00
Total 529020 Postage		$270.00

529031 Delivery/Pick up

	NORTHEAST KANSAS LIBRARY SYSTEM	$1,910.00
Total 529031 Delivery/Pick up		$1,910.00

529040 Subscriptions

	P-CARD ONE-TIME PAY	$165.30
Total 529040 Subscriptions		$165.30

529052 Library Subs-Electronic Matls

	OVERDRIVE INC	$44,847.24
Total 529052 Library Subs-Electronic Matls		$44,847.24

529070 Printing/Copying/Scanning

	City of Wichita	$1,967.59
Total 529070 Printing/Copying/Scanning		$1,967.59

529141 Software License & Maint Fees

	City of Wichita	$9,948.46
Total 529141 Software License & Maint Fees		$9,948.46

529990 Other Contractuals

	P-CARD ONE-TIME PAY	$60.00
Total 529990 Other Contractuals		$60.00

Total 2z - Other Contractuals	$59,495.85

Total 10002 - Library - Contractuals	$206,760.60

Wichita Public Library General Fund Bills   February 2025

10003 - Library - Commodities

3B - Supplies

531020 Office Supplies

City of Wichita	$2,178.76
P-CARD ONE-TIME PAY	$3,142.42
Total 531020 Office Supplies	**$5,321.18**

531030 Custodial Supplies

P-CARD ONE-TIME PAY	$393.90
Total 531030 Custodial Supplies	**$393.90**

Total 3B - Supplies	**$5,715.08**

3F - Components & Parts

532020 Automotive Parts & Supplies

City of Wichita	$59.99
Total 532020 Automotive Parts & Supplies	**$59.99**

532990 Other Equip Parts & Supplies

SERVICEXPERTS INC	$91.00
Total 532990 Other Equip Parts & Supplies	**$91.00**

Total 3F - Components & Parts	**$150.99**

3N - Fuel

539012 Gasoline

City of Wichita	$343.31
Total 539012 Gasoline	**$343.31**

Total 3N - Fuel	**$343.31**

4Z - Non-Capital Outlay

549110 Library Materials

BRODART CO	$930.04
INGRAM LIBRARY SERVICES INC	$500.00
P-CARD ONE-TIME PAY	$1,120.91
Total 549110 Library Materials	**$2,550.95**

Total 4Z - Non-Capital Outlay	**$2,550.95**

Total 10003 - Library - Commodities	**$8,760.33**

Grand Total	**$919,386.94**

Wichita Public Library Grant Bills   February 2025

Y4806 - SCKLS 24-South Central KS Library S

    2 - Contractuals

        2N - Employee Development

            524020 Travel & Training

JAIME NIX	$387.00
P-CARD ONE-TIME PAY	$3,549.87
Total 524020 Travel & Training	$3,936.87
Total 2N - Employee Development	$3,936.87
Total 2 - Contractuals	$3,936.87

Total Y4806 - SCKLS 24-South Central KS Library S	$3,936.87

Febrary 2025 - WPL Gfits	Type	Date	Name	Debit	Credit	Balance
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			$ 104.03	$ -
Total 330.3 1000Books (Friends)				$ -	$ 104.03	$ -
355 FOL Holds						**$ 690.41**
	General Journal	07/31/2024			$ 690.41	$ -
Total 355 FOL Holds				$ -	$ 690.41	$ -
340 Misc						**$ 21,810.87**
	Deposit	07/08/2024		$ 11,905.81		$ 33,716.68
	Transfer	07/08/2024		$ 170,000.00		$ 203,716.68
	General Journal	07/31/2024			$ 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		$ 348.08		$ 288.17
Total 330.6 Local Author Day (Friends				$ 348.08	$ -	$ 288.17
330.4 Branches (Friends)						**$ (12,955.41)**
	General Journal	07/31/2024		$ 13,019.13		$ 63.72
Total 330.4 Branches (Friends)				$ 13,019.13	$ -	$ 63.72
330.2 SR WED (Friends)						**$ (350.00)**
	General Journal	07/31/2024		$ 350.00		$ -
Total 330.2 SR WED (Friends)				$ 350.00	$ -	$ -
330.1 Big Read (Friends)						**$ 1,497.82**
	General Journal	07/31/2024			$ 1,497.82	$ -
Total 330.1 Big Read (Friends)				$ -	$ 1,497.82	$ -
330 FOL						**$ 3,155.90**
	General Journal	07/31/2024			$ 3,155.90	$ -
Total 330 FOL				$ -	$ 3,155.90	$ -
320 WGS						**$ 357.16**
	General Journal	07/31/2024			$ 357.16	$ -
Total 320 WGS				$ -	$ 357.16	$ -
310 SCKLSSRG						**$ 2.09**
	General Journal	07/31/2024			$ 2.09	$ -
Total 310 SCKLSSRG				$ -	$ 2.09	$ -
Total G&M 300				$ 195,623.02	$ 56,524.09	$ 153,351.89
G&M 200						**$ 28,594.24**

Febrary 2025 - WPL Gfits	Type	Date	Name	Debit	Credit	Balance
220 Employee Training						**$ 1,112.44**
	General Journal	07/31/2024			$ 1,112.44	$ -
Total 220 Employee Training				$ -	$ 1,112.44	$ -
210 Staff Assn						**$ 27,481.80**
	Check	07/24/2024	Fusion Restaurant and Catering		$ 3,064.26	$ 24,417.54
	General Journal	07/31/2024		$ 1,233.98		$ 25,651.52
	General Journal	07/31/2024			$ 24,001.35	$ 1,650.17
Total 210 Staff Assn				$ 1,233.98	$ 27,065.61	$ 1,650.17
Total G&M 200				$ 1,233.98	$ 28,178.05	$ 1,650.17
100						**$ 410,754.26**
160 SCKLS FIF						**$ 335,091.26**
	Transfer	07/08/2024		$ 66,000.00		$ 401,091.26
Total 160 SCKLS FIF				$ 66,000.00	$ -	$ 401,091.26
151.1 3D Printing						**$ 270.83**
	General Journal	07/31/2024			$ 212.81	$ 58.02
Total 151.1 3D Printing				$ -	$ 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			$ 540.77	$ -
Total 130 LH Photos				$ -	$ 540.77	$ -
110 Levand						**$ 74,144.93**
	Check	07/11/2024	Kelly E Rooney		$ 8,239.89	$ 65,905.04
	Check	07/19/2024	Kelly E Rooney		$ 2,746.63	$ 63,158.41
	Check	07/19/2024	Quik Print Inc		$ 1,440.44	$ 61,717.97
	Check	07/24/2024	Kelly E Rooney		$ 2,746.63	$ 58,971.34
	Check	07/24/2024	Racine Zackula		$ 241.88	$ 58,729.46
	General Journal	07/31/2024			$ 52,546.85	$ 6,182.61
Total 110 Levand				$ -	$ 67,962.32	$ 6,182.61
Total 100				$ 66,000.00	$ 68,715.90	$ 408,038.36
Total Baird Checking				$ 262,857.00	$ 153,418.04	$ 563,040.42
Investments						**$ 404,000.00**
	Transfer	07/08/2024			$ 170,000.00	$ 234,000.00
	Transfer	07/08/2024			$ 66,000.00	$ 168,000.00
Total Investments				$ -	$ 236,000.00	$ 168,000.00
Total Baird Account				$ 262,857.00	$ 389,418.04	$ 731,040.42
Emprise Checking						**$ -**

Febrary 2025 - WPL Gfits	Type	Date	Name	Debit	Credit	Balance
300						$ -
330.3 1000Books						$ -
	General Journal	07/31/2024		$ 104.03		$ 104.03
Total 330.3 1000Books				$ 104.03	$ -	$ 104.03
355 FOL Holds						$ -
	General Journal	07/31/2024		$ 690.41		$ 690.41
Total 355 FOL Holds				$ 690.41	$ -	$ 690.41
340 Misc						$ -
	General Journal	07/31/2024		$ 50,716.68		$ 50,716.68
Total 340 Misc				$ 50,716.68	$ -	$ 50,716.68
330.6 Local Author Day						$ -
	General Journal	07/31/2024			$ 348.08	$ (348.08)
	Bill Pmt -Check	07/31/2024	WPL Foundation		$ 166.90	$ (514.98)
	Bill Pmt -Check	07/31/2024	WPL Foundation		$ 857.05	$ (1,372.03)
Total 330.6 Local Author Day				$ -	$ 1,372.03	$ (1,372.03)
330.4 Branches						$ -
	General Journal	07/31/2024			$ 13,019.13	$ (13,019.13)
Total 330.4 Branches				$ -	$ 13,019.13	$ (13,019.13)
330.2 SR WED						$ -
	General Journal	07/31/2024			$ 350.00	$ (350.00)
Total 330.2 SR WED				$ -	$ 350.00	$ (350.00)
330.1 Big Read						$ -
	General Journal	07/31/2024		$ 1,497.82		$ 1,497.82
Total 330.1 Big Read				$ 1,497.82	$ -	$ 1,497.82
330 FOL						$ -
	General Journal	07/31/2024		$ 3,155.90		$ 3,155.90
Total 330 FOL				$ 3,155.90	$ -	$ 3,155.90
320 WGS						$ -
	General Journal	07/31/2024		$ 357.16		$ 357.16
Total 320 WGS				$ 357.16	$ -	$ 357.16
310 SCKLSSRG						$ -
	General Journal	07/31/2024		$ 2.09		$ 2.09
Total 310 SCKLSSRG				$ 2.09	$ -	$ 2.09
Total 300				$ 56,524.09	$ 14,741.16	$ 41,782.93
200						$ -
220 Employee Training						$ -
	General Journal	07/31/2024		$ 1,112.44		$ 1,112.44

Febrary 2025 - WPL Gfits	Type	Date	Name	Debit	Credit	Balance
Total 220 Employee Training				$ 1,112.44	$ -	$ 1,112.44
210 Staff Assn						$ -
	Deposit	07/31/2024		$ 1,452.12		$ 1,452.12
	General Journal	07/31/2024		$ 24,001.35		$ 25,453.47
Total 210 Staff Assn				$ 25,453.47	$ -	$ 25,453.47
Total 200				$ 26,565.91	$ -	$ 26,565.91
100						$ -
151.1 3 D Printing						$ -
	General Journal	07/31/2024		$ 212.81		$ 212.81
Total 151.1 3 D Printing				$ 212.81	$ -	$ 212.81
130 LH Photos						$ -
	General Journal	07/31/2024		$ 540.77		$ 540.77
Total 130 LH Photos				$ 540.77	$ -	$ 540.77
110 Levand						$ -
	General Journal	07/31/2024		$ 52,546.85		$ 52,546.85
Total 110 Levand				$ 52,546.85	$ -	$ 52,546.85
Total 100				$ 53,300.43	$ -	$ 53,300.43
Total Emprise Checking				$ 136,390.43	$ 14,741.16	$ 121,649.27
Total WPL Gifts				$ 399,247.43	$ 404,159.20	$ 852,689.69
TOTAL				**$ 399,247.43**	**$ 404,159.20**	**$ 852,689.69**

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Operations Committee Agenda
Tuesday, March 11, 2025
Board Room / MS Teams 3:30pm
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order

2. March 2025 Policy Updates

3. 2026 Program Option Draft Discussion

4. Branch Remodel Updates

5. Managed Call Center Update

6. Other items from the committee

To attend virtually:

Microsoft Teams Need help?

Join the meeting now

Meeting ID: 211 331 587 104

Passcode: 7jFtKF

WICHITA PUBLIC LIBRARY

INTEROFFICE MEMORANDUM

TO: Library Board of Directors

FROM: Jaime Nix, Director of Libraries

SUBJECT: Wichita Public Library Policy Updates, March 2025

DATE: March 10, 2025

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 February, Library Leadership Team reviewed multiple sections of the policy. In review with staff, changes are recommended to the following policies:

- REF-009 Meeting Room Facilities – remove non-library after hours use due to staffing levels, update Evergreen and Westlink meeting room rental fees, update collaboration rooms to reflect amenities at Westlink.
- CUS-006 Filming and Photography – update language to describe reasonable expectations for privacy, and update job title.
- CUS-007 Service to deaf, Deaf and Hard of Hearing Persons – update job title.
- CUS-008 Library Teen Spaces – update to include Westlink.
- EME-001 Disaster and Contingency Plan – update to include Continuity of Operations and Employee Handbook resources and Library Resource Officer role.
- EME-001 Library Service during Emergencies – update to include Employee Handbook resource.
- PER-001 Personnel Policy Statements – update to include Employee Handbook resource.
- COL-002.1 Selection Criteria – update to outline how AI generated materials will be selected.

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.

Attachments: March 2025 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 ==during business hours==. Meeting rooms are available to rent; however, priority for meeting room use is given to the Library and Library-sponsored organizations.

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

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

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

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

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

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

Amenities and Rates

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

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

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

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

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

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

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

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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 130 people	$30.00	$50.00/hour
Evergreen Arteaga BC Multipurpose room (east only)	Est 119 people	$25.00	$50.00/hour
Evergreen Arteaga B or C Multipurpose room (1/4 only)	Est 60 people	$20.00	$50.00/hour
Rockwell Branch	Est 88 people	$25.00	$50.00/hour
Walters Branch	Est 43 people	$20.00	$50.00/hour
Westlink Branch	85 people	$25.00	$50.00/hour

Westlink Conference Room (single)	Est 60 people	$20.00	$50.00/hour
Westlink Conference Room (double)	Est 120 people	$25.00	$50.00/hour
Westlink Classroom	Est 16 people	$15.00	$50.00/hour

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

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

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

Reservations and Cancellations

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

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

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

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

Responsibilities and Regulations

- All meeting room use must comply with fire codes and will not exceed the facilities' maximum capacity.

- Smoking in any part of the Library is prohibited. Candles and open flames are also prohibited.

- ~~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 reserves the meeting room if the room is not restored to its original condition.

- The Library does not provide staff to operate any equipment, and staff may not be able to provide instruction on equipment use on the day of the rental. Renters may schedule an appointment with staff several days in advance of the meeting to test equipment.

- All publicity concerning meetings should make it clear that the Library is not the sponsor and must include the statement, "Not an official Wichita Public Library program." Neither the name nor address of the Wichita Public Library may be used as an organization's official address with the exception of Library-affiliated organizations or with the approval of the Director of Libraries.

- Refreshments, except alcoholic beverages, may be served in meeting spaces of all library locations if they are kept inside the meeting room.

    - In branch libraries, the group or individual must provide all serving supplies.
    - For libraries where consumption of alcoholic beverages may be allowed under Section 4.04.045 of the City of Wichita Municipal Code of Ordinances, a valid liquor license from an established business will be required prior to rental date.

- The individual who reserved the meeting room contract is responsible for reasonable care of the room and is liable for damaged or stolen equipment or damage to facilities. The Library is not responsible for the equipment, supplies, materials or other items owned by the group or individuals in the Library.

- All decorations or displays must be freestanding, pinned to bulletin boards in the room, or limited to tabletops. Material may be attached to the meeting room walls only if painter's tape is used. Directional signage related to the meeting requires approval by Library staff.

Library Collaboration Rooms

Collaboration and Study rooms may be reserved on a first-come/first served basis beginning one week before the desired date. One two-hour reservation may be scheduled per day. There is no charge for these reservations.

The Sensory Room at Westlink may be reserved on a first-come/first served basis beginning one week before the desired date. One one-hour reservation may be scheduled per day. There is no charge for these reservations.

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

Related Form
Meeting Room Agreement

Last Review: March 2025

CUS-006   Filming and Photography Policy

Filming and photography are allowed as described below only to the extent that it does not interfere with the delivery of library services and is consistent with the Library's mission. All parties involved in filming and photography are expected to follow the Customer Code of Conduct (CUS-001).

For the safety and privacy of customers using the library, the person(s) filming or taking photos inside the library have sole responsibility for obtaining all necessary releases and permissions from persons who are filmed or photographed.

The Library undertakes no responsibility for obtaining these releases.

Failure to obtain releases and permissions from persons being filmed or photographed will be deemed unacceptable behavior regarding the Library's Customer Code of Conduct.

Library staff may temporarily or permanently dismiss any photo session that goes against the Customer Code of Conduct, Library policies or appears to compromise public safety or security.

The Library is a limited, or designated public forum, and reasonable time, place and manner regulations are permissible.

Filming and photography is not allowed in library stacks, at circulation desks, self-checkout kiosks, or around public computers when in use by customers in order to protect customer privacy and confidentiality.

News Media Photography and Videography

The Library has an open door policy for news media photographers and reporters who are doing stories or projects that directly involve the Library and its programs, resources and services. Advance authorization for such coverage must be obtained from the Library's Sr. Communications Specialist, Director of Libraries or Librarian-In-Charge.

The Library may grant permission for news media to use its facilities for stories or projects that do not relate to the Library itself with prior approval from the Library's Sr. Communications Specialist, Director of Libraries, or Librarian-in-Charge. However, research photography of the Library's materials and resources are permitted within certain limitations (see "Research Photography" section below). It disallows access to library customers for opinion polls or interviews within its facilities.

Documentary-Type Photography for Publication or Broadcast

The Library permits photography of its premises and activities when the use of the photographs involves the Library directly, i.e. books, articles, or videos about the Library itself, the Library's position in the City of Wichita as a tourist or learning destination, or as part of a piece used to describe Wichita. Authorization must be obtained in advance from the Library's Sr. Communications Specialist, Director of Libraries or Librarian-In-Charge.

Research Photography

The Library permits research photography of its materials and resources within certain limitations. Researchers and journalists are responsible for obtaining their own permissions when photographing copyrighted material in the library. Because of complex copyright issues, permission to reproduce some

materials from the Genealogy and Local History Section may be denied or involve a fee (see REF-005 and REF-005.1). Advance authorization may be required for some materials.

Amateur Photography and Videography

Casual amateur photography and videotaping is permitted in lobby, study and program areas of library facilities for customers and visitors wanting a remembrance of their visit. The use of additional equipment such as lighting is not permitted. Amateur photographers have explicit responsibility for gaining all necessary releases and permissions from persons who are filmed or photographed.

Commercial Photography and Videography or Major Projects

The Library will permit use of its facilities for commercial photography or filming entertainment and educational projects where a library setting is called for, if the project does not interfere with the mission of the Wichita Public Library and is in accordance with the rest of this policy. Projects must be approved in advance. In order to avoid disruption of service to library customers, such use may take place only when the library is closed. Fees will be charged to offset costs incurred by the Library to provide access to the facility.

Photography and Videography for Groups and Non-Library Events in Meeting Rooms

Groups renting Library facilities may arrange for photographers and news media during their event. Filming and photography for such events is restricted to the space reserved by the group and may not take place in other areas of the Library.

==Last Review:== March 2025

Online Manual Listing: http://wichitalibrary.org/About/Policies/Pages/filming-photography.aspx

CUS-007   **Service to deaf, Deaf and Hard of Hearing Persons**

It is the policy of the Wichita Public Library to ensure that a consistently high level of service is provided to all community members, including those who are deaf, Deaf or hard of hearing. The Library has specific legal obligations under the Americans with Disabilities Act and the Rehabilitation Act to communicate effectively with people who are deaf, Deaf or hard of hearing. To carry out these policies and legal obligations, the Library instructs its employees and volunteers as follows:

- People who are deaf, Deaf or hard of hearing are entitled to a level of service equivalent to that provided to other persons.

- The Library will make every effort to ensure that its employees and volunteers communicate effectively with people who are deaf, Deaf or hard of hearing.

- Effective communication with a person who is deaf, Deaf or hard of hearing involved in an incident – whether as a victim, witness, or suspect– is essential in ascertaining what actually occurred, the urgency of the matter, and type of situation.

- The type of aid required for effective communication will depend on the individual's usual method of communication, and the nature, importance, and duration of the communication at issue.

Definitions

According to the National Association for the Deaf, how people "label" themselves in terms of their hearing loss is personal and may reflect identification with the Deaf community or merely how their hearing loss affects their ability to communicate. A person can either be deaf, Deaf, or hard of hearing.

A. *Auxiliary aids and services:* This phrase refers to various types of aids used to communicate with people who are deaf, Deaf or hard of hearing. These include use of gestures or visual aids to supplement oral communication; use of a notepad and pen or pencil to exchange written notes; use of an assistive listening system or device to amplify sound for persons who are hard of hearing; or use of a qualified oral or sign language interpreter.

B. *deaf*: The term "deaf" (lowercase) refers to those who are unable to hear well enough to rely on their hearing as the primary means of receiving and processing oral communication. These individuals may not rely upon a single mode of communication, and may enlist several different modes for communication, such as a sign language system (American Sign Language, Pidgin Signed language, Signed Exact English, etc.), communicating verbally while wearing hearing aids, as well as using written English. Often, these people have experienced their hearing loss later in life, and are referred to as "late deafened adults." Their deafness, though unique, does not necessarily bring with it an identity, common language (such as ASL), or culture.

C. *Deaf:* The term "Deaf" (uppercase) refers to a particular group of deaf people who share a common language--American Sign Language (ASL)--and a culture. This culture includes a set of beliefs about themselves and their connection to the larger society.

D. *hard of hearing:* The term "hard of hearing" refers to those who have some hearing, are able to use it for communication purposes, and who feel reasonably comfortable doing so. "Hard of hearing" can denote a person with mild-to-moderate hearing loss and/or denote a deaf person who does not want cultural affiliation with the Deaf community.

Employees and volunteers may make the first attempt in writing to determine the primary mode of communication with a deaf, Deaf, or hard of hearing person. Many deaf senior citizens do not know sign language, so the primary mode of communication may be in writing. Many Deaf citizens may know sign language but may have poor writing and reading skills, so writing may not always be a good communication mode. A few hard of hearing people may prefer sign language as their primary mode of communication.

Routine Contacts

In many circumstances, oral communication supplemented by gestures and visual aids or an exchange of written notes will be an effective means of communicating with people who are deaf, Deaf or hard of hearing. In other circumstances, a qualified sign language interpreter may be needed to communicate effectively with persons who are deaf, Deaf or hard of hearing. The more lengthy, complex, and important the communication, the more likely it is that a qualified interpreter will be required for effective communication.

To serve each individual effectively, primary consideration should be given to providing the type of communication aid or service requested by the individual. Employees and volunteers should find out from the person who is deaf, Deaf or hard of hearing what type of auxiliary aid or service the customer needs. Employees and volunteers should defer to those expressed choices, unless:

- There is another equally effective way of communicating, given the circumstances, length, complexity, and importance of the communication, as well as the communication skills of the person who is deaf, Deaf or hard of hearing.

Employees and volunteers whose sign language skill level is not sufficient for communicating with a deaf, Deaf, or hard of hearing person should first attempt to communicate in writing.

Employees and volunteers should not ask a family member or friend to interpret, unless the deaf, Deaf, or hard of hearing person initiates the request.

The input of people who are deaf, Deaf or hard of hearing who are involved in incidents is just as important as the input of others. Staff members must not draw conclusions about incidents unless they fully understand – and are understood by – all those involved, including people who are deaf, Deaf or hard of hearing.

A. If the deaf, Deaf, or hard of hearing person needs an interpreter to communicate clearly, the employee or volunteer should request a qualified interpreter.

B. People who are deaf, Deaf or hard of hearing will not be charged for the cost of an auxiliary aid or service needed for effective communication.

If the person makes a request for a family member or friend to interpret, caution should be taken to ensure that the information is being provided directly and accurately to and from the deaf, Deaf, or hard of hearing person. If the family member or friend has a conflict of interest in the situation, that person may intentionally interpret information inaccurately. In such instances the employee or volunteer should request a qualified interpreter.

Definition/Use of a Qualified Interpreter

Under the Americans with Disabilities Act (ADA), a qualified interpreter is defined as "an interpreter who is able to interpret effectively, accurately, and impartially both receptively and expressively, using any necessary specialized vocabulary."

Regardless of the circumstances described in the previous sections, employees and volunteers should never hesitate to request a qualified interpreter if one is needed to facilitate effective communication.

A list of qualified interpreters will be maintained by the Human Resources Department. Qualified interpreters are:

A. City of Wichita employees on the City of Wichita's official bilingual pay list.

B. Non-employee interpreters who have been screened by the Human Resources Department for quality and skill, reliability, cost, and availability, and certified by that department as qualified interpreters.

Requests for a qualified interpreter must be approved by the Director of Libraries, Assistant Director, or the Librarian-in-Charge.

A. The supervisor approving the request will first contact an interpreter who is a City of Wichita employee and is on the City of Wichita's bilingual pay list. Qualified members of the Library staff should be used whenever possible. If no such employee is available, a qualified interpreter from the Human Resource Department's list of contractors shall be contacted.

B. The expense of providing a qualified interpreter will be paid by the Library, assuming that the request was made and approved through the process outlined above.

C. When a non-employee interpreter is utilized from the Human Resources Department list, the employee or volunteer involved in the transaction must submit an e-mail detailing the reason for service, name of the interpreter, location, and arrival and departure times of the interpreter and the supervisor who approved the service. The e-mail should be directed to the Support Services Manager with a copy to the Director of Libraries.

D. If none of the means set forth above are available when requested, it will be sufficient that a staff member made a good faith/practical effort to obtain a qualified interpreter, following the guidelines set forth in this policy. Such efforts should also be properly documented and sent to the Support Services and Customer Service Managers. A time should be scheduled for communication when a qualified interpreter is available.

Employees and volunteers must review and have a working knowledge of this policy.

Last Review: March 2025

CUS-008   **Teen Spaces**

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

Teen spaces are specifically designed for use by patrons ages 12 to 18. The teen spaces are open during all regular hours.

All activities and programs in the teen spaces are designed solely for this age group.

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

Last Review: March 2025

EME-001   Disaster and Contingency Plan

The Library complies with the Continuity of Operations (COOP) plan established by the City of Wichita. The Library shall maintain a disaster and contingency plan to be updated at least annually to include emergency procedures. In case of an emergency, these procedures will be followed to ensure the safety of all customers, staff, and volunteers in Library buildings and to protect the Library's resources. All people in Library buildings during an emergency are expected to follow instructions given by the Library Resource Officer, Director of Libraries, Librarian-in-Charge, and/or emergency personnel.

The Library's disaster preparedness/emergency plan is not an open record due to the provision made by K.S.A. 45-221 (12).

Related Documents
K.S.A. 45-221 (12)
Continuity of Operations Plan
WPL Employee Handbook

Last Review: March 2025

EME-002   **Library Service during Emergencies**

Tornado Warnings
During a tornado warning, the Library is not open for service, but public buildings are open for shelter. A tornado warning is declared in one or both of the following ways: the sounding of civil preparedness sirens or announcements on the radio. Staff must take shelter in assigned areas and may not remain in work areas. All customers are required to take shelter in assigned areas or leave the building until the National Weather Service has canceled the warning.

Should the tornado warning begin prior to a site's official opening, the facility will be opened as an emergency shelter when staff is in the building. Should the warning extend beyond the regular hours of operation, staff will remain until the warning has expired and the building is secured.

Other Inclement Weather
The Library's data equipment and files are vulnerable to damage from power fluctuations as well as physical damage during severe weather. During intense storms, some services may be unavailable.

Loss of Essential Services
Library facilities may close if one or more essential services (electricity, natural gas, water, etc.) are lost and public safety would be compromised if the facility were to remain in use.

Communication of Unscheduled Closings
KFDI will be the primary media outlet for communication of any unscheduled closing with the public and staff. Information will also be shared with other local broadcast media outlets, posted on the website and on social media channels of the Library and the City of Wichita.

Related Document
Continuity of Operations Plan
WPL Employee Handbook

Last Review: March 2025

PER-001   Personnel Policy Statements

The Library complies with the personnel policies and procedures established by the City of Wichita. The City of Wichita's policy gives a detailed review of position classifications, pay plans, placement, leaves of absences and hours of work, discipline, termination, restrictions and grievance procedures. Additions or exceptions to this manual are noted in the following section.

The Library will set guidelines and procedures for staff to promote professionalism and good customer service.

Related Policy
City of Wichita Human Relations Policy Manual
WPL Employee Handbook

Last Review: March 2025

COL-002.1   Selection Criteria

Selection of materials is based on each item's excellence and the audience for whom it is intended. No single standard is applied in all cases. Some materials are judged primarily for artistic merit, scholarship or value to humanity, while others are selected to satisfy the informational, recreational or educational interests of the City's diverse population. The Library collects material reflecting a variety of viewpoints on controversial issues, including those that reflect potentially controversial opinions of the author or creator. The Library labels materials only to aid in circulation and directional aides for how to organize the collections and major categorizations of genres or collections.

When selecting materials, the following criteria will be considered. An item need not meet all of these criteria to be selected.

- Subject matter relevance, importance, and interest to City of Wichita residents.
- Relative importance in comparison with other materials on a subject.
- The relation of the work to existing collections.
- Public demand for the author or producer, title or subject.
- The author, creator, or publisher's local connections, local or national prominence, authority, and/or literary or artistic merit, without regard to political, religious, or other affiliations.
- Positive professional reviews or awards recognition.
- Ownership and demand at other library systems of similar size or scope.
- Clarity and accuracy of presentation appropriate to the skills of the intended users.
- Suitability of format to the content and the intended audience.
- Value for the cost of the item (the library has a finite budget and cannot acquire all materials on every subject).

Items generally excluded from selection include:

- Textbooks, workbooks, and curriculum-related work, unless they are considered useful to the general reader as an introduction to a subject and their presentation is superior to other sources.
- Academic, scholarly, or technical materials that are traditionally carried by academic or special libraries.
- Self-published materials, unless they meet the selection criteria set out above.

AI-generated materials, unless they meet the selection criteria set out above. AI-generated includes, but is not limited to, human guided and edited AI creations as well as AI-narrated works. Local connections of the creator will not be considered for AI-generated works.

Last Review: SMarch 2025

Online Manual Listing: http://wichitalibrary.org/About/Policies/Pages/collection-management.aspx#criteria

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Planning and Facilities Committee Agenda
Wednesday, March 12, 2025, 1:00pm
Board Room / MS Teams
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order

2. Westlink Update

3. Maya Angelou Update

4. Rockwell and Alford Updates

5. 2026 Program Option Discussion

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
Public Affairs Committee Agenda
Thursday, March 13, 4:00pm
Board Room / MS Teams
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order

2. Advocacy Toolkit Discussion

3. 2025 Calendar Brainstorming

4. 2026 Program Option Discussion

To attend virtually:

Microsoft Teams

Join the meeting now

Meeting ID: 284 931 457 868

Passcode: tfiukX

Media Log: January 2025

- January 1, KMUW, #ReadICT Challenge
- January 9, KAKE Kids Corner, Parent Child Workshop
- January 13, KWCH, #ReadICT Challenge, Accessing Library Materials Online
- January 23, KSN, Academy Awards Short Film Festival
- January 25, KAKE, Academy Awards Short Film Festival