

A G E N D A

Wichita Public Library Board of Directors Meeting
Tuesday, April 15, 2025 – 12:00 p.m.
Board Room
Advanced Learning Library, Second Floor
711 W 2nd, Wichita KS 67203

1. Call to Order/Introductions
2. Approval of the Agenda
3. Public Comment
4. Staff Presentation: Customer Experience Model, Kristi Dowell, Customer Experience Division Manager
5. Minutes of the March 18, 2025 meeting
6. Unfinished Business
7. New Business
8. Finance Committee Report
 - a. Review of March Bills and Finance Reports
 - i. Revenue Report
 - ii. Grant Fund Summary Report
 - iii. Report of Expenditures

General Fund Bills	\$985,265.94
Grant Fund Bills	\$9,293.31
Gift Bills	\$5,729.43
Total	\$1,000,288.68

- b. Approval of Invoices over \$10,000 – Sedgwick County Zoo
 - c. Approval of Invoices over \$10,000 – Newspapers.com
 - d. South Central Kansas Library System Grant FY25
9. Operations Committee Report
10. Planning & Facilities Committee Report
11. Public Affairs Committee Report
12. Support Organization Reports
13. Director of Libraries Report
14. Announcements
15. Adjournment



Monthly Activity Report

March 2025

Service Highlights

The Maya Angelou Northeast Branch Library reopened on Monday, March 17 following a 6-month remodel project. Positive reactions from customers were received regarding the vibrant colors and natural light throughout the building, as well as the open feeling of the space. Customers love the private study room and temporary expanded hours. The Angelou branch has seen a dramatic increase of both customer visits and materials circulation compared to when the branch closed for renovation at the end of September 2024. In the two weeks since reopening, more materials (2405 checkouts) were checked out at Angelou than in the entirety of July 2019 (2228 checkouts), their busiest month in recent memory.

Also on March 17th, the Rockwell Branch Library closed its doors for the next phase of its remodel project. The transformed Rockwell Branch is anticipated to reopen fall 2025. Prior to closing, selectors identified high interest titles that staff did not want to store for the duration of the closure. All Rockwell materials are being stored in the old Talking Books section of the Central Library.

The Westlink Branch Library officially reopened to the public on Monday, March 24. It was a great day, with the branch issuing 27 library cards and circulating 2,115 materials, more than twice what the Advanced Learning Library circulated the same day. Multiple library customers made thank you notes for all involved in the transformation of the branch: Hanney and Associates Architects, Margaret Sullivan Studio, Key Construction, and CTI. Comments from customers included:

- “Worth the wait!”
- “Loved the kids’ display – pleased we are still doing”
- “Hooray, more parking!”
- “Lots of good light – BEAUTIFUL!”
- “Love that the book drop talks to you!”
- “2 thumbs up”
- From a child, “It’s so beautiful in here! I LOVE it!”

During the first week after reopening, the Westlink branch checked out 8,263 items; checked in 5,088 items; satisfied 1,015 holds; and issued 127 library cards. More items were checked out in that timeframe at Westlink than at the Advanced Learning Library by 1,892 items.



Education and Engagement Manager Savannah Ball has been working with Branch Managers at both the Westlink and Angelou branches to plan official grand openings at each location in the month of May. This timeline will allow the spaces to be complete and perfected for a ribbon cutting and a day of programs and appearances at each location. The Westlink Grand Opening will be May 10th and feature children's musician Mr. Stinky Feet, the Wichita Symphony, a sewing activity, and the Regina Klenjoski Dance Company. The Angelou Grand Opening will be May 31st and will feature an intergenerational concert with Roy Moyer III and Paris Jane Cunningham, a visit from Renata's Plant Bus, and an after-hours poetry performance with Ponder. This.

On March 26, Unique Library Call Center staff started answering public telephone calls for all Library locations. When customers call the Library's published public lines, Call Center staff are the ones to answer the call. Should Call Center staff not be able to answer the customer's question, Call Center staff will forward the call to Library staff. The change frees up Library staff assigned to answer initial calls, providing opportunities to shift work. Given the size of the project, there were no major issues or customer complaints. Library and Unique staff continue to monitor and adjust services as needed. In the short time it has been running, the Call Center has answered 811 calls.

<https://uniquelibrary.com/patron-services/integrated-call-center/>

The Wichita Public Library will be welcoming 7 Americorps members this summer as Summer Reading Program Assistants. These positions will play a crucial role in promoting and managing our Summer Reading Program, assisting with youth programming, helping customers find youth materials, and supporting various other tasks that will expand our summer program offerings. The Americorps Summer Reading Program Assistants will work at different library locations throughout the city.

The positions will be temporary, lasting for a 10-week period from mid-May to late July. Five of the positions will be 30 hours per week, and two will be 10 hours per week. These positions are supported by a Wichita Public Library Foundation grant. Americorps members will earn a living stipend for their service, and upon completion of their 10-week term, they will also receive an education award that can be used to cover tuition at most accredited colleges and universities. Additionally, applicants who are 55 years or older may earn the living stipend and can choose to give the education award to a child or grandchild in school. The library's goal is to increase Summer Reading Program participation and expand educational programming with the assistance of these positions.

Education and Engagement Manager Savannah Ball is working with Logan Bradshaw at the United Way to create a new program opportunity at the Walters and Angelou Branches. The Summer Literacy League program is designed for 2nd and 3rd graders, and pairs young readers with adult volunteer reading mentors who will help them practice their reading skills in short weekly sessions. The reading mentors will be volunteers who are experienced with United Way's current Read to Succeed program. Each session will offer a supportive, fun environment where kids can explore new books, strengthen their literacy skills, and develop a lifelong love of reading. These mentors will also help the children who attend track their reading goals and complete the library's Summer Reading Program, in an effort to keep participants engaged in the program and increase finisher rates.

The Wichita Public Library's collaboration with the Sedgwick County Juvenile Detention Facility is about to come to fruition, with the first book club set checked out at the end of March. This partnership will provide JDF residents with access to both print and audiobooks, along with resource guides created by Teen Librarian Lexi Ternes to help facilitate meaningful discussions. Through this initiative, teens at JDF will have the opportunity to engage with literature and connect through shared reading experiences. The library is thrilled to be partnering with JDF and expanding their reach to even more young people in our community.

Staff completed applying for federal Universal Services (erate) funding for new network equipment to modernize the Library's internet service. This equipment purchase is a continuation of the network modernization project started in 2024. If approved the equipment will be purchased at an 85% discount. Sometimes the FCC will determine certain items are not eligible, but the Library filed for \$307,281.80 in reimbursement, with the City's portion to pay will be \$54,226.20.

Other News

The MakerBot Z18 3D printer was stolen on March 9. This is unfortunate as that was our largest machine that was used for printing bigger projects. The 3D printing classes have been amended, and the space was re-arranged to accommodate this change.

On Tuesday, March 11, Empowerment Librarian Kelly Fabrizio worked with Cindy Miles of the Kansas Alliance for Nonprofits and SCORE to host a workshop for Developing Nonprofit Sustainability through Diversifying Funding. The presentation showed several different ways for nonprofits to branch out their funding sources, including different fundraising approaches, grant resources, sponsorship opportunities, and improving relationships with your Board and donors. Practical steps, guidance and resources were provided to assist nonprofit organizations in achieving this

On Wednesday March 12, Enrichment Librarian Jenny Durham facilitated the first program of the Amply 365 series, a 4-program series help throughout 2025 that focuses on honoring black culture year-round. The series is done in partnership with Dr. Latasha Eley Kelly, Founder of TMBP Media and owner of the Left on Read bookstore. In this first program, Dr. Tasha presented a keynote presentation on how to meaningfully honor black culture throughout the year, not just during Black History Month. She talked about how honoring black history and black culture is important not just for black Americans, but all Americans; it can influence not only how we think of ourselves as individuals but also how we think of ourselves as a unified culture.

The Wichita Public Library's Teen Advisory Board had an extra busy month, making a big impact through creativity and leadership Teen volunteers took the lead in writing, directing, and acting in the Teen Summer Reading Program promotional video, which will soon be shared with local schools.

They also planned and hosted two fantastic events—our Teen Super Smash Bros Royale brought in 11 competitors battling for the grand prize, while the Teen Talent Show gave 13 local teens a stage to showcase their skills. TAB members were proud of their work and represented the library with energy and enthusiasm!



One of our Teen Advisory Board members shared some wonderful feedback after collaborating on the promotional video script. After receiving the initial draft, Teen Librarian Lexi Ternes added a few humorous edits, and the teen loved the final result, saying the experience helped broaden their horizons beyond serious news and documentary writing. They expressed heartfelt appreciation for the chance to bring their ideas to life, and Lexi was thrilled to help foster their creativity and expand their skills through this meaningful collaboration.

The 2025 Big Read Wichita program was launched on Friday, March 14th with an after-hours celebration. 122 people attended the kickoff, each receiving a free copy of this year's book, *Sitting Pretty: The View from My Ordinary, Resilient, Disabled Body* by Rebekah Taussig. The event included performances from blind guitarist Charlie Wilks, and the Laughing Feet Performers. Library partners at Sedgwick County Department of Aging and Disabilities, Kansas Leadership Center, and Envision, each spoke about the programs that they were cohosting with the library during the 6-week Big Read. Community members involved in the Wichita disabled community also read selections of the book aloud to introduce the audience to the title.

Safe Place tabled at the Ronald W. Walters Branch Library on March 20, during USD259's Spring Break week. They were able to share resources and information about the work they do with homeless and at-risk youth 21 years and younger.

The Maize High School robotics 'Team Bacon' shared their time and talent at the Advanced Learning Library on March 21. The students set up their track and demonstrated the robot that they created. They showed off various skills that the robot could perform and answered questions for an hour and a half.



On March 22, in partnership with Envision Arts Gallery, Enrichment Librarian Jenny Durham helped facilitate the Big Read workshop on crafting a mini memoir, inspired by the "mini memoirs" Big Read author Rebekah Taussig created on her Instagram page to share her experiences living with a disability. The program was held at the Envision Arts Gallery, a creative arts space located on Douglas

in downtown Wichita, which focuses on providing a safe space where individuals of different abilities, particularly people who are blind or have visual impairments, can make and share art. The class was led by Sarah Kephart from Envision, who provided some prompts people could use to craft their memoir, materials to decorate their book along with writing prompts they could use to fill the pages with.

On March 26, Evergreen staff and volunteers from the K-State Extension office replaced the story in the Evergreen Park Storywalk. To celebrate warmer weather, the new story is *Paletero Man* by Lucky Diaz.



Special Collections Manager Michelle Enke attended a committee meeting for the planning of a possible memorial for the American Airlines flight from Wichita. AA reported that it takes on average 5 years for the memorial to be approved. We are looking for guidance from AA on what the library can post on our ContentDM site. Valerie Wise of the airport has submitted over 160 digital images to the library along with the poster boards with post-it memories attached from the temporary tabletop memorial at the airport. AA mentioned it was Federal Law for these to be kept for at least 3 years.

Seventh and eighth graders in the Mead Middle School YMCA after-school program visited the Walters Branch for a field trip. They learned about what kind of learning resources and fun activities the library offers. The group was too large to tour Walters all at the same time, so Youth Services Librarian Lena split them up into small groups so they could ask questions and explore the branch. Students played chess, board games, and LEGOs in the meeting room between tours.

Digital Services Manager Jeff Tate attended the Innovative Users Group (IUG) conference. IUG is a member group that has a unique relationship with the vendor for Polaris, the Library's online catalog and materials management software. Each year libraries who use Polaris, the CEO of the company, and the heads of the major departments, all attend a three-day meeting to discuss the future of Polaris, issues, concerns, and related items.

The biggest topic at IUG was Vega, the next version of Polaris. The company has progressed enough in the new Vega suite of products that the Library needs to move towards either Vega or one of its competitors. The existing online catalog is antiquated compared to modern catalogs. Vega and other competitors also offer software that would help build and invigorate our website which would open up potential staff capacity. Clarivate sales staff will meet with the Library's Leadership Team in April to begin discussing Vega, ILS costs, and the Library's future software needs.

Wichita Public Library has 17 staff members with the title "Librarian". These positions are not supervisors but are professional salaried staff who often hold Master of Library Science degrees. They are usually tasked with higher level duties that include things like material selection, research,

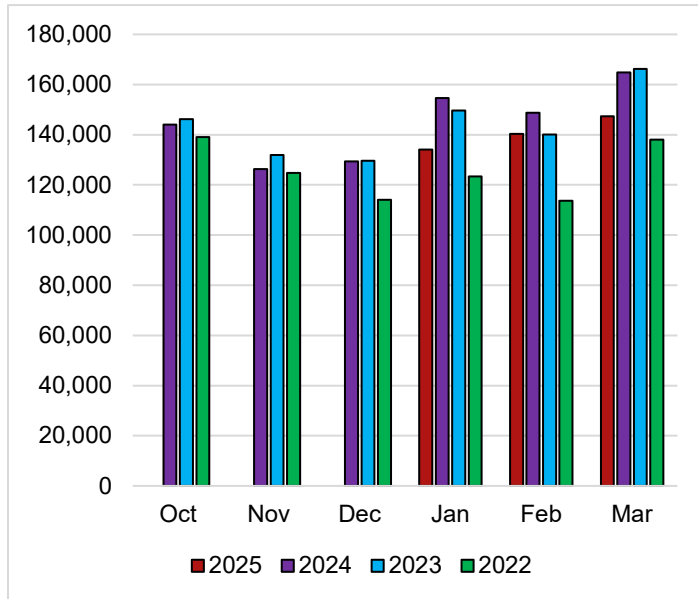
education, and community services. In March, the Librarians were brought together for their first Community of Practice meeting. A community of practice is a group of people who share a common interest or profession, engage in ongoing collaboration, and learn from one another through shared experiences, knowledge, and practices. Education and Engagement Manager Savannah Ball and Customer Service Manager Kristi Dowell led the staff through a Customer Experience model presentation and exercise. The staff found great value in coming together to discuss these concepts as a working group and hearing about each other's best practices.

The Wichita Public Library Book Bus participated in all the fun over the St. Paddy's Day weekend with two parades and the Rainbows' Blarney Breakfast. These events were even better because of the involvement of WPL Director Jaime Nix and Administrative Aide Brett Dunn. It was fun to spread the word about the library and the great programs available.



Service Dashboard

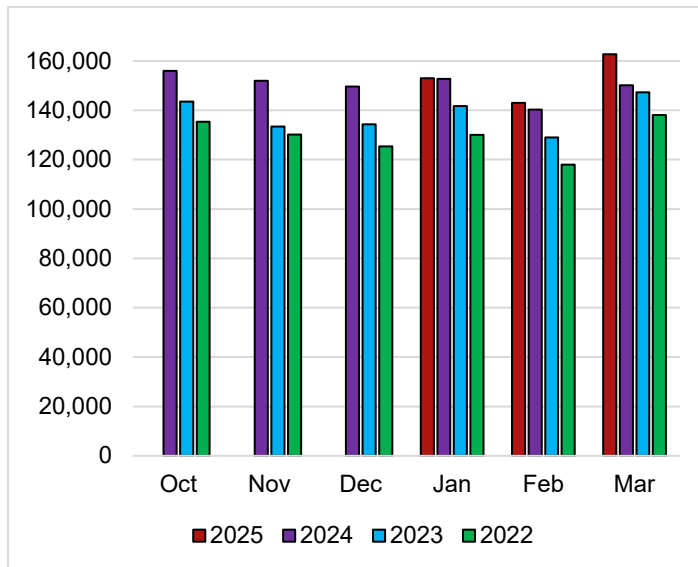
LIBRARY VISITS (door count, catalog sessions, and website visits)



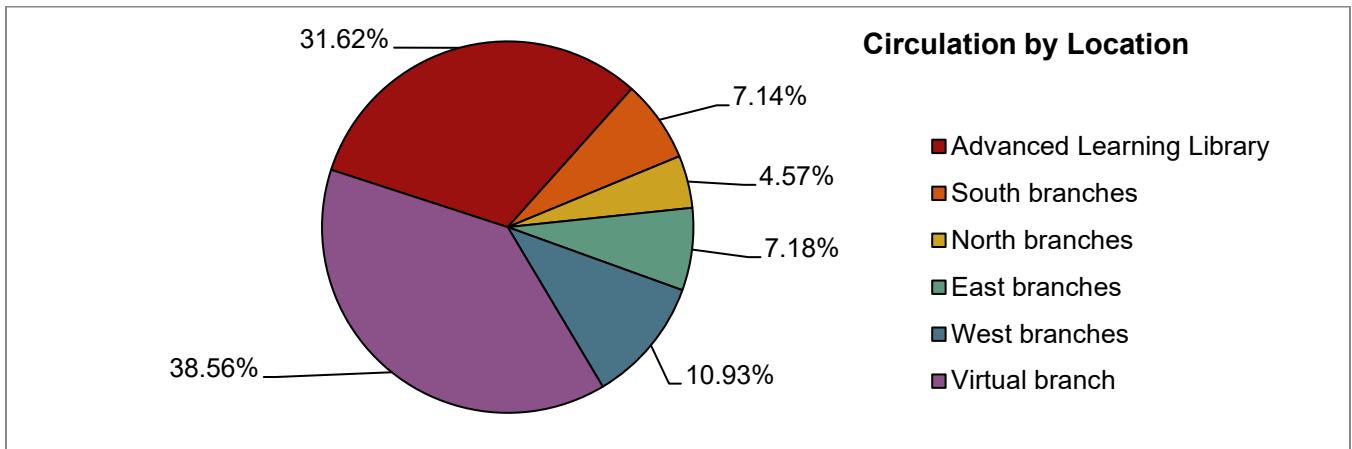
MARCH			
	2025	2024	% change
Door Counts	50,831	57,784	-12.03%
Catalog Log-ins	32,284	37,096	-12.97%
Website Visits	63,780	69,559	-8.31%
CONTENTdm Users	428	399	7.27%
Total	147,323	164,838	-10.63%

No door count was recorded for the Angelou branch in March.

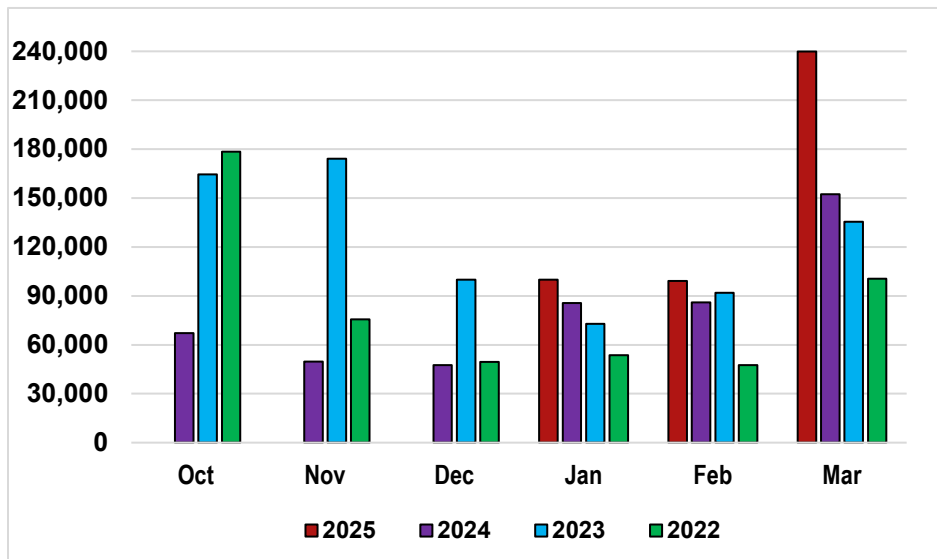
CHECKOUTS



MARCH			
	2025	2024	% change
Physical Circulation	99,982	91,480	9.29%
Virtual Circulation	62,738	58,661	6.95%
<i>WPL</i>	54,967	51,227	7.30%
<i>State</i>	7,771	7,434	4.53%
Total	162,720	150,141	8.38%



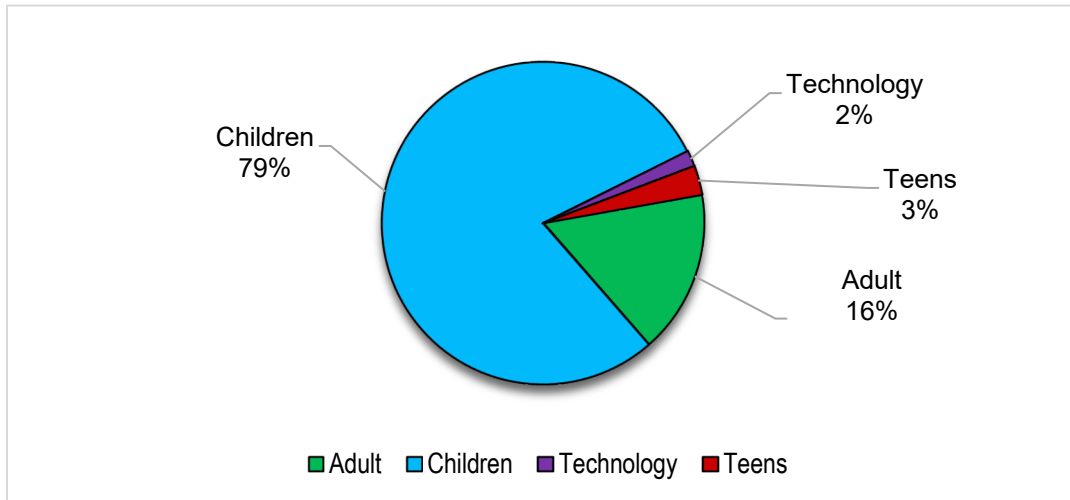
QUESTIONS ANSWERED (by staff in person/phone and through online services)



MARCH

	2025	2024	% change
Reference Questions	4,491	6,005	-25.21%
Database Searches	232,286	143,043	62.39%
Technology Assistance	2,787	3,055	-8.77%
Book-A-Librarian Appointments	329	310	6.13%
Total	239,893	152,413	57.40%

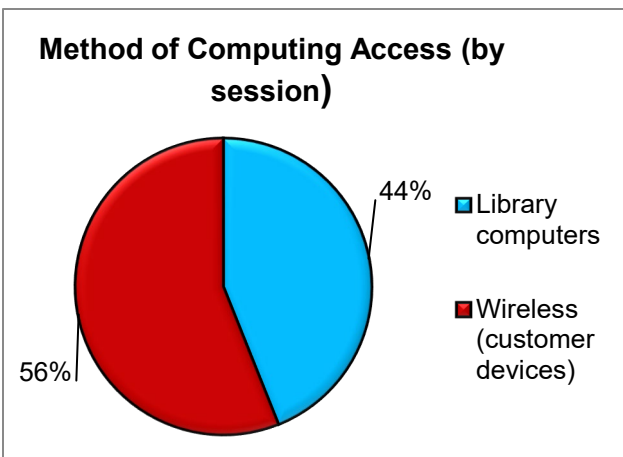
PROGRAM ATTENDANCE



MARCH ATTENDANCE

	2025	2024	% change
Adult events	1,043	1,714	-39.15%
Children's events	5,050	4,500	12.22%
Technology training	102	209	-51.20%
Teen events	187	147	27.21%
TOTAL	6,382	6,570	-2.86%

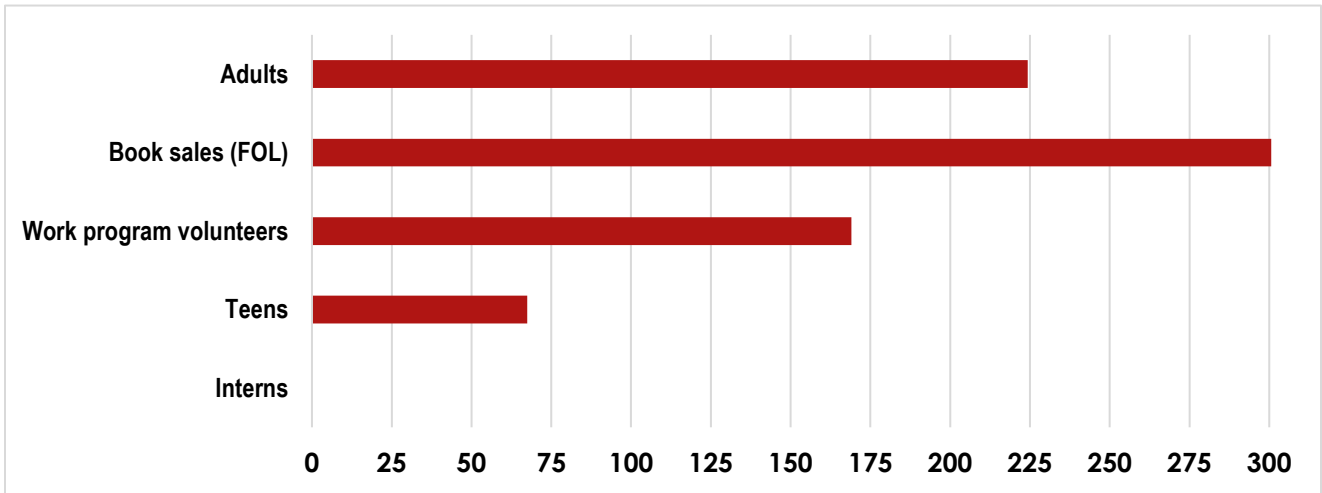
PUBLIC COMPUTING



MARCH

	2025	2024	% change
Workstation Sessions	6,506	6,114	6.41%
Wireless Sessions	8,299	10,161	-18.32%
Number Users	1,487	1,605	-7.35%
Hours of Access	12,670	11,280	12.32%

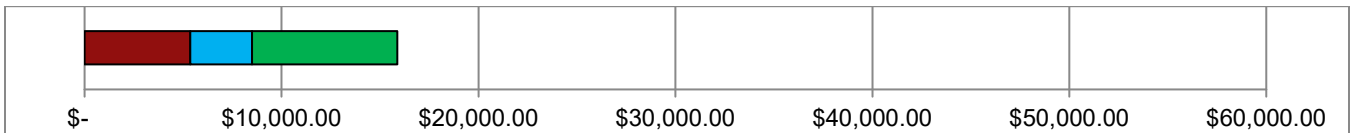
VOLUNTEERS (hours of service)



Number of volunteers YTD = 74

Hours of service YTD = 2,047

MATERIALS DONATIONS (value if purchased)



Year to date total = \$15,875.80

Items added to Library collections YTD = 664

Service Snapshot: Recent Raving Fans Stories

On March 14, Empowerment Librarian Kelly Fabrizio met with a retired aviation employee who had recently started a small business focusing on woodworking and acrylics and was looking to get the word out. They went over different resources for marketing your small business including books in our collection, articles on the subject and registered him for an upcoming social media marketing program. Kelly also showed him how to use the Reference Solutions database to perform market research and see what similar companies in the Wichita area may be doing. He was very grateful for the assistance and expressed how pleased he was that the library offered this kind of one-on-one assistance.

On March 21, Enrichment Librarian Jenny Durham attended the "Network Sedgwick County 2025" event with Community Services Librarian Robin Dauster, held at the K-State Research and Extension Office. Jenny connected with attendees about library programs and services, particularly surrounding the Big Read. One woman, who works with disabled adults and children, wanted to know more about one of the film programs and was pleased to discover that there will be other film showings planned on topics related to disability as well as programs on topics such as housing accessibility, representation in art and media and a keynote event with the author of the Big Read selection. The woman was very excited to learn about all this and told Jenny how happy she was that the community chose to read a book that centers around people who are so often ignored.

On March 27, a customer received some help from Inspiration Librarian Daniel Pewewardy with finding an electronic copy of the book "Freakonomics" so she could preview and choose which pages to consult. After a shift change, the customer approached Enrichment Librarian Jenny Durham but wasn't sure she would be able to assist her since Daniel had all the prior context. However, Jenny was able to find the book for her and helped her pull up a page on one of the public PCs and how to use the search function to search by keyword to find what she was looking for. She thanked Jenny for being so speedy with the help and being able to seamlessly pick up where Daniel left off.

Walters Branch Library Community Services Librarian Robin Dauster recently received a call from a customer in Florida who grew up in the Wichita area. He wanted to see if it was possible to get a photo from an old newspaper of the very first football game at the Cessna Stadium at Wichita State University. The customer's parents had kept a copy of that issue of the Wichita Eagle for years, as the featured photo had the customer and his younger brother cheering from the front row. Over the years, the paper became damaged and then lost, and the customer wanted to see the photo again as a tangible memory of his childhood. Robin took the customer's information and was able to get in touch with Michelle Enke, Wichita Public Library's Special Collections Manager, and gave her the specific details to find the article in question. Michelle e-mailed the photo to the gentleman, and he was beyond thankful to receive access to something he treasured so greatly.

Robin also recently helped a woman get an appointment with the local Social Security office. The woman had come in earlier in the week and Walters's technology volunteer Linda had helped her set up an email account and then an online Social Security account, but the Social Security account was not functioning properly. The website told her to either call her local office or go in person and they would help. She tried over the course of several days to call, with no success. She ended up walking to the office and she was refused at the door, being told that she could not enter without an appointment.

After hearing this, she had no idea what to do and was frustrated and defeated. She came back to the library wondering if staff knew how to help. After several attempts to get a hold of the local office and the national toll-free line, Robin was a little defeated as well. She was finally able to get past the automated phone tree and was on hold for about 30 minutes to speak to a representative. At last, both the customer and Robin talked to the representative who was extremely helpful. He got the customer set up with an appointment the very next Monday. The library customer in question cried at the conclusion of their time together, and said, "God bless you. Thank you so much for helping me! Nobody else would listen to me."

While Library Assistant Michelle Smith was training Library Assistant Brianna Gomes a customer inquired about a copy of the 2025 Big Read title *Sitting Pretty*. The Customer had mobility issues and had someone with her for assistance. She had not received information about the 2025 Big Read and had missed the opening events where free books were being given out. She asked Michelle and Brianna if the Advanced Learning Library had any extra copies. Michelle knew the remaining copies were going to be given out at future events but because of the customer's mobility issues she called Adult Literacies and spoke to Librarian Jennifer Durham and Jennifer came down to speak to the customer. The customer also said she is not able to drive and was not sure which events she would be able to attend. After speaking to the customer, Jennifer asked how many books she needed. The person assisting the customer said she did not need one and she would read the customer's copy later. However, Jennifer brought two copies down and the customer praised her for going above and beyond. She also thanked the library for hosting Big Read events and told Michelle and Brianna how much she enjoys them.

Enrichment Librarian Jenny Durham received a hand-written thank you card from a local organization that works with unhoused people to help them get community services. Someone from the organization had reached out to Jenny about finding a quiet space for their volunteers to meet to help them find services, and she had helped reserve a collaboration room for them and showed them how to make the reservation on their own either through the library's website or calling the library during business hours. The individual who handed Jenny the card let her know how much their organization appreciated the support that the library has given them by providing a space free of charge where they can help those in the community who need it the most.

Adult Literacies Manager Steven Kelly piloted the Adult Literacies Department's Book-a-Librarian service by helping a customer improve their research skills. This customer said that they had a learning disability and given that barrier had not received adequate research instruction when they were in school. Steven gave the customer individualized instruction about the foundations of research, the differences in what kind of research is available online versus public libraries versus academic libraries, how to use library resources to find information, what to do with a resource once you've found it, and more. The customer was very grateful for all the information and the personalized assistance and said he already felt way more confident than the prior 20 years of trying to research on his own. He said he would for sure be scheduling future appointments to continue learning.

WICHITA PUBLIC LIBRARY

Minutes of a Meeting of the Library Board of Directors
March 18, 2025.

The hybrid meeting of the Library Board of Directors was held on Tuesday, March 18, 2025 at the Advanced Learning Library with the following present in person: Ms. Lauren Hirsh, Ms. TaDonne Neal, Ms. Brandi Newry, Mr. Kurt Oswald, Ms. Robin Templin, and Mr. Jonathan Winkler. The following attended virtually: Ms. Michelle Garrett, Ms. Karyn Shorter, and Ms. Susie Ternes.

Call to Order

Lauren Hirsh called the meeting to order at 12:00 p.m., a quorum being present.

Approval of the Agenda

Kurt Oswald moved (Templin) to approve the agenda as published. **Motion carried unanimously.**

Staff Presentation

Wichita Public Library Foundation CEO Kourtney Carson reported that Article Two of the Foundation's bylaws call for the Library Board to select additional directors to serve with the *ex officio* directors and an appointed director on the Foundation board as needed to ensure Library directors comprise approximately forty percent of that body's membership. These additional directors serve three-year terms. Ms. Carson provided a copy of the current Foundation organization chart for review.

The capital campaign for branch remodels has gone public and the Foundation is currently preparing for the Library Day of Giving on April 1.

Approval of Minutes

Minutes of the regular meeting held on January 21, 2025 were presented. Kurt Oswald moved (Templin) to approve the minutes as included in board packets. **Motion carried unanimously.**

Unfinished Business

On behalf of the Operations Committee, TaDonne Neal moved to affirm the Library's Internet Access and Acceptable Use Policy (REF-004) and to direct staff to report completion of the policy review to the State Library of Kansas. **Motion carried unanimously.**

On behalf of the Finance Committee, Lauren Hirsh moved to approve up to \$37,000 to fully fund the 2025-2026 Kanopy capped agreement. **Motion carried unanimously.**

New Business

Director Nix reported that Library leadership has developed a program option designed to address existing community needs. Besides calling for augmented staffing, this plan maximizes investments in branch facilities and activates volunteers and strategic partnerships. Community-building remains a core function of library services, and steps taken over the last three years to improve engagement have been effective. The program option outlines ways in which the Library can assist staff throughout all City departments, as well as lead efforts to curate, display, and educate the community with open data. The proposal asks for the following:

- Two full-time Community Services Librarians (Rockwell and Westlink)
- Two full time Senior Library Assistants (Angelou and Walters)
- Three full-time Library Assistants (Alford, Angelou, and Walters)
- Four part-time Library Assistants (Angelou, Rockwell, Westlink, Literacy Division)
- One Community Building Division Manager (systemwide service support)
- Technology to support staff
- Added funding for collections (both physical and electronic)

The anticipated impact from these staffing additions include increases in the number of active cardholders in the community, partnerships for enhanced service connections, engagement with pre-readers and their families to assist with kindergarten readiness, and access to technology training throughout the county. It also includes an improvement in the overall quality of life of residents. Performance measurements will be updated to include targets for the 2026 fiscal cycle.

Jonathan Winkler moved (Neal) to endorse the 2026 program option. **Motion carried unanimously.**

TaDonne Neal moved (Oswald) to endorse the Wichita Public Library Foundation nominating committee's proposed slate of Library Directors. **Motion carried unanimously.**

Finance Committee Report

On behalf of the Finance Committee, Brandi Newry moved to approve the December 2024 finance report and supplemental bills in the following amounts: General Fund bills of \$1,184,522.83; Grant Fund bills of \$44,050.26; and Gift and Memorial Bills of \$7,698.44, for a total of \$1,236,271.53. **Motion carried unanimously.**

On behalf of the Finance Committee, Robin Templin moved to approve the January 2025 finance report and supplemental bills in the following amounts: General Fund bills of \$963,033.69 and Grant Fund bills of \$160,872.00, for a total of \$1,123,905.69. **Motion carried unanimously.**

On behalf of the Finance Committee, Brandi Newry moved to approve the February 2025 finance report and supplemental bills in the following amounts: General Fund bills of \$919,386.94; Grant Fund bills of 3,936.87; and Gift and Memorial Bills of \$399,247.43, for a total of \$1,322,571.24. **Motion carried unanimously.**

Operations Committee Report

TaDonne Neal reported that the committee discussed progress on commissioning the managed call center and received updates on branch remodels at Westlink, Angelou, and Rockwell.

On behalf of the Operations Committee, Tadonne Neal moved to approve policy updates as presented by staff. **Motion carried unanimously.**

Changes were made to the following policies:

- REF-009 Meeting Rooms
- CUS-006 Filming and Photography
- CUS-007 Service to deaf, Deaf and Hard of Hearing
- CUS-008 Library Teen Spaces
- EME-001 Disaster and Contingency
- EME-001 Library Service during Emergencies
- PER-001 Personnel Policy Statements
- COL-002.1 Selection Criteria

Planning & Facilities Committee Report

Lauren Hirsh reported that the committee discussed the program option as well as branch remodels and openings. Angelou reopened successfully on March 17 and began receiving customers routed from Rockwell, which closed the same day. The District 5 Advisory Board will be meeting on Saturday, March 22 at Westlink to tour the new space before it reopens to the public the following Monday, March 24. Plans are being made for grand reopenings of Angelou on May 31 and of Westlink on May 10.

Public Affairs Committee Report

Kurt Oswald reported that the advocacy toolkit will be ready for review at the April board meeting. A 2025 calendar is being developed for monthly library promotions. Yard signs are being created to promote library services within the community. Susie Ternes outlined an opportunity for each board member to visit a branch library of his or her choice and take selfies in order to develop testimonials from board members for the public. Thoughts and photos from library visits can be emailed to Susie.

Special Committee Reports

Friends of the Library – Lea McCloud reported that the Friends are designing two new T-shirts to sell at the bookstore and book sales. The first book sale of 2025 will take place on April 4-5. The annual volunteer luncheon is being held on April 25, and all board members are invited.

Michelle Garrett left.

Library Foundation - Kourtney Carson reminded members that the Library Day of Giving is April 1 and encouraged board members to donate.

Wichita Genealogical Society (WGS) – Margaret Cramer reported that WGS now has 159 members. The February meeting was cancelled due to inclement weather. The organization is currently planning speakers and programs for 2026.

Director of Libraries Report

Director Nix reported that Library staff are working in conjunction with the Kansas Leadership Center to develop Civic Action passports to encourage community engagement.

The Library is a co-applicant on a McArthur Grant to be used to help build trust with the local government as an anchor institute.

Announcements

Lauren Hirsh announced that the Trump administration has issued an executive order with the object of dismantling the federal Institute of Museum and Library Services, which would be a heavy blow to libraries nationwide. She asked board members to think about ideas on how to mitigate difficulties likely to arise from this development.

Adjournment

The meeting was adjourned at 1:09 pm.

The next regularly scheduled meeting will be April 15, 2025.

Respectfully submitted,

Jaime Nix

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Finance Committee Agenda
Friday, April 11, 2025, 3:30pm
 Green Collaboration Room 203, 2nd Floor
 Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

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

General Fund Bills	\$985,265.94
Grant Fund Bills	\$9,293.31
Gift Bills	\$5,729.43
Total	\$1,000,288.68

3. Approval of Invoices over \$10,000 – Sedgwick County Zoo
4. Approval of Invoices over \$10,000 – Newspapers.com
5. South Central Kansas Library System Grant FY25
6. IMLS discussion
7. Other items from the committee

YTD

FOR 2025 03

JOURNAL DETAIL 2020 1 TO 2020 1

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
10000080 Wichita Public Library							
422110 Library Desk Receipts (Fines)	-95,000	-95,000	-16,589.10	-6,318.96	.00	-78,410.90	17.5%
422111 Library Desk - Faxes	-10,000	-10,000	-1,986.00	-628.00	.00	-8,014.00	19.9%
422112 Library Desk - Passports	-25,000	-25,000	-12,467.00	-3,815.00	.00	-12,533.00	49.9%
423030 Meeting Room Rentals	-30,000	-30,000	-8,925.00	-2,870.00	.00	-21,075.00	29.8%
424011 Copy Charges	-11,000	-11,000	-3,386.20	-855.00	.00	-7,613.80	30.8%
424101 Public Computing Charges	-20,000	-20,000	-4,614.10	-1,560.60	.00	-15,385.90	23.1%
646981 State Setoff Collections	-68,000	-68,000	-6,594.34	-5,904.95	.00	-61,405.66	9.7%
646990 Other Non-Operating Revenue	0	0	-20.72	.00	.00	20.72	100.0%
TOTAL Wichita Public Library	-259,000	-259,000	-54,582.46	-21,952.51	.00	-204,417.54	21.1%
TOTAL General Fund	-259,000	-259,000	-54,582.46	-21,952.51	.00	-204,417.54	21.1%

THE CITY OF WICHITA



YTD

FOR 2025 03

JOURNAL DETAIL 2020 1 TO 2020 1

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
10000080 wichita Public Library							
10001 Library - Personnel							
511000 Base Compensation	6,281,058	6,281,058	1,768,624.82	506,009.21	.00	4,512,433.18	28.2%
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	8,305.19	1,685.41	.00	-6,505.19	461.4%
512051 Mileage Reimbursement	0	0	711.69	346.74	.00	-711.69	100.0%
513000 Overtime Compensation	0	0	1,050.71	49.98	.00	-1,050.71	100.0%
518200 Employer Wage Taxes & WC	543,275	543,275	148,016.40	42,251.96	.00	395,258.60	27.2%
518300 Employer Share EE Insurance	1,132,396	1,132,396	308,772.65	87,673.96	.00	823,623.35	27.3%
518400 Employer Share Pension/Retire	801,709	801,709	217,185.88	62,237.19	.00	584,523.12	27.1%
TOTAL Library - Personnel	6,708,840	6,708,840	2,215,871.72	700,254.45	.00	4,492,968.28	33.0%
10002 Library - Contractuals							
521011 Electricity - EDI	305,438	305,438	53,897.35	20,998.28	.00	251,540.65	17.6%
521021 Natural Gas - EDI	41,824	41,824	30,987.03	15,897.40	.00	10,836.97	74.1%
521030 Water Service	13,375	13,375	5,508.44	1,791.10	.00	7,866.56	41.2%
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	3,438.78	2,684.33	.00	-3,438.78	100.0%
521060 Local Telephone Service	8,000	8,000	805.95	268.65	.00	7,194.05	10.1%
521070 Internet Service	10,971	10,971	1,828.40	914.20	.00	9,142.60	16.7%
522010 PBX Line Charges	11,806	11,806	3,135.00	1,045.00	.00	8,671.00	26.6%
522020 PBX Instrument Charges	19,414	19,414	4,987.50	1,662.50	.00	14,426.50	25.7%
522040 Long Distance & Teleconferenc	1,000	1,000	114.15	34.30	.00	885.85	11.4%
522050 Pagers & Mobile Phones	0	0	114.80	57.40	.00	-114.80	100.0%
522060 Air Cards (Mobile Connect)	1,260	1,260	376.46	166.46	.00	883.54	29.9%
522070 Voicemail	3,968	3,968	1,020.00	340.00	.00	2,948.00	25.7%
522080 Automatic Call Distribution	786	786	196.50	65.50	.00	589.50	25.0%
523010 Building & Contents Insurance	172,088	172,088	43,022.00	43,022.00	.00	129,066.00	25.0%
523020 Vehicle Liability Premiums	870	870	217.50	217.50	.00	652.50	25.0%
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	144.00	144.00	.00	336.00	30.0%
525013 Drug Screening	0	0	71.00	.00	.00	-71.00	100.0%

THE CITY OF WICHITA



YTD

FOR 2025 03

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
525080 Service Contractors	0	0	36.22	11.88	.00	-36.22	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	792.00	188.00	.00	1,208.00	39.6%
525094 Collection Agency Fees	21,500	21,500	2,897.05	1,614.00	.00	18,602.95	13.5%
525990 Other Professional Services	5,936	5,936	593.33	530.00	.00	5,342.67	10.0%
526010 Motor Pool Scheduled Charges	3,720	3,720	930.00	310.00	.00	2,790.00	25.0%
526020 Building Repair & Maint	7,240	7,240	.00	.00	.00	7,240.00	.0%
526041 Janitorial Services	0	0	685.00	685.00	.00	-685.00	100.0%
526042 Pest Control Services	13,000	13,000	2,655.36	1,210.28	.00	10,344.64	20.4%
526044 Security & Fire Services	5,220	5,220	.00	.00	.00	5,220.00	.0%
526070 Equipment Repair & Maint	5,421	5,421	5,032.32	4,750.32	.00	388.68	92.8%
526092 Rent-Real Property	52,060	52,060	12,264.72	4,088.24	.00	39,795.28	23.6%
529010 Bank Charges	5,000	5,000	1,036.60	415.67	.00	3,963.40	20.7%
529020 Postage	6,000	6,000	824.40	554.40	.00	5,175.60	13.7%
529030 Shipping & Freight	1,000	1,000	171.84	171.84	.00	828.16	17.2%
529031 Delivery/Pick up	13,815	13,815	1,910.00	.00	.00	11,905.00	13.8%
529040 Subscriptions	84,000	84,000	332.80	167.50	.00	83,667.20	.4%
529051 Library Software/Licenses	159,233	159,233	.00	.00	.00	159,233.00	.0%
529052 Library Subs-Electronic Matls	337,487	337,487	85,552.77	34,268.51	.00	251,934.23	25.3%
529053 Library Svcs-Leased Matls	22,380	22,380	.00	.00	.00	22,380.00	.0%
529070 Printing/Copying/Scanning	30,000	30,000	3,883.59	932.26	.00	26,116.41	12.9%
529090 Shredding & Recycling Service	250	250	110.00	.00	.00	140.00	44.0%
529141 Software License & Maint Fees	550	550	9,948.46	.00	.00	-9,398.46	1808.8%
529150 Data Center Charges	1,196,619	1,196,619	324,503.85	108,167.95	.00	872,115.15	27.1%
529160 Licenses & Permits	595	595	.00	.00	.00	595.00	.0%
529990 Other Contractuals	5,033	5,033	108.00	48.00	.00	4,925.00	2.1%
TOTAL Library - Contractuals	2,586,408	2,586,408	604,133.17	247,422.47	.00	1,982,274.83	23.4%
10003 Library - Commodities							
531020 Office Supplies	64,339	64,339	10,925.75	5,604.57	.00	53,413.25	17.0%
531030 Custodial Supplies	5,000	5,000	681.43	287.53	.00	4,318.57	13.6%
532020 Automotive Parts & Supplies	450	450	59.99	.00	.00	390.01	13.3%
532990 Other Equip Parts & Supplies	0	0	91.00	.00	.00	-91.00	100.0%
539012 Gasoline	7,234	7,234	1,038.19	411.37	.00	6,195.81	14.4%
549010 Furniture & Fixtures <\$5k	9,490	9,490	895.92	895.92	.00	8,594.08	9.4%
549020 Data Processing Equip <\$5k	9,665	9,665	.00	.00	.00	9,665.00	.0%
549110 Library Materials	452,067	457,699	33,989.40	30,389.63	3,137.40	420,571.79	8.1%
TOTAL Library - Commodities	548,245	553,877	47,681.68	37,589.02	3,137.40	503,057.51	9.2%
TOTAL Wichita Public Library	9,843,493	9,849,125	2,867,686.57	985,265.94	3,137.40	6,978,300.62	29.1%

YTD

FOR 2025 03

JOURNAL DETAIL 2020 1 TO 2020 1

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	8,057.92	1,793.31	.00	10,358.08	43.8%
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	7,500.00	7,500.00	151,900.00	-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	19,059.92	9,293.31	151,900.00	66,722.08	71.9%
TOTAL South Central KS Library sy	237,682	237,682	19,059.92	9,293.31	151,900.00	66,722.08	71.9%
TOTAL Grants - Multi-year	237,682	237,682	19,059.92	9,293.31	151,900.00	66,722.08	71.9%

Wichita Public Library General Fund Bills

March 2025

Org: 1000080

10001 - Library - Personnel

1B - Base Compensation

511000 Base Compensation

Payroll, PP03.14.25 \$253,407.56

Payroll, PP03.28.25 \$252,601.65

Total 511000 Base Compensation	\$506,009.21
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Total 1B - Base Compensation	\$506,009.21
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1F - Special Compensation

512000 Special Compensation

Payroll, PP03.14.25 \$606.45

Payroll, PP03.28.25 \$1,078.96

Total 512000 Special Compensation	\$1,685.41
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512051 Mileage Reimbursement

Payroll, 1309 \$139.68

Payroll, 1375 \$29.54

Payroll, 840 \$70.49

Payroll, 882 \$107.03

Total 512051 Mileage Reimbursement	\$346.74
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Total 1F - Special Compensation	\$2,032.15
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1J - OT Compensation

513000 Overtime Compensation

Payroll, PP03.28.25 \$49.98

Total 513000 Overtime Compensation	\$49.98
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Total 1J - OT Compensation	\$49.98
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1N - Employee Benefits

518200 Employer Wage Taxes & WC

Payroll, PP03.14.25 \$21,154.16

Payroll, PP03.28.25 \$21,097.80

Total 518200 Employer Wage Taxes & WC	\$42,251.96
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518300 Employer Share EE Insurance

Payroll, PP03.14.25 \$43,242.24

Payroll, PP03.28.25 \$44,431.72

Total 518300 Employer Share EE Insurance	\$87,673.96
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518400 Employer Share Pension/Retire

Payroll, PP03.14.25 \$31,151.65

Wichita Public Library General Fund Bills

March 2025

Payroll, PP03.28.25 \$31,085.54

Total 518400 Employer Share Pension/Retire	\$62,237.19
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Total 1N - Employee Benefits	\$192,163.11
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Total 10001 - Library - Personnel	\$700,254.45
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10002 - Library - Contractuals

2B - Utilities

521011 Electricity - EDI

EVERGY KANSAS SOUTH INC \$20,998.28

Total 521011 Electricity - EDI	\$20,998.28
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521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC \$1,431.52

ENCORE ENERGY SERVICES \$9,967.92

ONE GAS INC \$4,497.96

Total 521021 Natural Gas - EDI	\$15,897.40
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521030 Water Service

City of Wichita \$1,791.10

Total 521030 Water Service	\$1,791.10
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521055 Trash Service - EDI

WASTE MANAGEMENT OF KANSAS INC \$2,684.33

Total 521055 Trash Service - EDI	\$2,684.33
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Total 2B - Utilities	\$41,371.11
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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
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521070 Internet Service

P-CARD ONE-TIME PAY \$914.20

Total 521070 Internet Service	\$914.20
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522010 PBX Line Charges

City of Wichita \$1,045.00

Total 522010 PBX Line Charges	\$1,045.00
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522020 PBX Instrument Charges

City of Wichita \$1,662.50

Total 522020 PBX Instrument Charges	\$1,662.50
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522040 Long Distance & Teleconference

Wichita Public Library General Fund Bills

March 2025

City of Wichita	\$34.30
Total 522040 Long Distance & Teleconference	\$34.30
522050 Pagers & Mobile Phones	
P-CARD ONE-TIME PAY	\$57.40
Total 522050 Pagers & Mobile Phones	\$57.40
522060 Air Cards (Mobile Connect)	
City of Wichita	\$105.00
VERIZON COMMUNICATIONS	\$61.46
Total 522060 Air Cards (Mobile Connect)	\$166.46
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	\$112,721.96
2J - Insurance Premiums	
523010 Building & Contents Insurance	
City of Wichita	\$43,022.00
Total 523010 Building & Contents Insurance	\$43,022.00
523020 Vehicle Liability Premiums	
City of Wichita	\$217.50
Total 523020 Vehicle Liability Premiums	\$217.50
Total 2J - Insurance Premiums	\$43,239.50
2R - Professional Srvcs	
525012 Medical Treatment	
COUNTY OF SEDGWICK	\$144.00
Total 525012 Medical Treatment	\$144.00
525080 Service Contractors	
City of Wichita	\$11.88
Total 525080 Service Contractors	\$11.88
525086 Interpreter Services	
SIGN LANGUAGE INTERPRETING SERVICES	\$188.00

Wichita Public Library General Fund Bills

March 2025

Total 525086 Interpreter Services	\$188.00
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525094 Collection Agency Fees

UNIQUE MANAGEMENT SERVICES INC \$1,614.00

Total 525094 Collection Agency Fees	\$1,614.00
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525990 Other Professional Services

P-CARD ONE-TIME PAY \$530.00

Total 525990 Other Professional Services	\$530.00
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Total 2R - Professional Srvcs	\$2,487.88
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2V - Bldg & Equip Charges

526010 Motor Pool Scheduled Charges

City of Wichita \$310.00

Total 526010 Motor Pool Scheduled Charges	\$310.00
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526041 Janitorial Services

STEPHENS INDUSTRIES INC \$685.00

Total 526041 Janitorial Services	\$685.00
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526042 Pest Control Services

P-CARD ONE-TIME PAY \$1,210.28

Total 526042 Pest Control Services	\$1,210.28
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526070 Equipment Repair & Maint

BURNS BOYS CO INC \$4,750.32

Total 526070 Equipment Repair & Maint	\$4,750.32
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526092 Rent-Real Property

CO CO PROPERTIES LLC \$4,088.24

Total 526092 Rent-Real Property	\$4,088.24
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Total 2V - Bldg & Equip Charges	\$11,043.84
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2z - Other Contractuals

529010 Bank Charges

City of Wichita \$415.67

Total 529010 Bank Charges	\$415.67
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529020 Postage

P-CARD ONE-TIME PAY \$554.40

Total 529020 Postage	\$554.40
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529030 Shipping & Freight

P-CARD ONE-TIME PAY \$171.84

Total 529030 Shipping & Freight	\$171.84
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529040 Subscriptions

P-CARD ONE-TIME PAY \$167.50

Wichita Public Library General Fund Bills

March 2025

Total 529040 Subscriptions	\$167.50
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529052 Library Subs-Electronic Matls

OVERDRIVE INC	\$25,017.12
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PROQUEST LP	\$9,251.39
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Total 529052 Library Subs-Electronic Matls	\$34,268.51
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529070 Printing/Copying/Scanning

City of Wichita	\$932.26
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Total 529070 Printing/Copying/Scanning	\$932.26
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529990 Other Contractuals

P-CARD ONE-TIME PAY	\$48.00
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Total 529990 Other Contractuals	\$48.00
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Total 2z - Other Contractuals	\$36,558.18
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Total 10002 - Library - Contractuals	\$247,422.47
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10003 - Library - Commodities

3B - Supplies

531020 Office Supplies

City of Wichita	\$2,456.56
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P-CARD ONE-TIME PAY	\$3,148.01
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Total 531020 Office Supplies	\$5,604.57
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531030 Custodial Supplies

P-CARD ONE-TIME PAY	\$287.53
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Total 531030 Custodial Supplies	\$287.53
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Total 3B - Supplies	\$5,892.10
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3N - Fuel

539012 Gasoline

City of Wichita	\$411.37
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Total 539012 Gasoline	\$411.37
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Total 3N - Fuel	\$411.37
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4Z - Non-Capital Outlay

549010 Furniture & Fixtures <\$5k

P-CARD ONE-TIME PAY	\$895.92
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Total 549010 Furniture & Fixtures <\$5k	\$895.92
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549110 Library Materials

ACCOUNTING RESEARCH AND ANALYTICS LLC	\$6,120.00
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INGRAM LIBRARY SERVICES INC	\$15.33
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Wichita Public Library General Fund Bills

March 2025

P-CARD ONE-TIME PAY	\$24,254.30
Total 549110 Library Materials	\$30,389.63
Total 4Z - Non-Capital Outlay	\$31,285.55
Total 10003 - Library - Commodities	\$37,589.02

Grand Total

\$985,265.94

Wichita Public Library Grant Bills

March 2025

Y4806 - SCKLS 24-South Central KS Library S

2 - Contractuals

2N - Employee Development

524020 Travel & Training

JAIME NIX \$58.97

JEFFREY L TATE \$1,228.34

MICHELLE ENKE \$506.00

Total 524020 Travel & Training	\$1,793.31
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Total 2N - Employee Development	\$1,793.31
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2Z - Other Contractuals

529990 Other Contractuals

UNIQUE MANAGEMENT SERVICES INC \$7,500.00

Total 529990 Other Contractuals	7,500.00
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Total 2Z - Other Contractuals	\$7,500.00
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Total 2 - Contractuals	\$9,293.31
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Total Y4806 - SCKLS 24-South Central KS Library S	\$9,293.31
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	Type	Date	Name	Debit	Credit	Balance
WPL Gifts March 2025						\$ 835,244.80
Baird Account						\$ 748,555.96
Baird Checking						\$ 105,905.71
100						\$ 105,905.71
160 SCKLS FIF						\$ 90,710.93
	Bill Pmt -Check	03/07/2025	Encompas Corporation		\$ 29,085.72	\$ 61,625.21
Total 160 SCKLS FIF				\$ -	\$ 29,085.72	\$ 61,625.21
150 Technology Fund						\$ 15,194.78
Total 150 Technology Fund						\$ 15,194.78
Total 100				\$ -	\$ 29,085.72	\$ 76,819.99
Total Baird Checking				\$ -	\$ 29,085.72	\$ 76,819.99
Investments						\$ 642,650.25
Total Investments						\$ 642,650.25
Total Baird Account				\$ -	\$ 29,085.72	\$ 719,470.24
Emprise Checking						\$ 86,688.84
300						\$ 32,849.54
330.3 1000Books						\$ 104.03
Total 330.3 1000Books						\$ 104.03
355 FOL Holds						\$ 690.41
Total 355 FOL Holds						\$ 690.41
340 Misc						\$ 41,884.04
Total 340 Misc						\$ 41,884.04
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)
	Bill Pmt -Check	03/14/2025	Kansas Public Telecommunications Services		\$ 350.00	\$ (700.00)
Total 330.2 SR WED				\$ -	\$ 350.00	\$ (700.00)
330.1 Big Read						\$ 1,247.82
	Check	03/05/2025	Hyatt Hotels		\$ 138.78	\$ 1,109.04
	Bill Pmt -Check	03/07/2025	American Program Bureau, Inc.		\$ 2,500.00	\$ (1,390.96)
	Bill Pmt -Check	03/07/2025	Quik Print Inc		\$ 276.06	\$ (1,667.02)
	Bill Pmt -Check	03/14/2025	Copp Media Services, Inc		\$ 1,700.56	\$ (3,367.58)
Total 330.1 Big Read				\$ -	\$ 4,615.40	\$ (3,367.58)
330 FOL						\$ 3,679.56
	Deposit	03/14/2025		\$ 250.00		\$ 3,929.56

	Type	Date	Name	Debit	Credit	Balance
Total 330 FOL				\$ 250.00	\$ -	\$ 3,929.56
320 WGS						\$ 357.16
Total 320 WGS						\$ 357.16
310 SCKLSSRG						\$ 152.09
Total 310 SCKLSSRG						\$ 152.09
Total 300				\$ 250.00	\$ 4,965.40	\$ 28,134.14
200						\$ 33,485.55
220 Employee Training						\$ 1,112.44
Total 220 Employee Training						\$ 1,112.44
210 Staff Assn						\$ 32,373.11
	Check	03/05/2025	Tillies		\$ 52.61	\$ 32,320.50
	Check	03/05/2025	Lowes		\$ 750.76	\$ 31,569.74
	Bill Pmt -Check	03/07/2025	Tammy Penland.		\$ 84.97	\$ 31,484.77
	Deposit	03/07/2025		\$ 4,183.84		\$ 35,668.61
	Deposit	03/14/2025		\$ 1,295.59		\$ 36,964.20
Total 210 Staff Assn				\$ 5,479.43	\$ 888.34	\$ 36,964.20
Total 200				\$ 5,479.43	\$ 888.34	\$ 38,076.64
100						\$ 20,353.75
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						\$ 19,540.17
	Bill Pmt -Check	03/07/2025	AWE Acquisition, Inc		\$ 8,210.00	\$ 11,330.17
	Bill Pmt -Check	03/07/2025	Hanney & Associates Architects		\$ 659.44	\$ 10,670.73
	Bill Pmt -Check	03/07/2025	Quik Print Inc		\$ 1,113.11	\$ 9,557.62
	Bill Pmt -Check	03/07/2025	Sara McNeil	\$ -		\$ 9,557.62
	Bill Pmt -Check	03/14/2025	Quik Print Inc		\$ 327.72	\$ 9,229.90
	Bill Pmt -Check	03/14/2025	Sara McNeil		\$ 78.75	\$ 9,151.15
	Bill Pmt -Check	03/28/2025	Creative Awards & Screen Printing, LLC		\$ 220.00	\$ 8,931.15
	Bill Pmt -Check	03/28/2025	Racine Zackula		\$ 539.06	\$ 8,392.09
Total 110 Levand				\$ -	\$ 11,148.08	\$ 8,392.09
Total 100				\$ -	\$ 11,148.08	\$ 9,205.67
Total Emprise Checking				\$ 5,729.43	\$ 17,001.82	\$ 75,416.45
Total WPL Gifts				\$ 5,729.43	\$ 46,087.54	\$ 794,886.69
				\$ 5,729.43	\$ 46,087.54	\$ 794,886.69



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Sarah Kittrell, Collection Development Division Manager
SUBJECT: Approval of bills over \$10,000: Sedgwick County Zoo Experience Passes
DATE: February 21, 2025

Background: Wichita Public Library launched the Experience Pass program in 2024, as part of the Library's Library of Things (LoT). The idea behind Experience Passes is that customers are able to check out a family membership to one of the offered attractions, visiting for free. The Library offers a slightly different model of circulation for Experience Passes than with other materials the library owns. For select attractions, 7 of the purchased passes are No Wait passes, meaning they are first come-first served and are not used to fill holds. This has been a popular circulation model for these passes.

Analysis: The Sedgwick County Zoo is among the most popular Experience Passes that the library offers. Since launching in April 2024, the 15 passes that the library purchased have checked out 362 times, with another 236 customers on the hold list. Because of the number of holds, the library would like to up our offerings from 15 passes to 24 passes. This would work out to 7 No Wait passes and 17 holdable passes, bringing the ratio of the hold list down from nearly 30:1 to 14:1.

Financial Considerations: The Library budgeted \$13,500.00 to purchase Sedgwick County Zoo passes in 2025. A price increase from \$500 a pass to \$550 a pass meant that we only have the funds to purchase 24 passes, rather than the 27 we had initially intended. The total cost for 24 passes will be \$13,200.00.

Legal Consideration: There are no legal considerations.

Recommendations or Actions: It is requested that the Library Board approve the Sedgwick County Zoo invoice in the amount of \$13,200.00.

Attachments:

Sedgwick County Zoo invoice



316.660.WILD (9453)
5555 Zoo Boulevard
Wichita, KS 67212

SCZ.ORG

CUSTOMER

Wichita Public Library
Sarah Kittrell
711 W 2nd St
Wichita, KS 67203

ORDER DATE

02/21/2025

ORDER NO

190251

Dear Sarah,

This letter is to confirm your order placed on 2/21/2025. Please verify the information indicated below to ensure the accuracy of your order.

Qty	Description	Price	Total
24	Community Membership	\$550.00	\$13,200.00
Total			\$13,200.00

If you have any questions about this invoice, please contact Jessica Hoheisel at Jessica.hoheisel@scz.org or call 316.266.8340 during normal business hours.





INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Sarah Kittrell
SUBJECT: Approval of Invoices Exceeding \$10,000 – Newspapers.com
DATE: April 3, 2025

Background: The Library added Newspapers.com to our database offerings in 2023. Newspapers.com is a product that provides access to over 22,700 past and current newspapers large and small. The focus of this database is to provide access to historical newspapers dating pre-1925. These materials have been digitized and are fully searchable.

Analysis: While Wichita Public Library also provides access to digital newspapers through Newsbank (the Wichita Eagle) and The New York Times Online, adding Newspapers.com to our offerings vastly increased the number of titles available to our community and has proven to be exceedingly popular with those researching local history, family history, or any historic (pre-1925) topic.

Between March 1, 2024 and February 28, 2025, Newspaper.com was used 30,247 times and is averaging 2,500 uses a month. Of the databases that Wichita Public Library subscribes to individually, it continues to rank second in use, behind Newsbank.

Financial Considerations: The cost for the second year of Newspapers.com is \$22,776.39, a \$663.39 increase. This is a 3% increase over the 2024 cost.

Legal Considerations: The City of Wichita Law Department has approved the Terms of Service for Proquest/Clarivate, the company that offers Newspapers.com in the last 6 months.

Recommendations/Actions: It is recommended that the Board approve paying the invoice of \$22,776.39 for Newspapers.com, with an estimated subscription start date of May 1, 2025.

Attachments: See next page.

Don't lose access! Renew your ProQuest products today PQ101008...

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Share to Teams Find

Don't lose access! Renew your ProQuest products today PQ10100886 (Wichita Public...

AV Alan Vartabedian <alan.vartabedian@clarivate.co>
To Kittrell, Sarah Mon 3/3/2025 7:35 AM

Reply Reply All Forward

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Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

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Wichita Public Library

Contract Number	Product	Price	Renewal Month
PQ10100886	Newspapers.com - World Collection	22,776.39	May/2025

Your renewal total is 22,776.39 USD.

Questions or concerns? Please [Contact your Account Manager.](#)

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ProQuest LLC Renewal Details

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Product Name	Code	Start Date	End Date	Price
Newspapers.com - World Collection	NEWSCOMWC	5/1/2025	4/30/2026	22,886.96 USD
Total Price:				22,886.96USD

Billing Information: Please review your billing address to ensure its accuracy.	Shipping Information: Please confirm the shipping address is accurate.
Wichita Public Library 711 W 2nd St N Wichita KS United States 67203-6004	Wichita Public Library 711 W 2nd St N Wichita KS United States 67203-6004
<u>Electronic Invoice Recipient(s):</u> Sarah Kittrell skittrell@wichita.gov	<u>Electronic Renewal Recipient(s):</u> Sarah Kittrell skittrell@wichita.gov
<i>If your subscribing institution requires the use of Purchase Orders, please indicate below.</i> Purchase Order # Billing Information Notes	Tax Exempt #

Renewals Notes:

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4/7/2025 2:49 PM


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INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Jaime Nix, Director of Libraries 
SUBJECT: South Central Kansas Library System Grant FY25
DATE: April 8, 2025

Background: The South Central Kansas Library System (SCKLS) is one of seven regional systems of cooperating libraries throughout Kansas. The purpose of regional systems is to ensure Kansas residents have access to library services. The regional systems accomplish this through continuing education services, consulting, interlibrary loan lending and grant programs that are intended to offset costs to extend library service to those living outside of the local taxing district. Grants-in-aid funding to local libraries is distributed annually through a formula based on the taxing district population, the proportion of cardholders outside of the taxing district, and the number of interlibrary loan transactions completed during the previous year. Additional funds are available through grant applications to support training, technology, e-books, and programming. The Wichita Public Library receives support through these grant programs.

Analysis: The South Central Kansas Library System Executive Committee has directed the implementation of service contracts for the grants-in-aid program, which prohibits the use of grant funds for costs associated with services or programs for which the library charges fees.

Financial Considerations: The 2025 service contract provides a grants-in-aid award of \$50,140.00. This is an increase of \$12,458.00 from 2024. A first payment of \$146,349 will be made upon submission of the signed service contract and prior to July 1, 2025, and a second payment of \$103,791 will be provided prior to September 30, 2025.

The proposed budget includes \$18,416 for staff development, \$140,266 for library materials, \$25,000 for contractual costs related to cataloging and promoting materials collections, \$20,000 for supplies, \$9000 for maintenance repairs, and \$25,000 for furniture and fixtures.

Legal Considerations: The 2024 State Grants-in-Aid does not have an associated contract. All funds must be expended during the calendar year and may not be used for costs associated with services or programs for which the member library charges. There are no other restrictions for the use of these grant funds.

Recommendations or Actions: It is recommended that the Library Board approve the proposed budget and authorize staff to submit the contract to the City Council for review and proposal.

Attachments: Contract and Proposed Budget

**South Central Kansas Library System
2025 Grants-in-aid Service Contract**

This contract is between the **South Central Kansas Library System, (SCKLS)**, and the **Wichita Public Library**, a participating member in the **SCKLS** regional system of cooperating libraries and in accordance with Kansas Statutes Annotated 75-2547 through 75-2552.

The purpose of this contract is for **SCKLS** in cooperation with participating member libraries to provide adequate library services to all citizens of the south central region which includes the following counties-- Barber, Butler, Cowley, Harper, Harvey, Kingman, McPherson, Reno, Rice, Sedgwick, Stafford and Sumner--and to extend library service to persons not having library service through a local and legally-established library.

In accordance with Kansas Administration Regulation 54-1-18, the participating member library agrees to the provision for free service and to permit any citizen of the territory comprising **SCKLS** to borrow materials or receive services without charge and subject to reasonable library rules during the period from January 1, 2025 to December 31, 2025.

In exchange for the participating member library providing free service and permitting any citizen of the territory comprising **SCKLS** to borrow materials or receive services without charge and subject to reasonable library rules, **SCKLS** agrees to provide the participating member library:

- (1) One grant-in-aid payment in the estimated amount of **\$146,349** upon receipt of this signed service contract and prior to July 1, 2025; and
- (2) A second grant-in-aid payment in the estimated amount of **\$103,791** prior to September 30, 2025.

Additional conditions of this grants-in-aid contract shall include the following:

- (a) The annual grants-in-aid eligibility form shall be completed by the participating member library and received by **SCKLS** no later than March 15, 2025.
- (b) Grants-in-aid funds must be used by the participating member library for library purposes only, with no administrative fees allowed, and funds shall be expended, encumbered or transferred within one-year of December 31, 2025.
- (c) Grants-in-aid funds shall not be used to pay for costs associated with services or programs for which the member library charges.
- (d) If sufficient annual tax funds are not received by **SCKLS**, this contract shall be void and any estimated grants-in-aid payment obligation terminated.

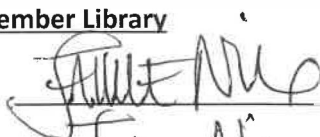
By signing this contract, the representative of the **Wichita Public Library** represents that such person is duly authorized to execute this contract on behalf of the participating member library and the participating member library agrees to the above provisions.

Participating Member Library

Signature: _____

Printed Name: _____

Date: _____



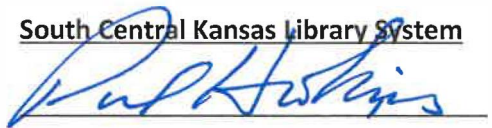
Jaime Nis

4/7/25

South Central Kansas Library System

Paul Hawkins, Director

April 1, 2025



WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Operations Committee Agenda
Tuesday, April 8, 2025
Board Room / MS Teams 3:30pm
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order
2. Branch Performance and Remodel Updates
3. Friends of the Library Merchandise Update
4. CE Model Rollout Discussion
5. Upcoming library events
6. Summer Reading Efforts
7. Other items from the committee

To attend virtually:

Microsoft Teams [Need help?](#)

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Meeting ID: 211 331 587 104

Passcode: 7jFtKF

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Planning and Facilities Committee Agenda
Wednesday, April 9, 2025, 1:00pm
Board Room / MS Teams
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order
2. Branch facility updates
3. 2026 Capital Improvement Planning
4. 3D printing update
5. Key performance measures discussion
6. Other items from the committee

To attend virtually:

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Meeting ID: 216 133 910 730

Passcode: NL2i2F

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Public Affairs Committee Agenda
Thursday, April 10, 4:00pm
Board Room / MS Teams
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order
2. Library Support Awareness Campaign
3. 2025 Advocacy efforts updates:
 - Mayor Wu meeting
 - IMLS
 - Board advocacy planning

March 2025	Visit branch/program
April 2025	National Library Week / Awareness
May 2025	
June 2025	Summer Reading
July 2025	

4. Advocacy Guide Final Reviews

To attend virtually:

Microsoft Teams

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Meeting ID: 284 931 457 868

Passcode: tfiukX

Media Log: March 2025

- March 10, KWCH, Big Read Kickoff
- March 13, KAKE Kids Corner, Spring Break Programming
- March 17, KSN, Branch Remodel Updates
- March 29, KAKE, Branch Remodel Updates & Library Support