

A G E N D A

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

1. Call to Order/Introductions
2. Approval of the Agenda
3. Public Comment
4. Staff Presentation: Wichita Collective Impact, Brad Richards (Public Policy and Management Center)
5. Minutes of the June 17, 2025 meeting
6. Unfinished Business
7. New Business
8. Finance Committee Report
  - a. Review of June Bills and Finance Reports
    - i. Revenue Report
    - ii. Grant Fund Summary Report
    - iii. Report of Expenditures

General Fund Bills	\$892,274.44
Grant Fund Bills	\$18,149.38
Gift & Memorial Fund Bills	\$19,503.67
<b>Total</b>	<b>\$929,927.49</b>

- b. Semi-Annual Report of Staff Travel
9. Operations Committee Report
 

Policy Revisions:

  - a. CIR-006 – InterLibrary Loan
  - b. CIR-009 – Holds
  - c. ORG-002.2 – Education and Engagement Division
  - d. REF-003 – Computer Workstations
  - e. REF-012 – Test Proctoring
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

### June 2025

#### Service Highlights

The Westlink Branch Library had its first formal Anji Play session directly after Preschool Storytime. Youth Services Librarian Eva Peacock began the activity by sharing information regarding it. Specifically, “Anji Play supports emotional, social, and cognitive growth, driven by the child’s choices. Children choose what and how to play without adult control or fixed outcomes.” For safety, Eva stressed the importance of adult supervision and tearing down structures before leaving since what a 3-year-old can build safely is different than what an eight-year-old can. The program went smoothly with roughly 40 kids of varied ages participating. Formal Anji Play sessions will be offered at various times throughout June and July at the Westlink Branch.



The Alford Branch Library reopened to the public on Monday, June 9 following a remodeling project that began in December 2024. The meeting room is currently under renovation and should reopen by mid-July, officially completing the project. The updated space includes new artwork, multiple study and meeting rooms, as well as a dedicated office space for the Department of Children and Families to co-locate services. Operating from the outlet, Alford had been averaging 90 checkouts a day and experienced three times the circulation on the first day of restored service.



With the rain came a multitude of leaks at both Alford and Westlink branches. Public Works staff were able to coordinate with a roofer to complete emergency repairs at Alford. Westlink leaks are still under investigation and conversations are occurring with vendors and Public Works.

The Wichita Public Library is seeing great results from the pilot program with United Way, Summer Literacy League:

- Three children attend sessions at both locations. When they can’t attend during one time slot, they attend an alternative time at the other location.
- 91 practice reading sessions have happened between Walters and Angelou in the last 4 weeks. (That’s 1,820 minutes of reading practice with a mentor!)
- 39 individual kids have attended a Summer Literacy League program, so far.
- 8 of those kids have attended a program every week.
- 13 kids have only missed one session this month.

- The library received 21 volunteer applications within days of listing the position on the United Way's volunteer portal.
- The library has received multiple comments from the volunteers that they are enjoying sharing their time in this way.

Enrichment Librarian Jenny Durham and Virtual Librarian Greg Nordyke collaborated to create a new [Civic Engagement resource](#) for the Library's website. It briefly explains what civic engagement is, but more importantly, links to a wide range of local and national resources regarding electoral participation, volunteerism, and activism and advocacy. Users can navigate to this new resource from the "[Become and Informed Voter](#)" page. Both pages are excellent resources for the public as the 2025 local elections approach.

Adult Literacies Manager Steven Kelly, Inspiration Librarian Daniel Pewewardy, and Family Literacy Coordinator Racine Zackula tabled and parked the Book Bus at the "Change Starts Somewhere Block Party," a section of the Somewhere Fest in downtown Wichita that brought together national and local nonprofits to help festivalgoers connect with organizations working toward social change in their community. Staff registered attendees for library cards and spoke with them about the Library's wide range of services, programs, and resources. Guests also had the opportunity to make their own bookmarks using upcycled vintage record sleeves and colorful yarn, which were a huge hit. All three librarians noted that so many attendees were excited to talk with them about the books they were reading, share book recommendations, and generally express their love for reading. Over the course of the two-day event, Library staff engaged with 269 attendees and registered 26 new library cardholders.

For the third month in a row, the Angelou Branch Library had its highest month of circulation since at least January 2007 with 9,574 checkouts and renewals. This was an 18.5% increase over May 2025 and a 655% increase over June 2024. Prior to Rockwell's temporary closure for remodeling, the highest known month of circulation at Angelou was 5,131 checkouts and renewals in June 2011. This number remains up due to Rockwell families using the location. 1,634 borrowers have used the location since it reopened March 17 – 1,147 of those in June. For comparison, in the almost nine months that the branch was open in 2024, Angelou had a total of 1,027 unique borrowers. We believe that 768 customers who used Rockwell between January 1 and March 17 have also used Angelou between March 17 and June 30.

Education and Engagement Manager Savannah Ball accompanied the Wichita Library Foundation to a shopping trip at the United Way's GIV Warehouse. The Give Items of Value program connects nonprofits with new, donated items for free. The Foundation was able to obtain two charging stations, stage lights, toddler balance bikes, children's books, and seeds for the Angelou seed library free of charge from the United Way. All the supplies will be used to support library programming.



Adult Literacies Manager Steven Kelly worked with Nancy Davis, a local Frank Lloyd Wright expert, to add a new walking tour to the Library’s PocketSights app. The new tour is focused on Wichita State University’s Corbin Education Center, which was designed by the famous American architect, but also includes other related points of interest in Wichita like Century II and the Allen House. The tour is now live on the app and will be a great addition to the Library’s catalog of historical tours. Nancy was very thankful for Steven’s help with building the tour, especially since the Corbin Center is preparing to re-open to the public after being closed for over a year for maintenance and renovation after a major flooding incident.

Across the Wichita Public Library system, initial checkouts were up 16% from June 2024, while renewals were up 153%.

### **Other News**

The Westlink Branch Library had its first Teen Gaming program in June. Senior Library Assistant Bill Rohde oversaw 16 teens taking turns playing Mario Kart with a Nintendo Switch. The game allowed four teens to race at a time. The teens did a great job of changing who was playing after each race. When the teens were waiting for their turns to race, they played board games or used the activities in the low-tech Maker Space. Teen Gaming will be offered every Friday from 3 to 5 p.m. at the Westlink Branch through July 25.

On June 25, Director of Libraries Jaimee Nix and Empowerment Librarian Kelly Fabrizius delivered a presentation on Library resources to the staff of the City’s Municipal Court Department for their annual training week. The group was very enthusiastic, engaging, and were so excited to hear about all of the resources that Wichita Public Library has to offer and to brainstorm ways that the two departments can work together to better meet the needs of our community. Several people mentioned they did not know that Wichita Public Library offered all of these amazing, free resources and services. A couple of hours after the presentation, Municipal Court staff reached out to ask Jaime and Kelly to speak again this fall, since there was such a positive response and not everyone was able to attend the presentation.

The Maya Angelou Branch Seed Library has been up and running for one full month. In that time, staff have already given out 231 seed packets to 90 families! Additionally, Community Services Librarian Parker Daniel has spent time this month researching community gardens and created the first draft of a policy and implementation document to further plans and discussions for the Maya Angelou Community Garden project.



Senior Library Assistant Bill Rohde oversaw the Westlink Branch’s LEGO Build with Dad program. Eighty-two kids and adults attended, an excellent turnout for a Saturday afternoon program.

The Advanced Learning Library hosted two large events this month: a concert with Mr. Stinky Feet and acrobatics with Glow Circus. More than 300 attendees were delighted to clap along and sing with our performers. The feedback was very positive, with customers saying they hope to see more like these shows in the future.

4,232 people interacted with the Wichita Public Library's Book Bus in June of 2025. For comparison, 1,033 people interacted with the bus in June of 2024.

The Adult Literacies Department continues its Third Place on Second Street program series, emphasizing the Library as a place outside of work and home where people can enrich their lives and build community. This summer's installments are titled "Art-Flix", and attendees are invited to get creative in the Conference Center—whether that means bringing their own art and craft projects or relaxing with a coloring sheet provided by the Library—while watching a movie in the background. The space is set up with tables for those who want to work on projects, as well as rows of chairs for anyone who wants to sit back and enjoy the film. For June's program, attendees brought a variety of projects to work on, including knitting, a homemade zine, and even LEGO builds. Guests worked on their creations while watching a historical documentary. The program was well received, with customers leaving comments like "I loved having a place to do crafts and just having a movie you could half-watch" and "Third Space! Art Making Space!"

During the month of June, Empowerment Librarian Kelly Fabrizio worked with Consumer Credit Counseling Services of the Heartland to host a 4-part series on Financial Literacy at the Advanced Learning Library. This series focused on ways to help people eliminate debt and provided strategies on how to create and stick to a monthly budget. There were a few people that came to all four sessions and others that were able to come to just one or two, but everyone commented on how helpful it was and how they hope the Library will continue offering services like this in the future.

This month's Senior Wednesday featured Audubon of Kansas representative and conservationist George Leroux from the Flint Hills Prairie Bison Reserve in Alta Vista, Kansas. George delivered an energetic and interactive presentation on bison and other native species that call the Great Plains home. His talk included a variety of hands-on materials—bones, hides, and artifacts representing many plains species. George gave his 50-person audience an in-depth look at the American bison, covering their diet, social hierarchy, and role in the ecosystem. The presentation ended with a dramatic unveiling of a full-sized mounted bull bison named Tatanka and a call for attendees to get involved in conservation efforts by volunteering with local organizations and zoos. George generously stayed for nearly two hours after the program to answer questions and allow attendees to pose for photos with Tatanka. The audience were delighted by the presentation, leaving comments like "I believe this was the best naturalist presentation I've ever seen in all the years I've attended Senior Wednesday programs" and "The full-sized bison was a fantastic surprise!"

On Saturday, June 21, Enrichment Librarian Jenny Durham and Nina Winter from TISSU Sewing Studio held the first program of this year's "Sew Sustainable" series, which focused on how to use Hand Embroidery to creatively mend clothing. Attendees learned how to do some basic embroidery stitches and got to experiment with what they learned using kits provided by Nina. Jenny also provided numerous examples of creative ways to refresh a garment with embroidery, from covering holes and

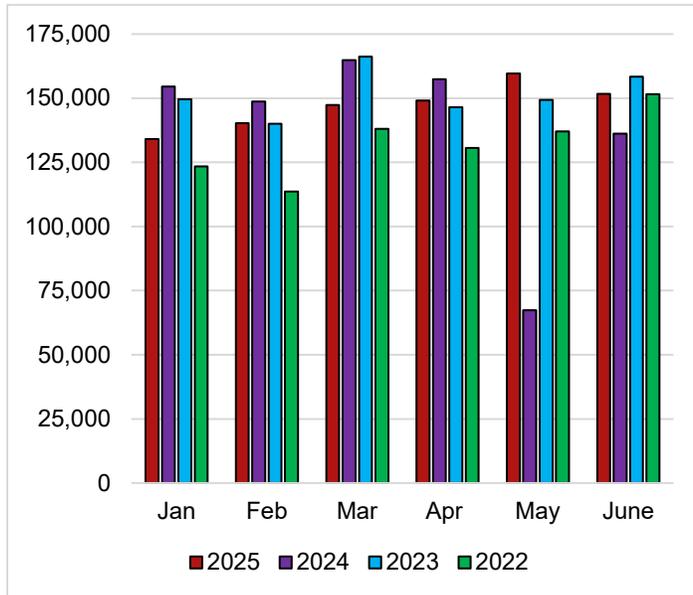
stains to just adding a little personalization to an old piece of clothing. Many of the attendees were very excited about the other two programs in the Sew Sustainable series in July and August and many said they were having so much fun that the time just flew by.

On Thursday, June 26, Inspiration Librarian Daniel Pewewardy and Community Services Librarian Robin Dauster represented the Library at the Project HOPE resource fair, which supports individuals experiencing homelessness. Daniel and Robin provided basic information about Library hours, locations, computer access, and more, and registered attendees for cards. One visitor was able to reactivate an account that had not been used since the 1990s and expressed excitement about returning to the Library. Overall, they reached 25 people.

Wichita Public Library collections staff, along with Sr. Communications Specialist David Garcia, Youth Services Manager Erin Howerton, and Teen Librarian Lexi Ternes are collaborating on the USD 259 e-card initiative for the fall. They have decided on messaging and a general strategy, and are now combing the e-book collection for titles to promote. Having more information about simultaneous checkouts, as well as about how Overdrive operates on the back end is helpful as they look forward to helping students connect with their student e-cards.

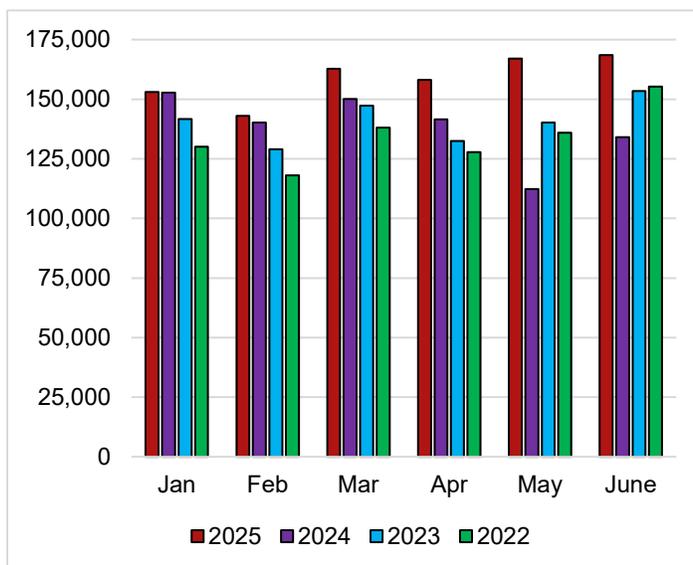
## Service Dashboard

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



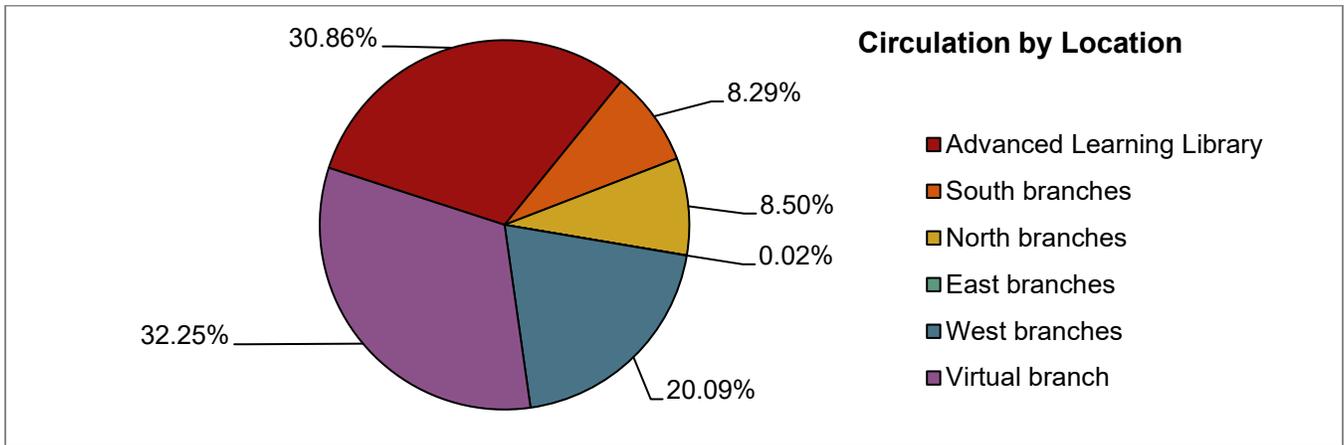
	JUNE		
	2025	2024	% change
Door Counts	54,678	55,075	-0.72%
Catalog Log-ins	33,074	23,512	40.67%
Website Visits	63,123	57,149	10.45%
CONTENTdm Users	803	434	85.02%
Total	151,678	136,170	11.39%

### CHECKOUTS

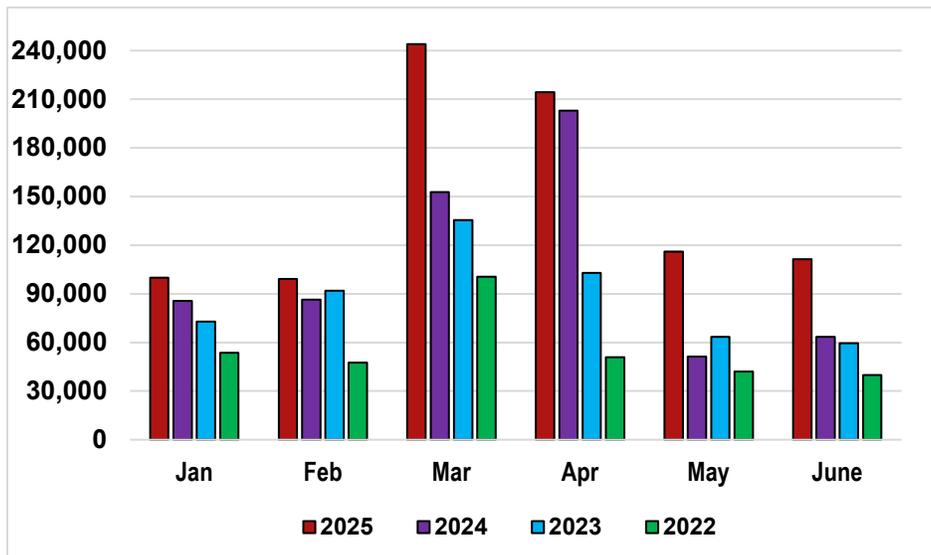


	JUNE		
	2025	2024	% change
Physical Circulation	114,133	79,408	43.73%
Virtual Circulation	54,322	54,624	-0.55%
WPL	54,322	47,149	15.21%
State	N/A	7,475	N/A
Total	168,455	134,032	25.68%

State Library circulation data were not available by this report's publishing date.



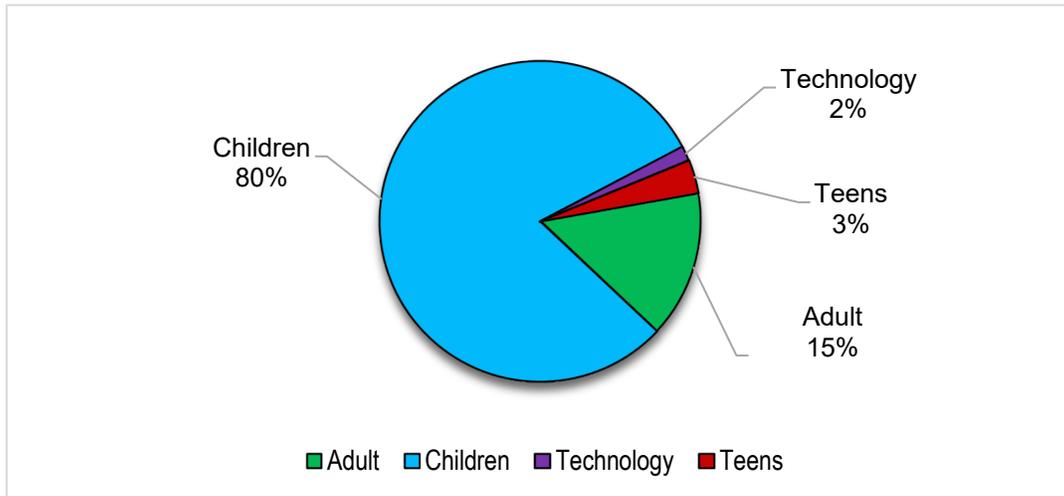
**QUESTIONS ANSWERED (by staff in person/phone and through online services)**



**JUNE**

	2025	2024	% change
Reference Questions	7,986	6,566	21.63%
Database Searches	98,772	54,038	82.78%
Technology Assistance	4,367	2,568	70.05%
Book-A-Librarian Appointments	300	281	6.76%
<b>Total</b>	<b>111,425</b>	<b>63,453</b>	<b>75.60%</b>

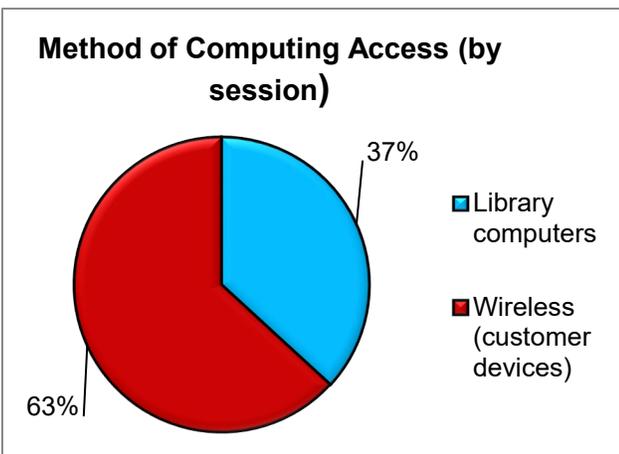
**PROGRAM ATTENDANCE**



**JUNE ATTENDANCE**

	2025	2024	% change
Adult events	1,004	913	9.97%
Children's events	5,454	3,889	40.24%
Technology training	101	159	-36.48%
Teen events	228	233	-2.15%
<b>TOTAL</b>	<b>6,787</b>	<b>5,194</b>	<b>30.67%</b>

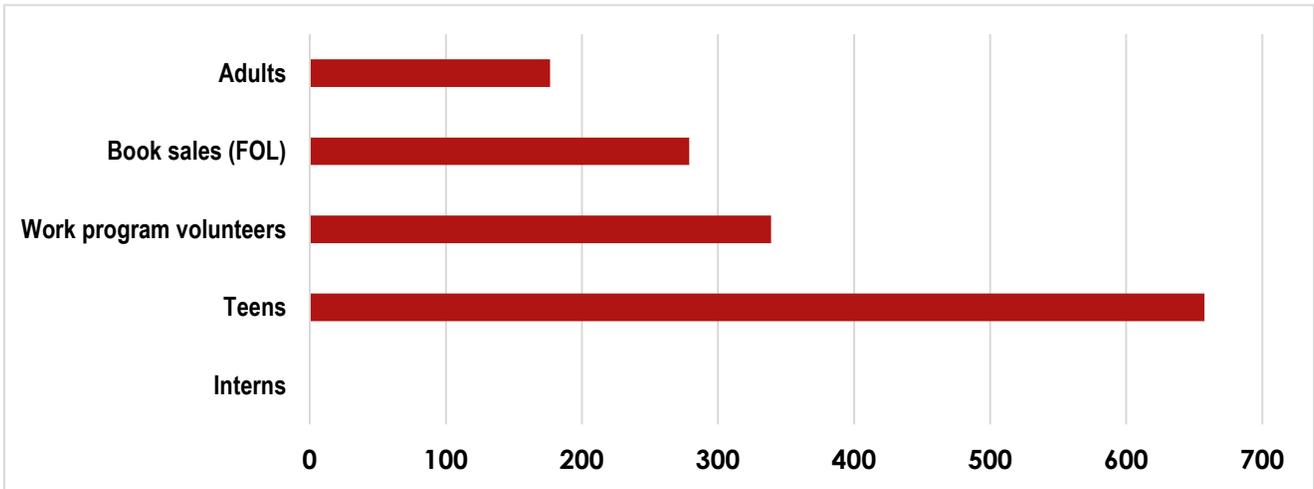
**PUBLIC COMPUTING**



**JUNE**

	2025	2024	% change
Workstation Sessions	6,433	7,093	-9.30%
Wireless Sessions	11,037	7,720	42.97%
Number Users	1,458	990	47.27%
Hours of Access	15,167	8,872	70.95%

### VOLUNTEERS (hours of service)



Number of volunteers YTD = 145

Hours of service YTD = 5,198

### MATERIALS DONATIONS (value if purchased)



Year to date total = \$44,357.88

Items added to Library collections YTD = 2,072

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

A customer that has worked with Walters Library Assistant Bret Harvey for over a year now on building a resume, applying for jobs, and processing unemployment, finally landed a new position with USD 259, the first, he said, that he's ever had with benefits. When he gave the good news, the customer remarked that the Library had provided kind and quality services.

Library Assistant Mollie Buller masterfully de-escalated a tense situation with a customer at the Advanced Learning Library. The customer needed information about an item she had checked out. When another staff member informed her that he could not access her account without identification, the customer became agitated and demanded to speak to a manager. As the customer's frustration grew, Mollie intervened and offered a solution: Mollie could look up the information she needed without accessing her account at all. Thanks to Mollie's attention to the customer's needs and quick problem solving, the customer felt heard and received the answer to her question.

At the Evergreen Branch Library, Library Assistant Mark Cato was able to pleasantly surprise a customer with the depth of the collection. The customer was a native Spanish speaker and was looking for a copy of Victor Frankel's *Man's Search for Meaning*. She assumed the Library would only have an English copy and was delighted when Mark informed her that we had two copies, one in English and one in Spanish, available at the branch. The customer excitedly checked out the Spanish copy.

A Library customer visited the Westlink Branch needing some impromptu computer assistance. He had a health insurance debit card that he could not use until he agreed to the terms online. He was not comfortable with technology and did not know how to get to where he could agree to the terms. Youth Services Librarian Eva Peacock helped him locate the terms online and agree to them. Her assistance made it so he could pay a bill that he had with his eye doctor since November. He was incredibly grateful for her help.

While at the Westlink Branch Library, Rockwell Youth Librarian Katrina learned of a child and family that was disappointed to have missed out on the recent Blackout Poetry Program. Katrina reached out to this family and went above and beyond in creating a portable Blackout Poetry kit and made a special trip to deliver it to the Westlink Branch Library for the family to pick up the next day. Katrina also emailed a PDF version of a presentation explaining blackout poetry, discussing strategies, and providing inspiration to the family. Going above and beyond for this family resulted in a great customer experience!

At the Westlink Branch Library, Clerk Nancy Reeves assisted a customer with making copies of legal documents. She also helped him print color documents that were on his phone. He had never accessed his email anywhere except his phone, so she walked him through signing in through a web browser, downloading the attachments to a flash drive, and using the drive in the color copier. When they were finished, he stated that this meant the world to him because these were immigration documents that he needed to take to his lawyer. He also said that he would be coming back to the Library for color printing in the future.

At the Angelou Branch Library, there was a conversation between Library staff and a customer who was a nurse during the COVID crisis. She and her family started using the Library during that period, as

it was one of the few spaces where she found relief and peace. When the Library removed hold fees and ILL fees, the family's use of the library system exploded. They are deeply grateful for the broad access to materials and events we offer. The kids have grown into voracious readers and have decided to keep art journals this summer chronicling the books they're reading---not as a summer reading goal, but just for fun. Their family enjoys exploring the many library locations, though they consider the Westlink Branch home, and they've continued their routine of coming to the Library to find that sense of peace and foster curiosity since they started doing so in the pandemic. This was the family's first time at the Maya Angelou Branch, and the customer complimented the bright space, and the kids loved the current craft project set up. The Library seems very central to their family's day-to-day rhythms, and the customer thanked staff for all the changes that have been made with customer well-being in mind, as well as for service during the COVID pandemic.

One of the Angelou Branch's long-term regular customers stopped at the front desk to remark on how bright and welcoming the Angelou Branch is. They live nearby and need to be out of their dwelling for certain periods of the day. The customer stated that they enjoy coming to the Angelou Branch to spend time as they feel both welcome and safe in the space.

Alford Branch had a couple visiting from Texas stop in, and they mentioned they like to visit libraries as they travel. They said that the Alford Branch was one of their Top 5 favorite libraries!

The CEO of the Wichita Children's Home was advised by her project's architect to visit the Westlink Branch's sensory room and children's area for inspiration for their remodel project. Staff took her on a brief tour of the branch, offered her purchasing information for some of the items chosen, and e-mailed a customer's sensory room on a budget instruction. In her e-mail reply, she wrote, "Thank you for your help and all the helpful information you provided. The library is beautiful and so warm and inviting!! Great job!!"

Many stories were shared with the Family Literacy Coordinator Racine Zackula this past week when she did her outreach at events. Visitors told how they love their library, and one woman told of a near-mystical retrieval of a book from another library far, far away. She said that she had almost forgotten she had requested it, but then it arrived, and it was so good to be able to see it. She then said that it is wonderful to have a library that went above and beyond in such a fashion.

A customer visiting the Advanced Learning Library was looking for three specific anti-inflammatory cookbooks that she found in our catalog, but unfortunately all three were checked out or on hold. She was in danger of walking away empty-handed. During the conversation she shared with Senior Library Assistant Michael Apinyakul that she was recently placed on anti-inflammatory medication that has been life changing and is now pursuing a healthier diet. Michael showed her the Healthy Living neighborhood where there were some anti-inflammatory books, and she was very excited about it. He also explained interlibrary loan and the "suggest an item" option if she found something she would like to borrow but isn't in WPL's collection. She has recently returned to the library after a hiatus for several years and is excited about using her library card. She said, "I can't afford to buy these books, but I'm so glad I have access to them through the library."

## **WICHITA PUBLIC LIBRARY**

Minutes of a Meeting of the Library Board of Directors  
June 17, 2025.

The hybrid meeting of the Library Board of Directors was held on Tuesday, June 17, 2025 at the Advanced Learning Library with the following present in person: Ms. Lauren Hirsh, Mr. Kurt Oswald, Mr. Chuck Schmidt, Ms. Susie Ternes, and Mr. Jonathan Winkler. The following attended virtually: Ms. Rose Mary Frame, Ms. Brandi Newry, and Ms. Karyn Shorter.

### **Call to Order**

Lauren Hirsh called the meeting to order at 12:03 p.m., a quorum being present.

### **Staff Presentation**

David Garcia, Senior Communications Specialist, presented the finished Advocacy Guidebook that the Public Affairs Committee has compiled to assist with raising awareness. As a homework assignment, board members were asked to attend the District Advisory Board meetings in their respective districts and advocate for the library.

### **Approval of the Agenda**

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

### **Approval of Minutes**

Minutes of the regular meeting held on May 20, 2025 were presented. Chuck Schmidt moved (Oswald) to approve the minutes as included in board packets. **Motion carried unanimously.**

### **Unfinished Business**

None

### **New Business**

The Board discussed the FY 2026-2027 budget. President Hirsh provided the Board with an overview of budget constraints, safety concerns at library branches, and the strategic process the City of Wichita has developed to make robust fiscal decisions.

In February 2025, the Board endorsed a 2026 program option that identifies long-term funding investments needed at Wichita Public Library. This request called for broadening the scope of services provided by the public library to improve customer access to data and also for the addition of a Community Engagement service division. Both of these would contribute to implementation of the WPL Strategic Direction and elevate the library's performance to address the city's goals around literacies. The Board reached a consensus that the specific investments outlined in the program option remain relevant despite the city's budget

difficulties. Jonathan Winkler moved (Schmidt) to reaffirm the Board's commitment towards seeking \$1.5 million in additional funding for public library services. **Motion carried unanimously.**

### **Finance Committee Report**

The Finance Committee did not meet prior to the board meeting. Chuck Schmidt moved (Frame) to approve the May 2025 finance report and supplemental bills in the following amounts: General Fund bills of \$956,730.98; Grant Fund bills of \$22,449.20; and Gift bills of \$17,202.93, for a total of \$996,383.11. **Motion carried unanimously.**

Chuck Schmidt moved (Ternes) to approve the OCLC/WorldShare Interlibrary Loan and CONTENTdm Subscription renewal in the amount of \$88,871.32 as presented by staff. **Motion carried unanimously.**

### **Operations Committee Report**

Jonathan Winkler reported that owing to lack of a quorum, the last meeting had been informational only. Committee members discussed the 2026-2027 budget, including options for service cuts to achieve a five-percent reduction in expenditures from the city general fund.

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

Lauren Hirsh reported that the committee discussed the 2026-2027 budget and program options.

### **Public Affairs Committee Report**

Kurt Oswald reported that the advocacy toolkits are now available on the library's website and linked to from the Board of Directors section. As a living document, it will be updated as information changes. The committee discussed the 2026-2027 budget and program options. Homework for the Board this month includes posting yard signs and attending a DAB meeting.

### **Special Committee Reports**

*Friends of the Library* – Susan Byer reported that the next book sale is scheduled for July 11-12. The Friends will begin selling WPL yard signs from their bookstore beginning July 1.

*Library Foundation* - Kourtney Carson reported the Foundation is excited about its new logo and website design. It will be hosting a cocktail event on the terrace at the ALL on June 27. Library Giving Day across the country raised \$2.2 million.

*Wichita Genealogical Society (WGS)* – Margaret Cramer reported that the next monthly WGS meeting is scheduled for June 28. The organization is also in the process of planning its annual conference, which it will hold on October 11 at the WSU Metroplex. It has so far received six pieces of equipment needed for the new memory lab.

**Director of Libraries Report**

Director Nix reported on ongoing branch remodels as well as the rainwater leaks experienced at Alford and Westlink branches. As these pre-existing conditions fall outside the scope of the respective renovation contracts, responsibility for their remediation rests with the city. Library staff is coordinating with Public Works to devise and implement fixes for these and other deferred maintenance issues.

The Summer Literacy League has had its first two sessions, and attendance at both Walters and Maya Angelou has exceeded both library and United Way expectations.

The Board viewed a poem read at the Maya Angelou grand reopening celebration entitled *Library Girl, Unsilenced*.

**Announcements**

None

**Adjournment**

The meeting was adjourned at 1:17 p.m.

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

Respectfully submitted,

Jaime Nix

**WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS**  
**Finance Committee Agenda**  
**Tuesday, July 15, 2025, 11:30am**  
Green Collaboration Room 203, 2<sup>nd</sup> Floor  
Advanced Learning Library, 711 W 2<sup>nd</sup> St, Wichita, KS 67203

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

General Fund Bills	\$892,274.44
Grant Fund Bills	\$18,149.38
Gift & Memorial Fund Bills	\$19,503.67
<b>Total</b>	<b>\$929,927.49</b>

3. Semi-Annual Report of Staff Travel
4. Other items from the committee
5. Adjournment

# THE CITY OF WICHITA



## YTD

FOR 2025 06

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
<b>10000080 wichita Public Library</b>							
422110 Library Desk Receipts (Fines)	-95,000	-95,000	-34,116.84	-6,745.83	.00	-60,883.16	35.9%
422111 Library Desk - Faxes	-10,000	-10,000	-5,218.00	-1,466.00	.00	-4,782.00	52.2%
422112 Library Desk - Passports	-25,000	-25,000	-20,202.00	-1,960.00	.00	-4,798.00	80.8%
423030 Meeting Room Rentals	-30,000	-30,000	-15,625.00	-1,830.00	.00	-14,375.00	52.1%
424011 Copy Charges	-11,000	-11,000	-6,504.80	-1,198.15	.00	-4,495.20	59.1%
424101 Public Computing Charges	-20,000	-20,000	-9,826.22	-2,114.75	.00	-10,173.78	49.1%
645980 Sale of Scrap	0	0	-1,281.15	-121.50	.00	1,281.15	100.0%
646981 State Setoff Collections	-68,000	-68,000	-12,634.51	-926.06	.00	-55,365.49	18.6%
646990 Other Non-Operating Revenue	0	0	-20.72	.00	.00	20.72	100.0%
TOTAL Wichita Public Library	-259,000	-259,000	-105,429.24	-16,362.29	.00	-153,570.76	40.7%
TOTAL General Fund	-259,000	-259,000	-105,429.24	-16,362.29	.00	-153,570.76	40.7%

# THE CITY OF WICHITA



## YTD

FOR 2025 06

JOURNAL DETAIL 2020 1 TO 2020 1

ACCOUNTS FOR:	ORIGINAL	REVISED	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
100 General Fund	APPROP	BUDGET				BUDGET	USED
<b>10000080 wichita Public Library</b>							
<b>10001 Library - Personnel</b>							
511000 Base Compensation	6,281,058	6,281,058	3,289,696.52	509,250.66	.00	2,991,361.48	52.4%
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	12,104.63	1,315.62	.00	-10,304.63	672.5%
512051 Mileage Reimbursement	0	0	2,138.98	316.72	.00	-2,138.98	100.0%
513000 Overtime Compensation	0	0	1,944.70	483.61	.00	-1,944.70	100.0%
518200 Employer Wage Taxes & WC	543,275	543,275	275,559.88	42,463.94	.00	267,715.12	50.7%
518300 Employer Share EE Insurance	1,132,396	1,132,396	534,467.39	92,218.70	.00	597,928.61	47.2%
518400 Employer Share Pension/Retire	801,709	801,709	405,318.20	63,483.65	.00	396,390.80	50.6%
<b>TOTAL Library - Personnel</b>	<b>6,708,840</b>	<b>6,708,840</b>	<b>4,284,434.68</b>	<b>709,532.90</b>	<b>.00</b>	<b>2,424,405.32</b>	<b>63.9%</b>
<b>10002 Library - Contractuals</b>							
521011 Electricity - EDI	305,438	305,438	116,090.79	26,955.44	.00	189,347.21	38.0%
521021 Natural Gas - EDI	41,824	41,824	47,038.48	4,320.80	.00	-5,214.48	112.5%
521030 Water Service	13,375	13,375	11,089.26	1,837.68	.00	2,285.74	82.9%
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	8,449.94	1,426.24	.00	-8,449.94	100.0%
521060 Local Telephone Service	8,000	8,000	1,611.90	268.65	.00	6,388.10	20.1%
521070 Internet Service	10,971	10,971	4,571.00	914.20	.00	6,400.00	41.7%
522010 PBX Line Charges	11,806	11,806	6,270.00	1,045.00	.00	5,536.00	53.1%
522020 PBX Instrument Charges	19,414	19,414	9,975.00	1,662.50	.00	9,439.00	51.4%
522040 Long Distance & Teleconferenc	1,000	1,000	250.65	39.75	.00	749.35	25.1%
522050 Pagers & Mobile Phones	0	0	207.20	.00	.00	-207.20	100.0%
522060 Air Cards (Mobile Connect)	1,260	1,260	771.54	145.04	.00	488.46	61.2%
522070 Voicemail	3,968	3,968	2,040.00	340.00	.00	1,928.00	51.4%
522080 Automatic Call Distribution	786	786	393.00	65.50	.00	393.00	50.0%
523010 Building & Contents Insurance	172,088	172,088	86,044.00	43,022.00	.00	86,044.00	50.0%
523020 Vehicle Liability Premiums	870	870	435.00	217.50	.00	435.00	50.0%
524010 Recruitment & Hiring	3,140	3,140	.00	.00	.00	3,140.00	.0%
524020 Travel & Training	3,000	3,000	3,166.21	1,612.46	.00	-166.21	105.5%
525012 Medical Treatment	480	480	369.00	150.00	.00	111.00	76.9%
525013 Drug Screening	0	0	213.00	.00	.00	-213.00	100.0%

# THE CITY OF WICHITA



## YTD

FOR 2025 06

JOURNAL DETAIL 2020 1 TO 2020 1

ACCOUNTS FOR:	ORIGINAL	REVISED	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
100 General Fund	APPROP	BUDGET				BUDGET	USED
525070 Background Checks	0	0	77.50	.00	.00	-77.50	100.0%
525080 Service Contractors	0	0	58.81	11.31	.00	-58.81	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	1,366.00	282.00	.00	634.00	68.3%
525094 Collection Agency Fees	21,500	21,500	7,012.70	1,216.55	.00	14,487.30	32.6%
525990 Other Professional Services	5,936	5,936	1,169.11	.00	.00	4,766.89	19.7%
526010 Motor Pool Scheduled Charges	3,720	3,720	1,860.00	310.00	.00	1,860.00	50.0%
526020 Building Repair & Maint	7,240	7,240	950.65	.00	.00	6,289.35	13.1%
526041 Janitorial Services	0	0	685.00	.00	.00	-685.00	100.0%
526042 Pest Control Services	13,000	13,000	5,674.92	1,619.00	.00	7,325.08	43.7%
526044 Security & Fire Services	5,220	5,220	842.56	105.88	.00	4,377.44	16.1%
526070 Equipment Repair & Maint	5,421	5,421	6,891.32	1,859.00	.00	-1,470.32	127.1%
526092 Rent-Real Property	52,060	52,060	24,529.44	4,088.24	.00	27,530.56	47.1%
529010 Bank Charges	5,000	5,000	2,159.00	385.51	.00	2,840.96	43.2%
529020 Postage	6,000	6,000	2,008.80	529.20	.00	3,991.20	33.5%
529030 Shipping & Freight	1,000	1,000	448.95	12.05	.00	551.05	44.9%
529031 Delivery/Pick up	13,815	13,815	13,585.00	11,675.00	.00	230.00	98.3%
529040 Subscriptions	84,000	84,000	476.20	76.80	.00	83,523.80	.6%
529051 Library Software/Licenses	159,233	159,233	7,059.48	.00	.00	152,173.52	4.4%
529052 Library Subs-Electronic Matls	337,487	337,487	233,546.86	31,344.27	6,043.00	97,897.14	71.0%
529053 Library Svcs-Leased Matls	22,380	22,380	.00	.00	.00	22,380.00	.0%
529054 Library Svcs-Memberships	0	0	14,850.00	1,650.00	.00	-14,850.00	100.0%
529070 Printing/Copying/Scanning	30,000	30,000	13,063.73	2,633.41	.00	16,936.27	43.5%
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	540,839.75	.00	.00	655,779.25	45.2%
529160 Licenses & Permits	595	595	.00	.00	.00	595.00	.0%
529990 Other Contractuals	5,033	5,033	264.00	48.00	.00	4,769.00	5.2%
<b>TOTAL Library - Contractuals</b>	<b>2,586,408</b>	<b>2,586,408</b>	<b>1,188,464.25</b>	<b>141,868.98</b>	<b>6,043.00</b>	<b>1,391,900.75</b>	<b>46.2%</b>
<b>10003 Library - Commodities</b>							
531010 Computing Supplies	0	0	765.00	.00	.00	-765.00	100.0%
531020 Office Supplies	64,339	64,339	33,639.47	6,385.08	.00	30,699.53	52.3%
531030 Custodial Supplies	5,000	5,000	1,080.25	80.12	.00	3,919.75	21.6%
532020 Automotive Parts & Supplies	450	450	135.10	28.80	.00	314.90	30.0%
532990 Other Equip Parts & Supplies	0	0	91.00	.00	.00	-91.00	100.0%
539012 Gasoline	7,234	7,234	2,285.93	423.54	.00	4,948.07	31.6%
549010 Furniture & Fixtures <\$5k	9,490	9,490	4,030.87	677.51	.00	5,459.13	42.5%
549020 Data Processing Equip <\$5k	9,665	9,665	14,668.80	8,820.33	.00	-5,003.80	151.8%
549110 Library Materials	452,067	454,889	117,854.91	24,457.18	.00	337,033.93	25.9%
<b>TOTAL Library - Commodities</b>	<b>548,245</b>	<b>551,067</b>	<b>174,551.33</b>	<b>40,872.56</b>	<b>.00</b>	<b>376,515.51</b>	<b>31.7%</b>
<b>TOTAL Wichita Public Library</b>	<b>9,843,493</b>	<b>9,846,315</b>	<b>5,647,450.26</b>	<b>892,274.44</b>	<b>6,043.00</b>	<b>4,192,821.58</b>	<b>57.4%</b>

# THE CITY OF WICHITA



## YTD

FOR 2025 06

JOURNAL DETAIL 2020 1 TO 2020 1

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
290 Grants - Multi-year							
<b>80100324 South Central KS Library Sys24</b>							
<b>Y4806 SCKLS 24-South Central KS Libr</b>							
524020 Travel & Training	18,416	18,416	14,028.98	2,247.50	.00	4,387.02	76.2%
526070 Equipment Repair & Maint	9,000	9,000	.00	.00	.00	9,000.00	.0%
529061 Organizational Memberships	0	0	9,502.00	.00	.00	-9,502.00	100.0%
529990 Other Contractuals	25,000	25,000	37,154.76	15,901.88	122,245.24	-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	60,685.74	18,149.38	122,245.24	54,751.02	77.0%
TOTAL South Central KS Library sy	237,682	237,682	60,685.74	18,149.38	122,245.24	54,751.02	77.0%
TOTAL Grants - Multi-year	237,682	237,682	60,685.74	18,149.38	122,245.24	54,751.02	77.0%

## Wichita Public Library General Fund Bills

June 2025

Org: 1000080

## 10001 - Library - Personnel

## 1B - Base Compensation

## 511000 Base Compensation

Payroll, PP06.06.25 \$254,616.53

Payroll, PP06.20.25 \$254,634.13

Total 511000 Base Compensation	\$509,250.66
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Total 1B - Base Compensation	\$509,250.66
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## 1F - Special Compensation

## 512000 Special Compensation

Payroll, PP06.06.25 \$503.81

Payroll, PP06.20.25 \$811.81

Total 512000 Special Compensation	\$1,315.62
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## 512051 Mileage Reimbursement

Payroll, 4115 \$105.89

Payroll, 4625 \$210.83

Total 512051 Mileage Reimbursement	\$316.72
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Total 1F - Special Compensation	\$1,632.34
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## 1J - OT Compensation

## 513000 Overtime Compensation

Payroll, PP06.06.25 \$84.88

Payroll, PP06.20.25 \$398.73

Total 513000 Overtime Compensation	\$483.61
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Total 1J - OT Compensation	\$483.61
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## 1N - Employee Benefits

## 518200 Employer Wage Taxes &amp; WC

Payroll, PP06.06.25 \$21,204.37

Payroll, PP06.20.25 \$21,259.57

Total 518200 Employer Wage Taxes & WC	\$42,463.94
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## 518300 Employer Share EE Insurance

Payroll, PP06.06.25 \$46,109.35

Payroll, PP06.20.25 \$46,109.35

Total 518300 Employer Share EE Insurance	\$92,218.70
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## 518400 Employer Share Pension/Retire

Payroll, PP06.06.25 \$31,606.42

Payroll, PP06.20.25 \$31,877.23

## Wichita Public Library General Fund Bills

June 2025

Total 518400 Employer Share Pension/Retire	\$63,483.65
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Total 1N - Employee Benefits	\$198,166.29
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Total 10001 - Library - Personnel	\$709,532.90
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## 10002 - Library - Contractuals

## 2B - Utilities

## 521011 Electricity - EDI

EVERGY KANSAS SOUTH INC	\$26,955.44
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Total 521011 Electricity - EDI	\$26,955.44
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## 521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC	\$65.69
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ENCORE ENERGY SERVICES	\$2,005.60
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ONE GAS INC	\$2,249.51
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Total 521021 Natural Gas - EDI	\$4,320.80
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## 521030 Water Service

City of Wichita	\$1,837.68
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Total 521030 Water Service	\$1,837.68
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## 521055 Trash Service - EDI

WASTE MANAGEMENT OF KANSAS INC	\$1,426.24
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Total 521055 Trash Service - EDI	\$1,426.24
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Total 2B - Utilities	\$34,540.16
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## 2F - Technology Charges

## 521060 Local Telephone Service

City of Wichita	\$244.00
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T-MOBILE USA INC	\$24.65
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Total 521060 Local Telephone Service	\$268.65
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## 521070 Internet Service

P-CARD ONE-TIME PAY	\$914.20
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Total 521070 Internet Service	\$914.20
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## 522010 PBX Line Charges

City of Wichita	\$1,045.00
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Total 522010 PBX Line Charges	\$1,045.00
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## 522020 PBX Instrument Charges

City of Wichita	\$1,662.50
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Total 522020 PBX Instrument Charges	\$1,662.50
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## 522040 Long Distance &amp; Teleconference

City of Wichita	\$39.75
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## Wichita Public Library General Fund Bills

June 2025

Total 522040 Long Distance & Teleconference	\$39.75
522060 Air Cards (Mobile Connect)	
City of Wichita	\$105.00
VERIZON COMMUNICATIONS	\$40.04
Total 522060 Air Cards (Mobile Connect)	\$145.04
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
<b>Total 2F - Technology Charges</b>	<b>\$4,480.64</b>
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
<b>Total 2J - Insurance Premiums</b>	<b>\$43,239.50</b>
2N - Employee Development	
524020 Travel & Training	
JAIME NIX	\$1,612.46
Total 524020 Travel & Training	\$1,612.46
<b>Total 2N - Employee Development</b>	<b>\$1,612.46</b>
2R - Professional Svcs	
525012 Medical Treatment	
COUNTY OF SEDGWICK	\$150.00
Total 525012 Medical Treatment	\$150.00
525080 Service Contractors	
City of Wichita	\$11.31
Total 525080 Service Contractors	\$11.31
525086 Interpreter Services	
SIGN LANGUAGE INTERPRETING SERVICES	\$282.00
Total 525086 Interpreter Services	\$282.00
525094 Collection Agency Fees	

## Wichita Public Library General Fund Bills

June 2025

UNIQUE MANAGEMENT SERVICES INC \$1,216.55

Total 525094 Collection Agency Fees	\$1,216.55
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Total 2R - Professional Srvcs	\$1,659.86
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## 2V - Bldg &amp; Equip Charges

## 526010 Motor Pool Scheduled Charges

City of Wichita	\$310.00
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Total 526010 Motor Pool Scheduled Charges	\$310.00
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## 526042 Pest Control Services

P-CARD ONE-TIME PAY	\$1,619.00
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Total 526042 Pest Control Services	\$1,619.00
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## 526044 Security &amp; Fire Services

P-CARD ONE-TIME PAY	\$105.88
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Total 526044 Security & Fire Services	\$105.88
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## 526070 Equipment Repair &amp; Maint

P-CARD ONE-TIME PAY	\$1,859.00
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Total 526070 Equipment Repair & Maint	\$1,859.00
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## 526092 Rent-Real Property

CO CO PROPERTIES LLC	\$4,088.24
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Total 526092 Rent-Real Property	\$4,088.24
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Total 2V - Bldg & Equip Charges	\$7,982.12
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## 2Z - Other Contractuals

## 529010 Bank Charges

City of Wichita	\$385.51
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Total 529010 Bank Charges	\$385.51
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## 529020 Postage

P-CARD ONE-TIME PAY	\$529.20
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Total 529020 Postage	\$529.20
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## 529030 Shipping &amp; Freight

P-CARD ONE-TIME PAY	\$12.05
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Total 529030 Shipping & Freight	\$12.05
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## 529031 Delivery/Pick up

KANSAS CITY METROPOLITAN LIBRARY	\$11,675.00
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Total 529031 Delivery/Pick up	\$11,675.00
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## 529040 Subscriptions

P-CARD ONE-TIME PAY	\$76.80
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Total 529040 Subscriptions	\$76.80
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## 529052 Library Subs-Electronic Mats

# Wichita Public Library General Fund Bills

June 2025

KANOPY INC \$ 3,540.00

OVERDRIVE INC \$27,804.27

Total 529052 Library Subs-Electronic Matls	\$31,344.27
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529054 Library Svcs-Memberships

P-CARD ONE-TIME PAY \$1,650.00

Total 529054 Library Svcs-Memberships	\$1,650.00
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529070 Printing/Copying/Scanning

City of Wichita \$2,633.41

Total 529070 Printing/Copying/Scanning	\$2,633.41
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529990 Other Contractuals

P-CARD ONE-TIME PAY \$48.00

Total 529990 Other Contractuals	\$48.00
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<b>Total 2Z - Other Contractuals</b>	<b>\$44,814.24</b>
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Total 10002 - Library - Contractuals	\$141,868.98
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## 10003 - Library - Commodities

### 3B - Supplies

531020 Office Supplies

City of Wichita \$1,875.00

P-CARD ONE-TIME PAY \$4,510.08

Total 531020 Office Supplies	\$6,385.08
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531030 Custodial Supplies

P-CARD ONE-TIME PAY \$80.12

Total 531030 Custodial Supplies	\$80.12
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<b>Total 3B - Supplies</b>	<b>\$6,465.20</b>
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### 3F - Components & Parts

532020 Automotive Parts & Supplies

City of Wichita \$28.80

Total 532020 Automotive Parts & Supplies	\$28.80
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<b>Total 3F - Components &amp; Parts</b>	<b>\$28.80</b>
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### 3N - Fuel

539012 Gasoline

City of Wichita \$423.54

Total 539012 Gasoline	\$423.54
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<b>Total 3N - Fuel</b>	<b>\$423.54</b>
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### 4Z - Non-Capital Outlay

549010 Furniture & Fixtures <\$5k

# Wichita Public Library General Fund Bills

June 2025

P-CARD ONE-TIME PAY	\$677.51
Total 549010 Furniture & Fixtures <\$5k	\$677.51
549020 Data Processing Equip <\$5k	
	(\$46.92)
DELL MARKETING L P	\$8,867.25
Total 549020 Data Processing Equip <\$5k	\$8,820.33
549110 Library Materials	
INGRAM LIBRARY SERVICES INC	\$222.68
P-CARD ONE-TIME PAY	\$24,234.50
Total 549110 Library Materials	\$24,457.18
Total 4Z - Non-Capital Outlay	\$33,995.02
Total 10003 - Library - Commodities	\$40,872.56

**Grand Total**

**\$892,274.44**

# Wichita Public Library Grant Bills

June 2025

## Y4806 - SCKLS 24-South Central KS Library S

### 2 - Contractuals

#### 2N - Employee Development

##### 524020 Travel & Training

P-CARD ONE-TIME PAY \$2,247.50

Total 524020 Travel & Training	\$2,247.50
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Total 2N - Employee Development	\$2,247.50
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#### 2Z - Other Contractuals

##### 529990 Other Contractuals

UNIQUE MANAGEMENT SERVICES INC \$15,901.88

Total 529990 Other Contractuals	\$15,901.88
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Total 2Z - Other Contractuals	\$15,901.88
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Total 2 - Contractuals	\$18,149.38
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Total Y4806 - SCKLS 24-South Central KS Library S

\$18,149.38



	General Journal	07/31/2024 rcm 7.15		2.09	0.00
Total 310 SCKLSSRG				<u>0.00</u>	<u>2.09</u>
Total G&M 300				195,623.02	56,524.09
<b>G&amp;M 200</b>					<b>153,351.89</b>
<b>220 Employee Training</b>					<b>28,594.24</b>
	General Journal	07/31/2024 rcm 7.15		1,112.44	0.00
Total 220 Employee Training				<u>0.00</u>	<u>1,112.44</u>
<b>210 Staff Assn</b>					<b>27,481.80</b>
	Check	07/24/2024 4805	Fusion Restaurant and Catering	3,064.26	24,417.54
	General Journal	07/31/2024 rcm 7.14		1,233.98	25,651.52
	General Journal	07/31/2024 rcm 7.15			24,001.35
Total 210 Staff Assn				<u>1,233.98</u>	<u>27,065.61</u>
Total G&M 200				<u>1,233.98</u>	<u>28,178.05</u>
<b>100</b>					<b>1,650.17</b>
<b>151.1 3D Printing</b>					<b>75,663.00</b>
	General Journal	07/31/2024 rcm 7.15		212.81	58.02
Total 151.1 3D Printing				<u>0.00</u>	<u>212.81</u>
<b>150 Technology Fund</b>					<b>706.47</b>
Total 150 Technology Fund					706.47
<b>130 LH Photos</b>					<b>540.77</b>
	General Journal	07/31/2024 rcm 7.15		540.77	0.00
Total 130 LH Photos				<u>0.00</u>	<u>540.77</u>
<b>110 Levand</b>					<b>74,144.93</b>
	Check	07/11/2024 4800	Kelly E Rooney	8,239.89	65,905.04
	Check	07/19/2024 4802	Kelly E Rooney	2,746.63	63,158.41
	Check	07/19/2024 4801	Quik Print Inc	1,440.44	61,717.97
	Check	07/24/2024 4803	Kelly E Rooney	2,746.63	58,971.34
	Check	07/24/2024 4804	Racine Zackula	241.88	58,729.46
	General Journal	07/31/2024 rcm 7.15		52,546.85	6,182.61
Total 110 Levand				<u>0.00</u>	<u>67,962.32</u>
Total 100				<u>0.00</u>	<u>68,715.90</u>
Total Baird Checking				262,857.00	153,418.04
<b>Investments</b>					<b>563,040.42</b>
	Transfer	07/08/2024		170,000.00	234,000.00
	Transfer	07/08/2024		66,000.00	168,000.00
Total Investments				<u>0.00</u>	<u>236,000.00</u>
Total Baird Account				262,857.00	389,418.04
<b>Emprise Checking</b>					<b>731,040.42</b>
					<b>0.00</b>



	General Journal	07/31/2024 rcm 7.15		1,497.82		1,497.82
Total 330.1 Big Read				<u>1,497.82</u>	0.00	<u>1,497.82</u>
Total 300				<u>52,318.53</u>	14,741.16	<u>37,577.37</u>
<b>200</b>						<b>0.00</b>
<b>220 Employee Training</b>						<b>0.00</b>
	General Journal	07/31/2024 rcm 7.15		1,112.44		1,112.44
Total 220 Employee Training				<u>1,112.44</u>	0.00	<u>1,112.44</u>
Total 200				<u>1,112.44</u>	0.00	<u>1,112.44</u>
Total Emprise Checking				<u>135,636.85</u>	14,741.16	<u>120,895.69</u>
Total WPL Gifts				<u>398,493.85</u>	404,159.20	<u>851,936.11</u>
				<b><u>398,493.85</u></b>	<b><u>404,159.20</u></b>	<b><u>851,936.11</u></b>

SEMI-ANNUAL REPORT OF STAFF TRAVEL  
January - June 2025

<b>Name</b>	<b>Job Title</b>	<b>Date(s)</b>	<b>Place</b>	<b>Purpose</b>	<b>Cost</b>	<b>Funding Source</b>
Savannah Ball	Library Manager	6/10-12	Wichita	When Everyone Leads	2247.50	SCKLS
Misti Hoheisel	Librarian	3/23-27	Arlington VA	Computers in Libraries	3004.76	SCKLS
Janelle Mercer	Librarian	3/23-27	Arlington VA	Computers in Libraries	3076.33	SCKLS
Jaime Nix	Director	1/23-29	Phoenix AZ	LibLearnX Conference	2237.59	SCKLS
		2/17-19	Miami FL	Knight Conference: Library Leaders	230.00	General Fund
		6/1-3	Toronto, Ontario	ULC CEO Roundtable	3166.21	General Fund
Jeff Tate	Library Manager	3/12-16	Denver CO	IUG 2025 Conference	2547.70	SCKLS

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

1. Call to Order
2. Branch Remodel Updates
3. Angelou and Walters Performance Updates
4. City of Wichita DEI Audit Update
5. 2026/27 Budget Update
6. July Policy Review
  - CIR-006 – InterLibrary Loan
  - CIR-009 - Holds
  - ORG-002.2 – Education and Engagement Division
  - REF-003 – Computer Workstations
  - REF-012 – Test Proctoring

To attend virtually:

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Passcode: 7jFtKF




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**INTEROFFICE MEMORANDUM**


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**TO:** Library Board of Directors  
**FROM:** Jaime Nix  
**SUBJECT:** July Policy Revisions  
**DATE:** July 3, 2025

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**Background:** In review of all services and programs, Test Proctoring, Unclaimed Holds, and Advanced Computer Reservations were identified as a services that Wichita Public Library should update based on how these services are currently being used, the staff time associated with operating the service, and the overall cost-recovery effort.

**Analysis:** A review of services and programs, library staff have calculated the full costs associated with supplies, staff time, software and technology, and unique support needed to complete the full workflows for charges. Library fees are established for individual services that offer above and beyond the basic or core library services, such as consumable supplies, time for service, or replacement fees. Library Leadership reviewed all cost-recovery services to ensure alignment with the department's Strategic Direction and has determined that three fees can be eliminated to better serve customers and apply staff time towards helping customers achieve their library goals with minimal impact to annual revenue generation requirements.

The chart below shows the revenues for three services since 2022, as well as the annual expenses (staff time and supplies) needed to provide this service.

SERVICE	2022 Revenue	2022 Expenses	Annual Profit	2023 Revenue	2023 Expenses	Annual Profit	2024 Revenue	2024 Expenses	Annual Profit
Test Proctoring	\$300.00	\$558.00	\$(258.00)	\$735.00	\$1,367.10	\$(632.10)	\$630.00	\$1,171.80	\$(541.80)
Unclaimed	\$4,572.28	\$6,309.75	\$(1,737.47)	\$5,146.16	\$7,101.70	\$(1,955.54)	\$3,710.53	\$5,120.53	\$(1,410.00)
Computer Reservation	\$3.00	\$1.41	\$1.59	\$9.00	\$4.14	\$4.86	\$3.00	\$1.41	\$1.59

Test proctoring has been offered at the Advanced Learning Library to support learners who are pursuing advanced academic or workplace requirements. This service is not frequently used (42 appointments in 2024) and the costs charged to students are lower at the library than other testing institutions. Instead of increasing costs to better meet market prices in the area, the library will refer customers to other institutions and reallocate staff time to support basic literacy services.

Unclaimed hold fees were introduced more than a decade ago to ensure customers retrieve the items they requested, which requires staff time to locate, process, and transport to a preferred pickup location. When items are held for customers, they are not accessible to others. This fee has served a purpose to educate customers about their responsibilities for managing their requests. The staff time is associated with manually apply charges and then collecting fees from customers at a later date consistently exceeds the revenues generated. In addition, the overall customer experiences the department provides understands that there are times when holds may not be

able to be picked up. In eliminating this fee, library staff will coach customers individually about their responsibilities.

Computer reservations were necessary when the internet began, library computers were in high demand, and the facilities did not have strong WiFi access. This service is no longer requested by the community.

**Financial Considerations:** Annual revenues from the library are always dynamic and these changes will have a negligible impact on receipts.

**Legal Considerations:** The Law Department has reviewed and has approved the policy revisions.

**Recommendations/Actions:** It is recommended that the Board approve the policy revisions.

## **CIR-006      Interlibrary Loan**

Interlibrary loan (ILL) is a worldwide sharing of materials. Items not held by the Wichita Public Library may be borrowed through ILL. When the only copy of an item held by the Wichita Public Library is lost, missing or overdue for more than 2 weeks, that item may also be borrowed through ILL.

The customer must hold a current Wichita Public Library card in good standing. (See CIR-007 Circulation of Materials.)

Requests for photocopies are only taken if the following information is provided: the title of the source, the date and issue, either the title or author of the article to be photocopied and the page number(s) on which the article appears. Only specific items may be requested; the Library is unable to fill subject requests.

Requests for material outside of the United States are subject to shipment costs as well as the ILL borrowing fee.

The maximum cost the customer is willing to pay to receive the item or a photocopy of an article must be indicated on the ILL form when the request is taken. Customers will be notified of any charges prior to the request being shipped. Any fees incurred by the Library for borrowing or photocopying interlibrary loan materials will be passed onto the customer.

A limit of five requests may be active at the same time.

The lending library sets due dates for ILL materials. ILL items may not be renewed. The replacement cost for lost ILL items is determined by the lending library and will be charged against the borrower's record in addition to a \$25.00 processing fee.

Any fees passed onto the library for ILL items and any late fees will apply to all accounts.

The Wichita Public Library will honor any restrictions on use given by the lending library.

~~A \$1.00 unclaimed hold fee will be charged for each ILL item not picked up by the borrower.~~

Failure to comply with circulation policies will result in the loss of ILL privileges.

### **Related Forms**

Interlibrary Loan form

Updated: ~~February 2024~~ July 2025

## **CIR-009      Holds**

Holds for Library materials may be made by telephone, mail, in person or using the on-line catalog by any Library customer. Customers who ask staff to place holds may be limited to up to five requests, as staff time allows.

The Library will notify customers that holds are available. ~~If an item is not picked up by the unclaimed date, a total of \$1.00 will be assessed to the requesting customer's account.~~

Last Review: ~~February 2024~~

July 2025

## **REF-003      Public Computer Workstations**

Use of public computing services is open to all customers with a valid Wichita Public Library account. E-cards are available for customers who wish to only have access to computers, digital collections and electronic resources without the potential financial obligations that can result from borrowing privileges. Parents and legal guardians may restrict minors from access to public computing resources available through the Library.

Files left on computer hard drives are deleted at the end of each customer session. Flash memory drives will be available for \$9.00 for customers who wish to save their files. Customers may attach peripherals and storage devices to Library computers if no software insertion, special purpose browser plug-ins, or file storage on fixed disks is required.

~~There is a \$1.00 charge for each same-day, one-hour advanced reservation for public computer workstations.~~

Customers may provide their own headphones/ear buds for audio use on PCs, or ear buds are available at service desks for a \$1.00 fee.

Customers may connect their personal computers to the Library network for wireless access, but not by network cable. Some facilities may have electrical outlets conveniently located for customers to use for portable computing devices, but customers should ask for assistance before plugging in any devices. The Library is not responsible for any harm or data loss caused by electrical power fluctuations.

Last Review: ~~August 2024~~

July 2025

## **REF-012 — Test Proctoring**

~~The Wichita Public Library supports educational endeavors of the community and offers test proctoring services to assist customers in achieving their learning goals. Test proctoring services are available in the Advanced Learning Library to any customer with a Wichita Public Library account in good standing.~~

~~Customers are encouraged to make test reservations at least one week in advance of their preferred testing dates.~~

~~It is the responsibility of customers to ensure that all proctoring materials and instructions, including technical requirements for online tests, are provided to the Library prior to scheduled tests. Customers are also responsible for providing all supplies needed to administer and submit completed tests for grading and credit.~~

~~There is a fee of \$15.00 per proctored test.~~

~~Last Review: August 2024~~

## **ORG-002.4 Education and Engagement Division**

The Education and Engagement Division consists of the Adult Programming Section and the Youth Services Section. Education and Engagement staff help customers find materials and answer questions. The division is responsible for leading tours of the Advanced Learning Library, ~~proctoring tests~~, and assisting with collection management and programming. The Division Manager ensures that the Library is represented in community coalitions working on activities aligned with the mission and goals of the Library as well as developing and implementing strategic partnerships and community engagement initiatives that leverage Library resources.

The **Adult Programming Section** plans and executes programs and interactive learning events for adults. Programs such as Tuesday Topics, Senior Wednesdays, SCORE business workshops, Learning Circles, the Academy Award Shorts film series and the Big Read Wichita are among activities managed by this staff team. The Section also provides reference service in the Streetscape and Learning pavilions of the Advanced Learning Library and support for the Nazar Foundation Collection (print and electronic), ~~test proctoring~~, and book discussion sets. Staff develop and maintain fiction and non-fiction materials displays to highlight collections, attract readers, and increase circulation.

The **Youth Services Section** provides readers advisory services, programming, and outreach for customers birth to 18, their caregivers, and educators. Staff are responsible for supervising activities in the Children's Pavilion and the Mona Pike Corrin Teen Pavilion in the Advanced Learning Library. Youth Services staff present storytimes, lead tours, teach research skills, provide outreach to local childcares and schools, and guide youth in learning and discovery. A variety of developmentally appropriate materials and services are made available to youth and their families to encourage literacy and promote learning.

**Family Engagement** programs are coordinated through this section, which includes out-of-building connections that raise awareness of the library services designed to support families and enrich literacy in our community.

~~Updated: February 2024~~

Updated July 2025

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

1. Call to Order
2. Approval of June 11, 2025 Minutes
3. Branch Remodel Updates
4. MOU Updates
5. 2026/27 Budget Updates
6. Other items from the committee

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Passcode: NL2i2F

**WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS**  
**Planning and Facilities Committee Agenda**  
**Wednesday, June 11, 2025, 1:00pm**  
Board Room / MS Teams  
Advanced Learning Library, 711 W 2<sup>nd</sup> St, Wichita, KS 67203

1. Call to Order
2. Approval of May 14, 2025 Minutes
3. 2026/27 Budget Discussion  
Director Nix provided an overview of considerations that would reduce the library's budget from \$35,000 in 2026 up to \$510,000 in 2027. The committee reviewed Strategic Agenda priorities that emphasizes long-term reading success for the community. The committee also discussed costs per location to better understand where costs savings can be seen. Library Leadership is committed to the identified tactics as a way to minimize impact on readers. The reductions will include: eliminating most of the print periodical collection, reducing voicemail accounts, conducting a public technology study that will result in savings, installation of solar, and shifting some collections funding from the City to other funding sources.
4. Other items from the committee

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

1. Call to Order
2. Approval of June 12, 2025 Minutes
3. Raising Awareness Campaign Next Steps
4. Organization Presentations Brainstorm
5. 150<sup>th</sup> Birthday Celebration
6. Other items from the committee

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Passcode: tfiukX

**WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS**  
**Public Affairs Committee Agenda**  
**Thursday, June 12, 4:00pm**  
Board Room / MS Teams  
Advanced Learning Library, 711 W 2<sup>nd</sup> St, Wichita, KS 67203

1. Call to Order
2. Approval of May 8, 2025 Minutes
3. 2026/27 Budget Discussion

Director Nix provided an overview of considerations that would reduce the library's budget from \$35,000 in 2026 up to \$510,000 in 2027. The committee reviewed Strategic Agenda priorities that emphasizes long-term reading success for the community. The committee also discussed costs per location to better understand where costs savings can be seen. Library Leadership is committed to the identified tactics as a way to minimize impact on readers. The reductions will include: eliminating most of the print periodical collection, reducing voicemail accounts, conducting a public technology study that will result in savings, installation of solar, and shifting some collections funding from the City to other funding sources.

## **Media Log: June 2025**

- June 9, KWCH, Branch Remodel Updates
- June 12, KAKE Kids Corner, Online Catalog
- June 15, KSN, Summer Concert Series
- June 28, KAKE, Love Your Library Yard Sign Sale