

A G E N D A

Wichita Public Library Board of Directors Meeting
Tuesday, August 19, 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: Wichita Collective Impact, Public Policy and Management Center
5. Minutes of the July 15, 2025 meeting
6. Unfinished Business
7. New Business
 - a. 2026/27 Draft Proposed Budget
8. Finance Committee Report
 - a. Review of July Bills and Finance Reports
 - i. Revenue Report
 - ii. Grant Fund Summary Report
 - iii. Report of Expenditures

General Fund Bills	\$1,135,449.11
Grant Fund Bills	\$31,315.08
WPL Gift Fund Bills	\$61,883.36
<u>Total</u>	\$1,228,647.55

9. Operations Committee Report
 - a. REF-009 – updates to meeting room policy to eliminate fees for rentals and changes to eligibility requirements that align with the library’s mission and strategic work.
 - b. REF-009.1 – policy concept moved to REF-009
 - c. REF-009.2 – policy concept moved to REF-009
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

July 2025

Service Highlights

Library staff met at the Maya Angelou Branch with a member of the Library Board of Directors, a landscape architect, and members of the City of Wichita's Sustainability Office to work on the design for the branch's new community garden. Staff are getting closer to finalizing a design plan for the garden which will include multiple garden beds, lots of new public seating, and educational pieces to inform community members about gardening and sustainability best practices.

The Department of Children and Families have an office at the Alford Branch Library Monday through Wednesday from 10-5. Numerous customers have been excited when they learned that they can turn in their paperwork directly to a DCF staff person instead of having to pay to have it faxed.

Initial checkouts were up 1.6% from July 2024 (+1,237 items). Renewals were up 98.9%.

E-material circulation on OverDrive/Libby increased 7.6% over July 2024, totaling 52,324 checkouts. This is just shy of reaching a new checkout record for Wichita E-Reads. January 2025's circulation total was 52,357 (+33 items over July).

Literacy Services Manager Savannah Ball worked with Summer Reading Program Assistant Dana McCall to wrap up the library's pilot of the Summer Literacy League. The program brought in United Way Read to Succeed volunteers for weekly reading sessions with children at the Walters and Angelou branch libraries. Surveys are being completed by parents and volunteers that will give a fuller picture of the impact of the program, but attendance statistics showcased the program's success. 35 readers completed 162 reading sessions during the 8-week program. 86% of student readers attended at least 3 sessions, and 11% attended all 8 sessions. Volunteers dedicated 69 hours to reading with the students.

Literacy Services Manager Savannah Ball presented at the Sedgwick County Health Alliance meeting about the work the Community Health Improvement Education Workgroup has done to increase enrollment in early literacy and adult education programs. She shared the educational opportunities database that was created and distributed through a QR code at a number of local events. The group also created a Childcare Informative Document that was researched and shared with various organizations in the county. The document provided education organizations the information they might need to know in order to provide childcare to students onsite, as well as local data about single parents in Wichita and their educational attainment.

Literacy Services Manager Savannah Ball met with Goodwill Director of Employee Development and Training Marlisha Kearney to discuss the possibility of providing all Goodwill of Kansas employees with a Wichita Public Library card. Savannah presented Goodwill with a proposal that outlined how the library could create cards for all of their staff, how to incorporate library card signup into their onboarding process, and highlighted how Goodwill staff might utilize library cards for staff training.

Members of the WGS Memory Lab committee met with Special Collections Manager Michelle Enke and Director Jaime Nix to discuss the next steps for setting up the memory lab, and assignments for various tasks were handed out. As part of the preparation of the installation of the lab, an over-twenty-year-old microfilm reader/printer was removed from the section and two microfilm readers were moved next to the other readers to make room for some of the new equipment. The last two machines have been received, so installation can now begin.

With the help of Customer Experience Manager Kristi Dowell, Family Literacy Coordinator Racine Zackula piloted a new type of bulk loan checkout that would allow groups using the Book Bus to check out on a single bulk loan card. Three programs that help kids in the 67214 zip code were chosen to check out books, and were tracked for check out statistics and books returned. With the return rate being high, Racine Zackula recommends that other programs be allowed to use this same type of group check outs for programs.

Organization	number of books checked out	books not returned	percent returned
Org A	264	5	98%
Org B	165	2	98%
Org C	173	10	94%

While final statistics are still being collected for this year's adult participation in the Summer Reading Program, initial results are very positive. Adult Literacies Manager Steven Kelly estimates that over 1000 adults registered, with at least 450 adults completing the challenge. Steven will know more as more results come in from the branches in the first week of August.

Only preliminary numbers are available for Youth Summer Reading participation in 2025, but current numbers look promising. This year, registration was a much simpler process for customers, but staff will have to do a little more backend work to determine total enrollment numbers. Beanstack numbers are already accessible to staff though and show a large increase in finisher rates!

SRP Participation	2024 enroll	2024 finish	2025 enroll	2025 finish	% diff
Pre-readers	1463	695	1039	913	+32%
Kids Read	2826	1242	1796	1577	+27%
Teens Read	1350	754	962	794	+5%

A Request for Proposals was created and submitted to Purchasing for a new integrated library system (ILS) software. While the Library generally likes its current ILS, Polaris, there are several modules that need upgraded. Given the age of the Library's contract with Polaris (2014), Purchasing required the Library to go out for RFP before any new or improved ILS products could be acquired. The RFP will go out in August and will include options for a hosted environment and website that includes a new online catalog, app, text messaging upgrades, and other options.

Other News

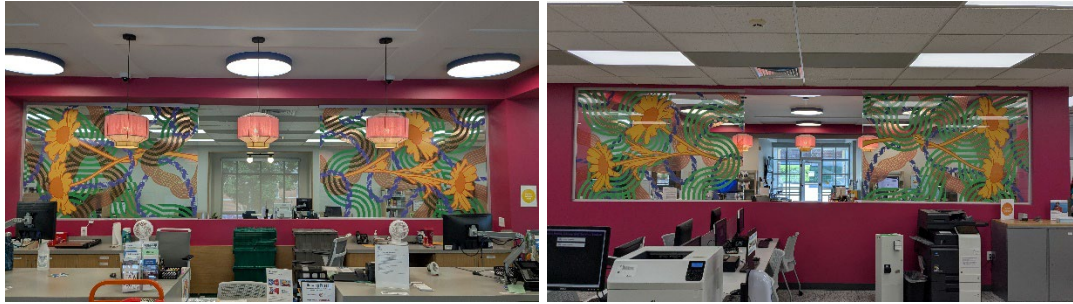
A young customer recently hurt himself when entering the Westlink Branch Children's Room from the children's patio area. Clerk Tyler Franklin, who recently attended the City's Adult Standard First Aid/CPR class, jumped into action: grabbing the first aid kit, staunching the blood flow, comforting the child and his mother, applying bandages carefully so he could be more comfortably taken to the local minor emergency room, and sanitizing the space after treatment. The affected customers and Tyler's coworkers were grateful for his knowledge, calmness, and confidence.

While working the Westlink Branch circulation desk, Clerk Nancy Reeves and Library Assistant Melissa Sray got to witness a wedding ceremony! The couple came in to print a document then approached the desk and asked the staff if they would like to be witnesses. The couple exchanged rings and a kiss, and then declared "we're married!" Nancy and Melissa signed the marriage certificate and congratulated the ecstatic couple.

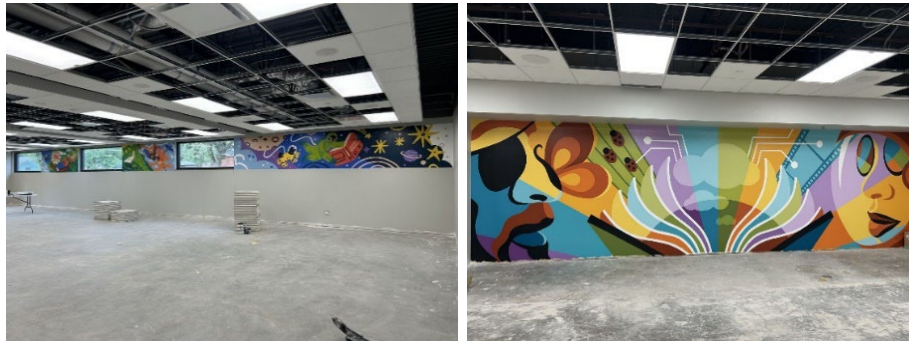
Community Services Librarian Robin Dauster attended the "Your Leadership Edge" training put on by the Kansas Leadership Center on July 16th and 17th. This training was focused on identifying an adaptive challenge in her work and taking steps towards identifying ways to make progress on said challenge. One of her favorite parts of the training was that she was paired with people from three different organizations in a breakout group that met 4 times over the course of the 2 days and brainstormed together on how best to meet each other's challenges. She said it was refreshing to hear new perspectives that she may have never got to experience otherwise.

The Maya Angelou Branch Seed Library pulled the last of its summer seed in preparation for putting out fall seeds at the beginning of August. In the two months that we've had the seed library available to customers we have given out 295 seed packets to 105 families.

The Maya Angelou Library received the first of their three new art installations. Artists Armando Minjarez and GLeo (Nathalia Gallego) created beautiful vinyl designs that were printed by XPRESS and installed on the glass behind the circulation desk. The sunroom art is in production.



Murals in Rockwell Branch's children's area and meeting room have been completed.



Remaining art schedule for Rockwell

- Teen window graphics – Brickmob verifying dimensions on site and then the piece will go into production
- Fireplace artwork by Lindsey Kernodle is complete and ready to install once the fireplace is complete.
- Lobby artwork by Sheldon Draper is in production – installation date TBD
- Exterior sculpture by Sujin Lim will install week of 8/18

The Rockwell Branch Library remodel is continuing to go smoothly. Finishing touches are happening such as light fixtures, carpeting, painting, sidewalks and parking lot. Shelving will be installed in the first two weeks of August. The plan is to bring staff back to the branch on Monday, August 18 to prepare the building for reopening to the public in early September.



Family Literacy Coordinator Racine Zackula invited Rockwell Youth Services Librarian Katrina York to tag along on a Book Bus stop at the North YMCA Famfest on July 12. Despite a rainy start to the event,

the weather soon cleared enough for 64 children, 12 teens, and 56 adults to enthusiastically visit the bus.

On July 11, Rockwell Youth Services Librarian Katrina York visited the Wichita Boys and Girls Club. With the Kindergarten-1st grade group she read the book "Crash, Splash, or Moo" by Bob Shea. The students then designed their own super special stunt on paper and did other activities related to the book. With the 2nd-3rd grade group Katrina read storylines from two Choose Your Own Adventure books aloud while the students listened, coloring or weaving on cardboard looms to help them stay engaged. The students did an excellent job of focusing on the read-aloud, chiming in enthusiastically at each choice to direct the path of the story. Both groups also had the opportunity to choose a book to keep as a gift from the library to encourage them to keep reading.

On July 26, Community Services Librarians Robin Dauster (Walters) and Parker Daniel (Angelou) tabled at the Hope Wichita event at Bethel Life. This event is held annually to provide children and families with much-needed support in the form of free school supplies, groceries, haircuts, and more. They were part of a resource fair room in which families were able to come and learn more about each organization. Robin and Parker shared information about library resources including experience passes, digital resources, Book-A-Librarian services, and more. They were even able to sign up 20 to 30 individuals up for library cards and talked to more than 500 people!

Evergreen & Angelou Youth Services Librarian Sara McNeil and Library Director Jaime Nix attended Storytime Village's Literacy Festival at Bradley Fair. They engaged with 80 children and another 80 adults and signed up 25 additional youth for the Summer Reading Program. Jaime was also a guest reader at the festival.

At the Westlink Branch Library, several customers have expressed concern about the size of the large print section and the presence of materials on the bottom shelf, which are more difficult for them to reach. As part of the customer experience initiative, Library Assistant Melissa Sray contemplated some possible solutions to increase customer choices and improve access. With the assistance of the Collection Development team and her coworkers, a collection relocation plan was developed; additional materials were sourced; and the plan was implemented. At Westlink, the new large print area is now housed at the beginning of the new books rather than interfiled, making them easier for customers who need this format to access them, and by condensing the mysteries, which had empty shelf space, and moving the spoken materials, an additional row was added to the large print.

Rockwell Youth Services Librarian Katrina York and Westlink Youth Services Librarian Eva Peacock collaborated to present a Lizards and Dragons puppet show at both the Angelou and Westlink Branch Libraries. The Angelou performance on the afternoon of Saturday, July 19 was attended by nine children and seven adults. The Westlink performance on the morning on Thursday, July 24 drew a crowd of 105 children and 76 adults.

Children have been enjoying the newly remodeled space at Alford. There are more areas to play and the books are more appealing with new display space. Many families were also excited for the return of the train table, since there wasn't room for it in the temporary meeting room space.

For the fourth month in a row, the Angelou Branch again had its highest month of circulation since at least January 2007 with 9,840 checkouts and renewals. This was a 2.8% increase over June 2025, which we believe was its previous highest month of circulation ever, and a 474% increase over July 2024. This number remains up due to Rockwell customers using the location. 1,946 borrowers have used the location since it reopened March 17 – 1,210 of those in July. 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 938 customers who used Rockwell between January 1 and March 17 have also used Angelou between March 17 and July 30.

Wichita Public Library completed its tenth full month with automatic renewals enabled. Overall, physical circulation (checkouts and renewals) increased 23% (+22,400 items) over July 2024. The Advanced Learning Library was up 24%, the Book Bus was up 351%, Evergreen was up 14%, Walters was up 98%, and Westlink was up 131% over 2024 numbers. Rockwell was down due to being closed; Alford was down 9%.

The ALL experienced an incredible summer full of teen engagement with around 117 teenagers participating in the various programs that were offered. According to in-person interactions and program evaluations, the teenagers seemed to really love the variety of programming and the self-led nature of the activities. They love expressing their creativity and being able to bring their visions to life!

Youth Services Manager Erin Howerton had a local organization reach out to be part of the next round of Parent Child Workshops! Bonita Thomas of Kansas Children's Service League will be our child development resource at the November 17th workshop. While staff always recruit organizations to share their resources during these programs, this is the first time an organization has reached out to the library first.

Changes to the Library's website in July included updates to the Wichita History Walk, Become an Informed Voter, Book Discussions, and location pages. The Rockwell Branch remodel page received updates, as did its corresponding collection in CONTENTdm. A page highlighting LinkedIn Learning was created and the Local Author Day page relaunched for the 2025 program. Code throughout the website was modernized, minor bugs were resolved, and some images were updated.

A video about the new children's room mural at the Alford Branch was added to the Library's YouTube channel, the Alford history CONTENTdm collection, and the digital wall at the Advanced Learning Library.

Over the past 5 weeks, Adult Literacies Library Assistant Ian Bailey facilitated a guided Learning Circle program series focused on media literacy, titled "Empowering Yourself in a Post-Truth World." The last

session met on Friday July 25. Throughout the series, attendees learned about the ways in which messages are communicated to the public through media, how “facts” are constructed through narratives, how AI is changing the media landscape, and more. The tight-knit group of learners were glad for the opportunity to learn and grow with each other and said they were pleased that the Library offered programs that helped them think more critically about the news, even if doing so was challenging to their worldviews

In service of the Library’s outreach efforts, Inspiration Librarian Daniel Pewewardy attended the Museum and Education Committee meeting at the Mid-America All-Indian Museum. The Museum Education Committee is a volunteer group that assists with projects such as collection reports, exhibit maintenance, and display updates. Daniel gave a presentation about NAGPRA (Native American Graves Protection and Repatriation Act) and NACA (Native American Cultural Affiliation). He provided a brief overview of both acts and shared updated resources from the Department of the Interior.

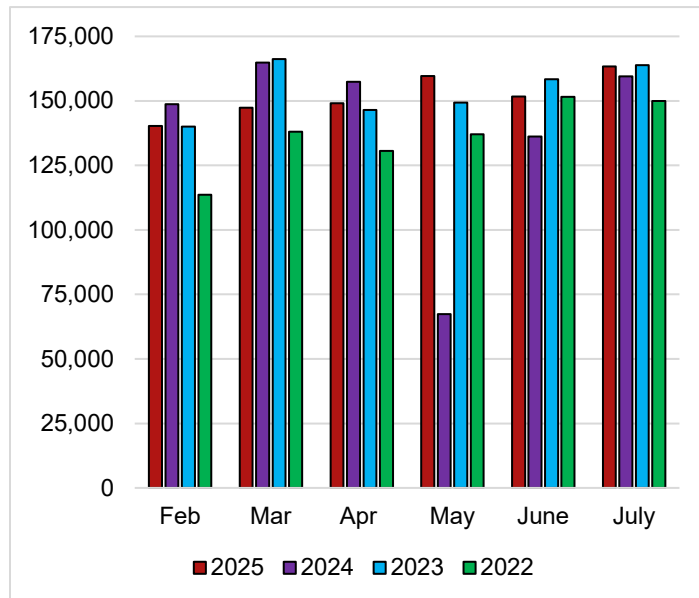
Pewewardy also spoke with Education Coordinator Kaleigh Huxley about the Museum’s Senior Wednesday programming, which he oversees at the Library. MAAIM has decided to shift toward film screenings for future sessions. Pewewardy took this opportunity to promote the library’s video streaming service Kanopy, whose titles often include public performance rights that an organization could take advantage of for programming purposes. He then demonstrated how to navigate the Kanopy platform and locate Indigenous documentaries that are cleared for public viewing, which piqued Kaleigh’s interest and promoted a broader conversation about how the Library can support the museum’s goals.

Podcast Read. Return. Repeat. released a new episode this month featuring Christine Wenc, author of *Funny Because It’s True: The History of The Onion*. Looking ahead, the team recently recorded an in-person interview with Sarah Jane Crespo, KMWU personality and author of her first children’s book *The Sloth Moth*. Crespo discussed her self-publishing journey, her inspiration behind the story, and how she balances writing, working, and single parenting. Also coming soon: famed horror author Stephen Graham Jones will join the podcast for an episode recording on August 7. Staff member Pewewardy will discuss Jones’s latest novel, *The Buffalo Hunter, Hunter*.

On Saturday July 12, Empowerment Librarian Kelly Fabrizius partnered with Cindy Miles of the Kansas Alliance for Nonprofits to facilitate the “Grant Writing 101” program. Over the past couple of years there have been many requests for a grant writing program at the Library due to the high costs typically associated with taking those kinds of classes. The room was energized with a variety of nonprofits and grant writers from throughout the community who were so excited to learn from Kelly about how to use the Foundation Directory to find grant opportunities and from Cindy to learn the tools and skills to begin writing the grants. So many people commented about how beneficial it was, how much they learned, and how it motivated them to feel confident in seeking funding for their organizations. One person even commented that the passion demonstrated by the presenters helped them remember why they are doing the work they do. Another stated how grateful they were for the presenters sharing their time, expertise, and passion for helping community members serve others.

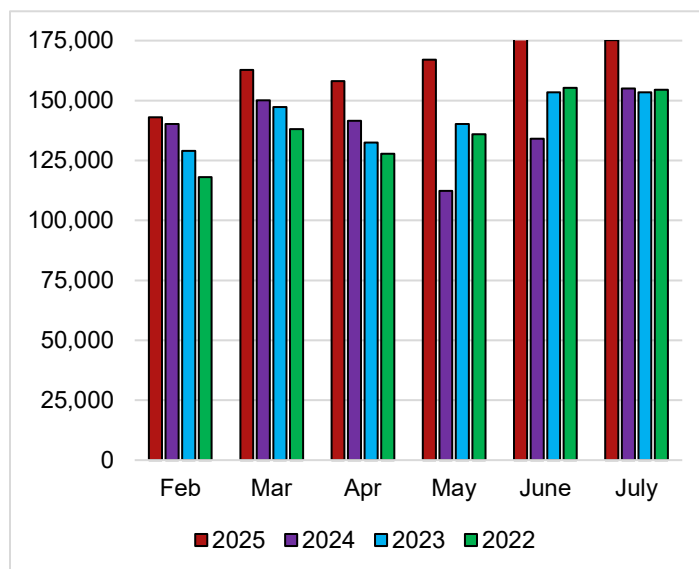
Service Dashboard

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

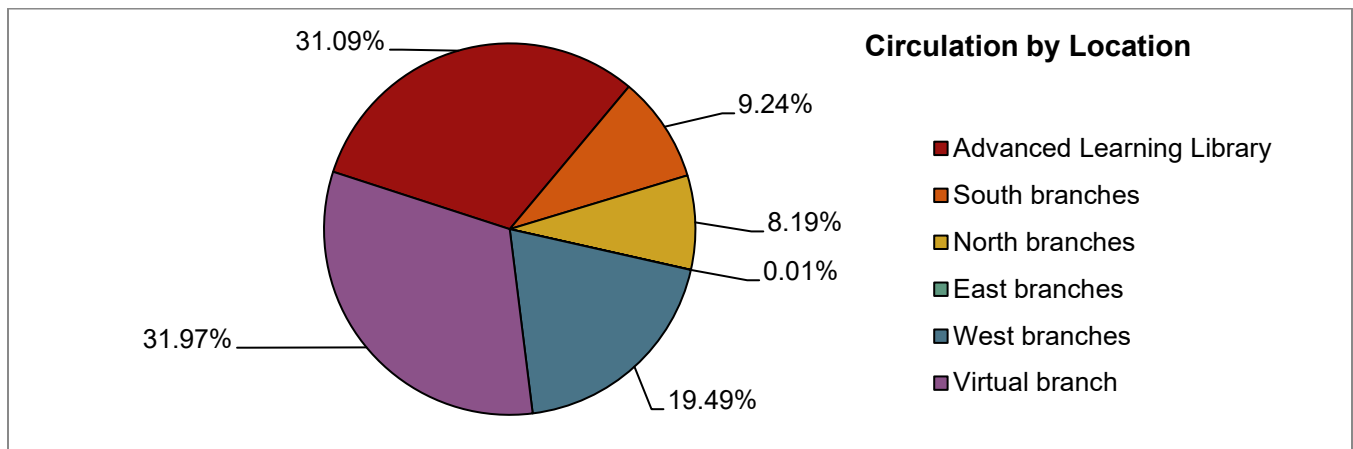


JULY			
	2025	2024	% change
Door Counts	67,177	62,061	8.24%
Catalog Log-ins	35,050	37,614	-6.82%
Website Visits	60,924	59,504	2.39%
CONTENTdm Users	254	390	-34.87%
Total	163,405	159,569	2.40%

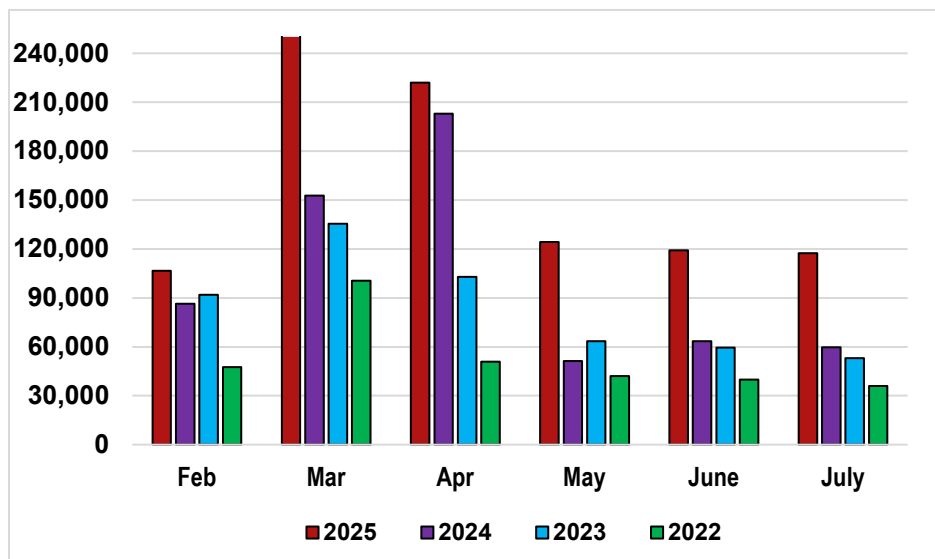
CHECKOUTS



JULY			
	2025	2024	% change
Physical Circulation	119,154	96,754	23.15%
Virtual Circulation	63,922	58,275	9.69%
WPL	56,007	51,155	9.48%
State	7,915	7,120	11.17%
Total	183,076	155,029	18.09%



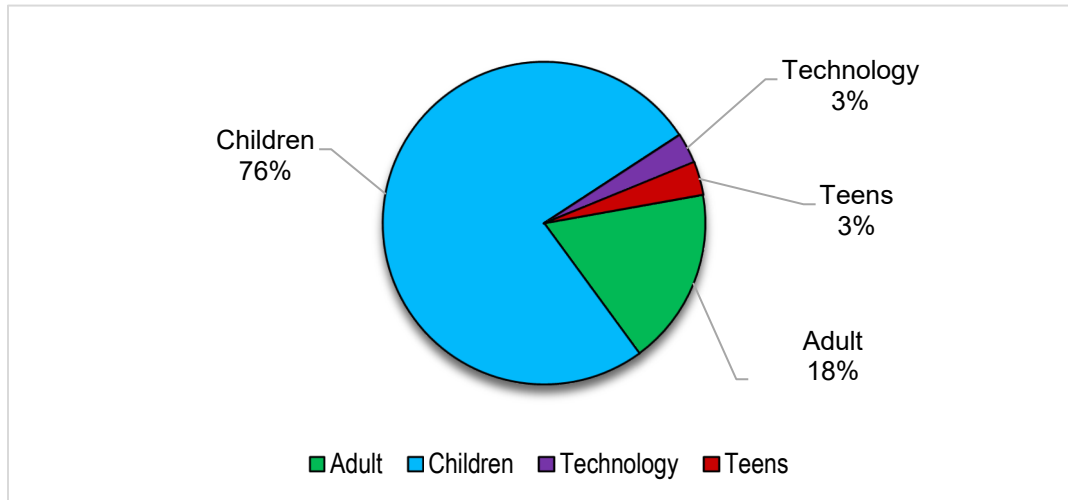
QUESTIONS ANSWERED (by staff in person/phone and through online services)



JULY

	2025	2024	% change
Reference Questions	7,799	7,002	11.38%
Database Searches	105,350	49,063	114.72%
Technology Assistance	3,936	3,393	16.00%
Book-A-Librarian Appointments	328	321	2.18%
Total	117,413	59,779	96.41%

PROGRAM ATTENDANCE

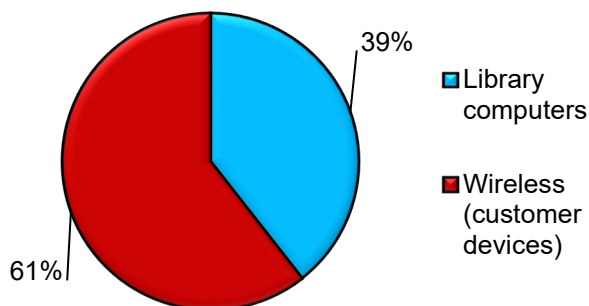


JULY ATTENDANCE

	2025	2024	% change
Adult events	1,058	959	10.32%
Children's events	4,526	3,547	27.60%
Technology training	195	172	13.37%
Teen events	197	81	143.21%
TOTAL	5,976	4,759	25.57%

PUBLIC COMPUTING

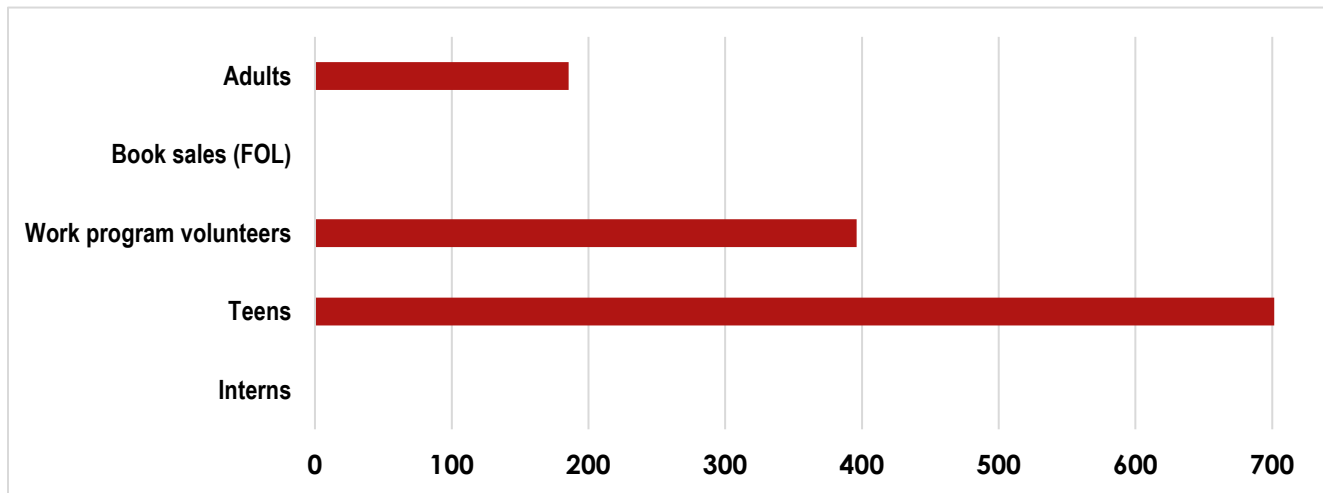
Method of Computing Access (by session)



JULY

	2025	2024	% change
Workstation Sessions	7,660	7,340	4.36%
Wireless Sessions	11,765	9,730	20.91%
Number Users	1,559	1,362	14.46%
Hours of Access	18,249	12,166	50.00%

VOLUNTEERS (hours of service)

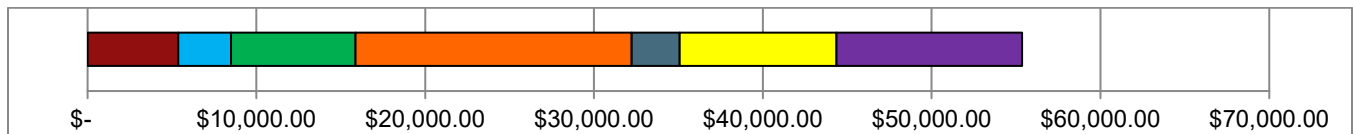


Number of volunteers YTD = 145

Hours of service YTD = 6,484

Friends of the Library volunteer data were not available by this report's publishing date.

MATERIALS DONATIONS (value if purchased)



Year to date total = \$55,351.95

Items added to Library collections YTD = 2,072+

Service Snapshot: Recent Raving Fans Stories

Alford Senior Library Assistant Dustin Boettcher was helping a customer with his passport paperwork at the Alford Branch Library when he noticed the customer left the date of birth for his father blank. The customer tried calling two siblings, but neither knew the date of birth. However, Dustin was able to use Ancestry Library Edition to look up the customer's father and find an accurate date of birth. The customer was delighted that Dustin found the information faster than he could.

A customer at the Evergreen Library has been receiving ongoing help with a difficult passport situation over the course of the last couple of months. The customer is a Spanish-speaking single parent of a minor whose partner was recently deported to a country with limited U.S. diplomatic relations. He has been trying to get a passport for his daughter. Evergreen's Spanish-speaking passport agents assisted him over the course of multiple visits to have the strongest application possible to send to the State Department. This month, he received a letter from them stating that due to the issues with the country, a more complex process would need to be followed. Staff translated the letter for him and gave him additional information about how to contact passport services via email for his next steps. The customer expressed his deep gratitude to Evergreen staff for "holding his hand graciously" during this difficult time in their lives and said that he was glad Evergreen existed to offer this kind of help to the community.

Two Evergreen customers expressed gratitude for Evergreen's staff and services. One customer said she'd heard about city budget cuts and hoped the library would be able to continue to provide the services that she regularly uses and is grateful for. Another customer who was receiving computer help from staff stated that she lives in Japan and comes to Wichita every summer to visit her mother; whenever she does, she visits Evergreen almost every day of her visit because she appreciates the location, services provided, and helpful and friendly staff.

A customer made a special trip to the Westlink Branch Library to read *The Wichita Eagle*, but the branch's copy hadn't arrived yet. He was disappointed, saying that subscribing had gotten too expensive for him so he came to the branch to read its copy. Senior Library Assistant Colleen Strouse asked if he knew he could read the paper online, free with his library card. He had no idea. Colleen showed him how to find the paper on the library's website, then how to navigate the database. The customer was thrilled to find out this was a service of the Library. He shared that he started delivering the newspaper as a teenager, then continued working for the paper for a couple of decades. He said the best way to start the day was with reading the newspaper. Now, he can do that again from home.

A customer was checking out at the Westlink Branch Library with her children, and she had some concern about the suitability of a children's graphic novel that her daughter had chosen. She let her daughter know that she would look at it more closely when they got home since they were in a hurry. To make the investigation quicker, staff e-mailed the customer reviews of the work from NovelList Plus as well as a link to the item on Common Sense Media where content is more closely evaluated. The customer responded with "Thank you so much! Especially with moving cross country the last 2 days,

this was something I had to do but didn't feel I had time for. I appreciate this so much! Thanks for going the extra mile!! I feel much better & my daughter has started the book!"

Marvin came to the Advanced Learning Library to see if there was anyone that could help him with a PowerPoint presentation. Library Assistant Kevin Wilkin told Marvin that the library sometimes offers classes on PowerPoint, but since there were no current sessions coming up, Kevin directed Marvin to speak with a Technology Trainer about the library's Book-A-Librarian program. Book-A-Librarian is a way for library customers to get free one-on-one technology help with computers, iPads and other tablets, a variety of software, searching and applying for jobs, downloading e-books, learning about social media and so much more. After a few minutes, Marvin came back to Kevin and said "You folks are very hospitable" and said he set up an appointment with a Tech Trainer.

I wanted to shout out some of the Tech Trainers this week!

I am working on a project to install Launchpad tablet mounts at Angelou to replace the AWE stations. I found a company that I wanted to work with, but they had never created a tablet mount for a Launchpad before and Playaway didn't respond to their request for tablet dimensions. I asked Tech Trainer Alex Chiem for help and he came through by creating an STL file that will help the company ensure a perfect fit. Huge thanks to Alex for that!

Also, kudos to Tech Trainers Janelle Mercer and Ben Ropp for their excellent presentation to the Librarians Community of Practice group yesterday. They covered Communico in a way that resonated with a wide range of experience levels, and it was clear that everyone walked away with something valuable.

Thanks to all three of you for your expertise!

Savannah Ball

Special Collections staff member Zoe Burgess helped a patron from California find newspaper articles regarding his athletic exploits in the 1950s. Zoe received a hand-written thank you note from the grateful patron from California. He wrote, "Zoe, In our brief conversation I could readily tell that you were a very special young lady. While I deeply appreciated your efforts on my behalf, I suspect you would say 'I was just doing my job.' Your attention to detail and follow through are exceptional—not common. These traits will carry you far. Keeping good thoughts, and doing valuable things, are unique. I am in appreciation, Larry Van Eman"

Senior Library Assistant Michael Apinyakul helped a customer digitally sign several important documents related to his health insurance. The customer had never signed anything digitally before and he was unfamiliar with two factor authentication and did not understand why a code was being texted to his phone. Michael walked him through each process and showed him how to streamline his browsing experience on the computer by closing out of unused windows on his screen. The customer

was very thankful for all of Michael's help, especially since his signed documents were due that same day.

Marty, a frequent library customer, approached Senior Library Assistant Michael Apinyakul at the Advanced Learning Library. Marty said, "You won't be seeing me around as much anymore. I just got a full-time job with health insurance." Michael helped Marty a few weeks earlier to scan his ID and a few other documents and then helped him upload the documents into an online application. Michael also had him email the PDFs to himself so he would have access to them in case he needed to fill out more applications. "First time was the charm," Marty said. "I didn't have to apply to other jobs. Thank you for helping me out. I was at the library for hours trying to figure it out." The conversation ended with a hearty fist bump.

Adult Literacies Library Assistant Pamela Clarkson received a phone call from a customer with questions about test prep resources, specifically practice high school placement tests and resources for her 14-year-old sons who have been homeschooled up to this point. The customer was really stressed about how the test might affect their future and had been awake since 3 a.m. looking for resources. Pamela talked with her about the resources WPL has that could help, but also offered empathetic comfort by sharing her own experiences as a former homeschooled student and having a child currently in the USD 259 system. The customer was noticeably calmer by the end of the call and she thanked Pamela for helping give her both resources and peace of mind, saying she was going to take a nap and then come by the library later to further investigate test prep options.

WICHITA PUBLIC LIBRARY

Minutes of a Meeting of the Library Board of Directors
July 15, 2025.

The hybrid meeting of the Library Board of Directors was held on Tuesday, July 15, 2025 at the Advanced Learning Library with the following present in person: Mr. Kurt Oswald, Mr. Chuck Schmidt, Ms. Susie Ternes, and Mr. Jonathan Winkler. The following attended virtually: Ms. Sarah Balderas, Ms. Rose Mary Frame, Ms. TaDonne Neal, Ms. Brandi Newry, and Ms. Karyn Shorter.

Call to Order

Jonathan Winkler called the meeting to order at 12:05 p.m., a quorum being present.

Staff Presentation

No presentation.

Approval of the Agenda

Susie Ternes moved (Schmidt) to approve the agenda as published. **Motion carried unanimously.**

Approval of Minutes

Minutes of the regular meeting held on June 17, 2025 were presented. Rose Mary Frame moved (Oswald) to approve the minutes as included in board packets. **Motion carried unanimously.**

Unfinished Business

None.

New Business

None.

Finance Committee Report

On behalf of the Finance Committee, Chuck Schmidt moved to approve the June 2025 finance report and supplemental bills in the following amounts: General Fund bills of \$892,274.44; Grant Fund bills of \$18,149.38; and Gift bills of \$19,503.67, for a total of \$929,927.49. **Motion carried unanimously.**

Chuck Schmidt noted that the biannual report of staff travel was provided to receive and file.

Operations Committee Report

On behalf of the Operations Committee, TaDonne Neal moved to approve the policy revisions to CIR-006, CIR-009, ORG-002.4, REF-003 and REF-012 as presented by staff, with the correction of the title of ORG-002.2 to ORG-002.4. **Motion carried unanimously.**

Planning & Facilities Committee Report

No report.

Public Affairs Committee Report

Kurt Oswald reported that DAB presentations were given at District 2 (Schmidt), District 3 (Oswald & Hirsh), and District 5 (Ternes).

Special Committee Reports

Friends of the Library – Susan Byer reported that the Friends sold 200 five-dollar bags of books at the book sale held July 11-12. They have also sold 21 Love Your Library yard signs to date. The Friends will be distributing \$10,000 to WPL for funding needs.

Library Foundation - Kourtney Carson reported the Foundation is excited about its new logo and website design, which includes a stories page that is to be periodically updated. They are continuing to work on annual fund appeals and are also participating in a collaborative effort for the Angelou community garden and seed bank.

Wichita Genealogical Society (WGS) – No representative was available. Director Nix reported that the 2026 annual conference will be held at the Advanced Learning Library, and members of the Society are also steadily working on the new Memory Lab.

Director of Libraries Report

Director Nix reported that a Special Collections assessment, funded through a local donor, has been completed. Staff are at work on several building-related items that were identified as risks for the rare materials and will continue to progress other suggested improvements as a long-range project. The LegacyWorks café continues to operate on Saturdays, and discussions are underway to bring more collaboration into the café to expand service hours. Annual planned savings for the library have been adjusted and represent an improvement for the system's state-aid eligibility. Staff are currently developing plans to celebrate the 150th anniversary for Wichita Public Library.

Board members were invited to Storytime in the Park, presented by Storytime Village, on July 22, where Director Nix will serve as a guest reader. The Board is also invited to the Alford grand reopening celebration on Saturday, August 23.

Announcements

None

Adjournment

The meeting was adjourned at 12:56 p.m.

The next regularly scheduled meeting will be August 19, 2025.

Respectfully submitted,

Jaime Nix



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Jaime Nix, Director of Libraries
SUBJECT: 2026/27 Draft Proposed Budget
DATE: August 1, 2025

A handwritten signature in black ink, appearing to read "Jaime Nix".

Background: The City of Wichita proposes the annual budget for City Council approval for the Library's general fund budget. This represents the largest financial contributions that allow the Library to operate its program.

Each year, departments provide updates, accomplishments, and work collaboratively with the City Manager's Office to adjust services to best meet community needs. These budget documents not only show the budget details for the department, but also serves a strategic purpose for City Council.

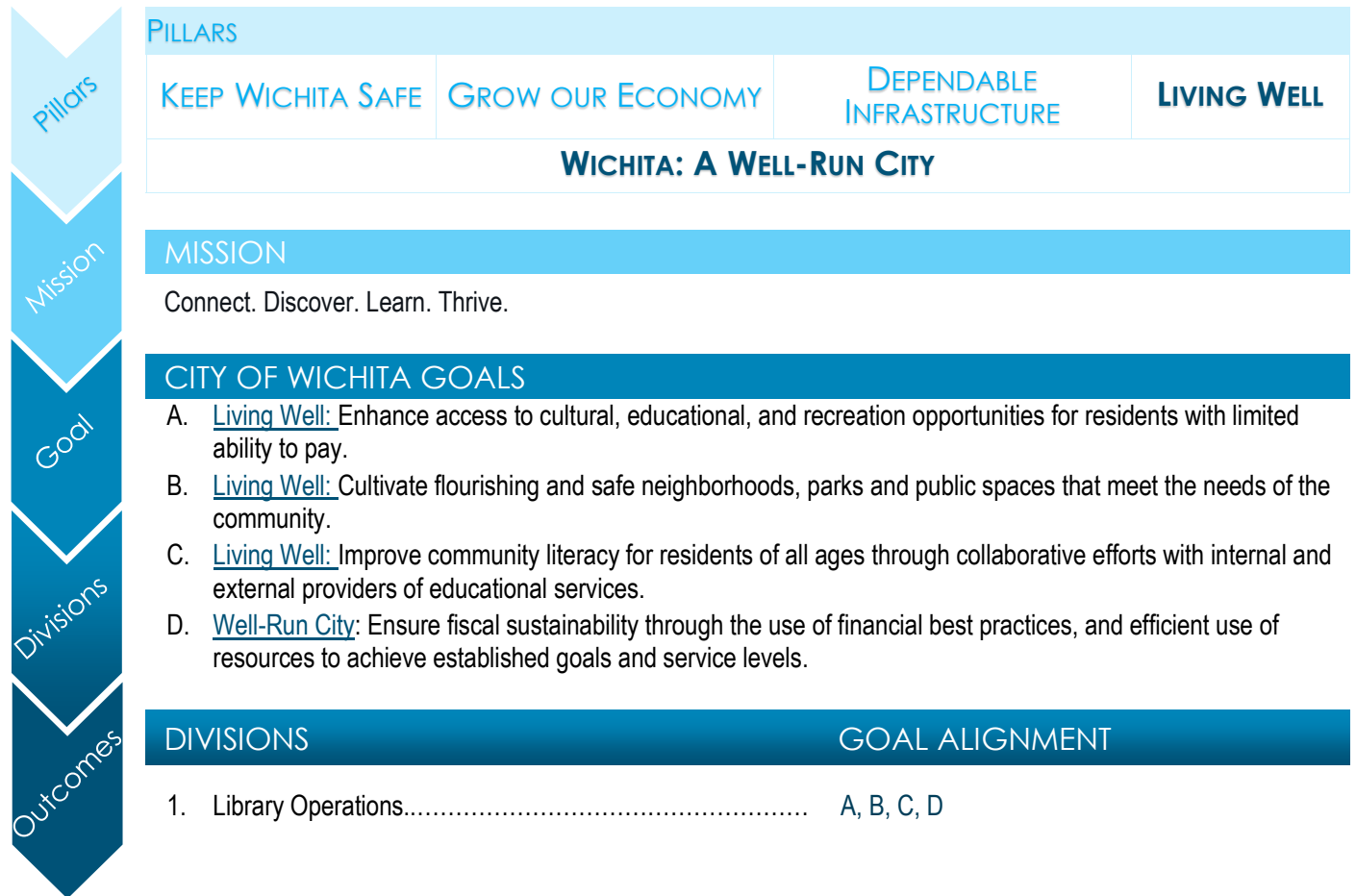
The Library has described its activities in a new way, to help distinguish between core services and unique, time-bound services that Library support organizations (Friends, Foundation, and Wichita Genealogical Society) can be activated around.

The attached document provides the Library Board with the draft 2026/27 budget, which is targeted to be adopted by City Council on August 26, 2025.

Library Board members are asked to review these draft proposed budget pages as it sets forward some of the department's annual workplan and provides key measurements related to the department's performance.

Attachment: 2026/27 Draft Proposed Budget





KEY OUTCOME MEASURES	Benchmark	2022 Actual	2023 Actual	2024 Actual	2025 Target	2026 Target
Library Visits (physical & virtual) per Capita	5.5	4.5	5.0	5.3	5.3	5.3
Registered Borrower As a Percentage of Service Area Population	54.1%	60.9%	62.4%	72.1%	72.1%	71%
Circulation Rate: per Registered Borrower per Capita	17.9 10.2	6.8 4.1	6.5 4.0	6.0 4.3	6.0 4.3	6.0 4.3
Public Library Services: Residents Rating Excellent or Good	CoW Similar	84.0%	76.0%	84%	85%	90%

DEPARTMENT DESCRIPTION: The **Wichita Public Library** delivers service through six core activities, focusing on improving literacy, raising awareness of available services, and collaborating strategically with community partners. The Library helps residents connect, discover, learn, and thrive.

Staff deliver services through physical locations, online platforms, and community outreach and activate volunteers to ensure all residents can access resources that enhance their quality of life. Modern library service extends beyond books. The Library offers a wide range of opportunities, resources, and connections for residents of all ages. Outreach, digital education, and partnerships expand the reach of both library and partner investments.

In 2024, Wichita Public Library began aligning its services with a community-informed strategic direction, emphasizing efforts to raise awareness of existing services, resources, and programs, including citywide access initiatives. The Library is also leading efforts to improve Wichita's reading aptitude and promote literacies essential for 21st-century success (civic, digital and health) and to expand strategic partnerships to maximize the Library's impact on education and economic mobility.



Expenditures by Division	Fund Sources	2026 Proposed	Page Reference
1. Library Operations	General Fund	\$12,283,901	263
2. Library Operations	Grant Assistance Fund	\$388,646	264
Total Expenditures		\$12,672,547	

DEPARTMENT HIGHLIGHTS: As part of the Library's efforts to expand community impact, new initiatives and staff roles were introduced. To expand service hours and programming, the 2024 Adopted Budget included Community Service Librarians at the Maya Angelou and Walters branches. Their efforts led to a 9% increase in branch activity, including circulation, meeting room usage, program attendance, outreach, and computer use. Maya Angelou saw a 3% increase prior to closing for renovation.

By fall 2025, all Wichita Public Library branches will have completed renovations. This transformation has been largely funded by ARPA and from the Capital Improvement Program, and has been enhanced by a partnership with the Wichita Public Library Foundation, whose capital campaign supports facilities that reflect evolving community needs.

Westlink Branch Library reopened in March 2025 following a two-year remodel. The expansion doubled its size and added a drive-up window, collaborative spaces, outdoor reading/play areas, a dedicated teen area, and an automatic material handling system. New features include a classroom, makerspace, sensory room, and **Anji Play**, a pioneering early childhood approach emphasizing love, risk, joy, engagement, and reflection. WPL is one of only two public libraries in the nation offering Anji Play.

Maya Angelou Library reopened in April 2025 with a new sunroom, updated meeting and study rooms, a seed lending library, and plans for a future community garden.

Alford Regional Library reopened in June 2025 with improved accessibility, updated interiors, a teen space, collaboration rooms, and co-located services with the Department of Children and Families (DCF). DCF now operates at both Alford and Evergreen branches and meets with families citywide. A StoryWalk® on site extends the library experience outdoors.

Rockwell Library reopens in fall 2025 with expanded space supporting family engagement, including larger areas for teens and children, enhanced meeting and collaboration rooms, improved parking, and a focus on education and wellness.

In 2023, the City of Wichita funded three solar-powered, Wi-Fi-enabled charging benches installed at the Colvin and Atwater Neighborhood Resource Centers and Evergreen Recreation Center. These benches extend the Library's technology services by providing 24/7 device charging and internet access. Due to the pilot's success, a Kansas Department of Commerce grant will fund nine more benches in underserved neighborhoods, in partnership with the Library Foundation.

A new family engagement strategy reached over 40,000 residents in 2024 and is on track to exceed that in 2025. This strategy integrates social, emotional, and cognitive development with early learning techniques that build reading readiness.

Key efforts include offering play-based family education workshops, valued at over \$400 per participant, through the certification of the Advanced Learning Library as a Family Place Library. Certification at additional branches is underway. We also offer volunteer opportunities to become a reading mentor. The Library administers Ages and Stages Questionnaires to support early intervention and provides a space for kindergarten enrollment. All library branches offer interactive play spaces for children and families. The Book Bus prioritizes stops in education-focused areas and underserved communities and is a Wi-Fi access point. Each Council District hosts a StoryWalk®, bilingual literacy activities to encourage reading, and promotes free health and learning resources. With grant support, WPL partners with Rainbows United to provide home delivery of board books to 100 families who receive early intervention services. Additionally, Little Free Libraries in District 3 offer accessible book exchanges, managed by volunteers and supported by the Friends of the Library and grant donations.

This broader focus on community impact also led to the launch of the Wichita Education Network. This monthly event brings together professionals working in community education, parent education, workforce training, and K–12 education. Each meeting includes time to network and a short informational segment that highlights the variety of educational opportunities and services available to Wichitans. Attendees take this information back to their students and clients, which extends the reach of local learning resources. Attendance has grown from 10 to 12 participants in early sessions from 25 to 30 professionals each month. This growth demonstrates both demand and the Library's expanding role as a connector within Wichita's education ecosystem.



VISION

Inclusive. Responsive. Collaborative. Your library makes your community limitless.

PILLARS	CITY OF WICHITA GOALS	DIVISION ACTIVITIES
Living Well	C. Community Literacy	1. Collections 2. Programs
Living Well	B. Neighborhoods, Parks and Public Spaces	3. Spaces
Living Well	A. Enhance Access to Opportunities	4. Specialized Services 5. Customer Experience
Well-Run City	C. Fiscal Sustainability	6. Support Services

PERFORMANCE MEASURES	Benchmark	2022 Actual	2023 Actual	2024 Actual	2025 Target	2026 Target	GOAL Alignment
Downloadable Circulation as a Percentage of Items Circulated	ICMA 15.2%	29.9%	30.8%	39.7%	39.7%	39.6%	C
Visitation Rate: per Registered Borrower per Capita	ICMA 9.37 5.5	2.5 1.5	2.6 1.6	2.3 1.6	2.3 1.6	2.3 1.6	B

¹ Project Outcome benchmarks are currently under development. These will be updated when the project benchmarks are released.

² SRP = Scored Reading Program, R-CBM = Reading Curriculum-Based Measurement.

ACTIVITY DESCRIPTIONS: Collections: The Library provides materials in multiple formats and languages to meet the needs of all users across age, ability, and interest levels.

Programs: Free programs for all ages support literacy, promote access to information, and encourage civic, cultural, and community engagement. Programs also connect residents to experts and each other.

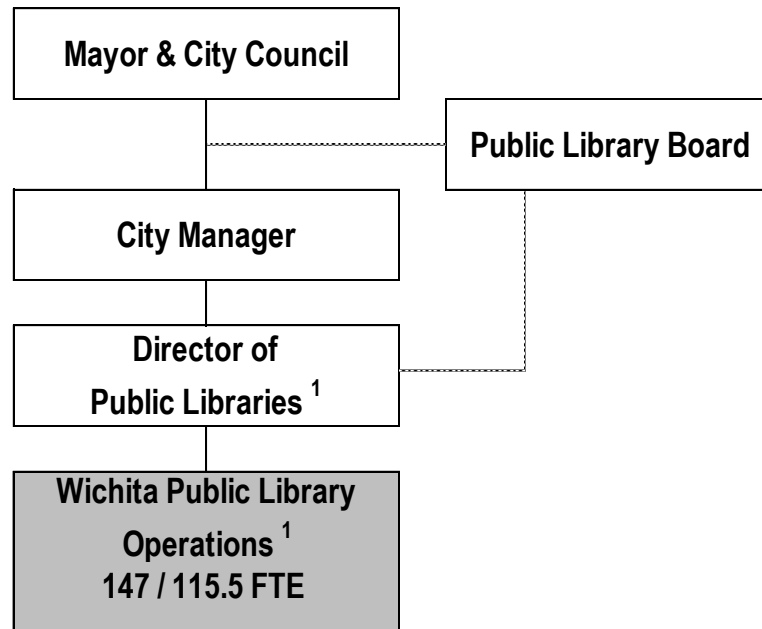
Spaces: Library branches offer welcoming, inclusive environments that serve as hubs for study, collaboration, learning, and relaxation.

Specialized Services: The Library responds to evolving needs through services intended to meet a time-bound community challenge, like Wi-Fi hotspot lending (discontinued for improved access through WiFi benches), Experience Passes (free access to cultural arts), and Little Free Libraries (access to books). Emphasis areas include family engagement and early learning, adult basic literacy, and digital literacy.

Staff Expertise: Staff play a vital role in helping residents connect, discover, learn, and thrive. Survey results consistently reflect high satisfaction with Library services. Staff support research, assist with technology, deliver programs, and reflect the diversity of Wichita.

Technology: The Library provides internet access, printing, scanning, and public computing. Residents also receive education, training, and one-on-one help through services like Book-a-Librarian. Specialized equipment supports innovation, design, and creativity.

Support Services are important internal services to deliver quality Library Operations. Public libraries serve broad segments of their communities. Whether at the Advanced Learning Library, a branch location, or through an outreach service, few members of the Library's staff team work exclusively in one program area. Employees are spread across program areas and geographic locations, and it is essential to have an efficient support infrastructure to oversee resources and provide the administrative infrastructure that enables the majority of the staff to provide direct service to the community. Support Services operations also provide coordination of activities among the Library Board of Directors and the department's three support organizations, enabling the department to leverage resources for greater community impact.



¹ Position included with Public Library Operations

Authorized Positions	Range	2024	2025	2026
Department Director	E83	1	1	1
Assistant Department Director ¹	1D71	0	1	1
Library Manager	1D61	4	4	4
Senior Librarian	1C51	6	6	6
Senior Librarian	1C44	5	5	5
Senior Management Analyst ¹	1C44	1	0	0
Senior Communications Specialist	1C44	1	1	1
Librarian	1C41	18	18	18
Administrative Assistant	1928	1	1	1
Community Service Officer	1623	1	1	1
Administrative Aide II	1623	1	1	1
Senior Library Assistant	1622	17	17	17
Library Assistant	1619	23	23	23

Authorized Positions	Range	2024	2025	2026
Account Clerk II	1619	1	1	1
Account Clerk I	1617	1	1	1
Clerk III	1617	1	1	1
Equipment Operator I	1617	1	1	1
Event Worker II	1617	1	1	1
Senior Library Assistant (PT-50%)	8622	2	2	2
Library Assistant (PT-50%)	8619	26	26	26
Event Worker I (PT-50%)	8615	2	2	2
Clerk I (PT-50%)	8613	31	31	31
Community Service Officer (PT-50%)	8623	2	2	2
TOTAL AUTHORIZED POSITIONS		147	147	147
Total Full-Time Equivalent		115.5	115.5	115.5
General Fund Full-Time Positions		84	84	84

¹ A Senior Management Analyst was reclassified to an Assistant Department Director in the 2025 Revised Budget.

Total Authorized Positions/Full-Time Equivalents = 147 / 115.5 FTE



Fund 100 General Fund
Division 1001 Library Operations

Expenditures by Type	2024 Actual	2025 Adopted	2025 Revised	2026 Proposed	2027 Projected
1B Base Compensation	6,265,975	6,281,058	6,665,839	6,746,419	6,826,878
1F Special Compensation	57,089	1,800	8,211	8,211	8,211
1J OT Compensation	10,384	0	0	0	0
1N Employee Benefits	2,277,077	2,477,380	2,475,534	2,595,730	2,644,227
1V Planned Savings	0	(2,051,398)	(59,980)	(312,974)	(314,777)
Salaries and Benefits	8,610,526	6,708,840	9,089,604	9,037,386	9,164,539
2B Utilities	356,034	369,641	391,972	399,815	299,815
2F Technology Charges	1,328,778	1,253,824	1,254,630	1,348,405	1,308,405
2J Insurance Premiums	172,958	172,958	172,958	175,539	180,780
2N Employee Development	80	6,140	6,140	6,140	6,140
2R Professional Svcs	32,376	31,841	30,916	30,916	30,916
2V Bldg & Equip Charges	84,717	86,661	93,593	93,592	108,592
2Z Other Contractuals	649,946	665,343	682,635	682,635	682,635
Contractuals	2,624,889	2,586,408	2,632,844	2,737,042	2,617,283
3B Supplies	69,437	69,339	69,339	69,339	69,339
3F Components & Parts	2,203	450	1,150	450	450
3N Fuel	5,124	7,234	7,234	7,234	7,234
3Z Other Commodities	0	0	0	0	0
4Z Non-Capital Outlay	451,939	471,222	464,950	432,450	432,450
Commodities	528,703	548,245	542,673	509,473	509,473
Total	11,764,118	9,843,493	12,265,121	12,283,901	12,291,295



Fund	290	Grant Assistance Fund				
Division	1002	Library Operations				
Expenditures by Type		2024 Actual	2025 Adopted	2025 Revised	2026 Proposed	2027 Projected
2N Employee Development		23,127	20,000	16,484	16,484	16,484
2R Professional Svcs		0	27,500	0	0	0
2V Bldg & Equip Charges		1,154	6,473	9,000	9,000	9,000
2Z Other Contractuals		107,571	25,000	210,000	210,000	210,000
Contractuals		131,852	78,973	235,484	235,484	235,484
3B Supplies		1,036	24,500	7,000	7,000	7,000
3F Components & Parts		6,761	0	0	0	0
4Z Non-Capital Outlay		19,730	251,604	144,140	144,140	144,140
Commodities		27,527	276,104	151,140	151,140	151,140
5A City Admin Charges		1,352	1,834	2,022	2,022	2,022
Other		1,352	1,834	2,022	2,022	2,022
Total		160,732	356,911	388,646	388,646	388,646

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Finance Committee Agenda
Tuesday, August 19, 2025, 11:30am
Green Collaboration Room 203, 2nd Floor
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

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

General Fund Bills	\$1,135,449.11
Grant Fund Bills	\$31,315.08
WPL Gifts Fund Bills	\$61,883.36
Total	\$1,228,647.55

3. Update on 2026/27 Budget Process
4. Other items from the Committee
5. Adjournment

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS

Finance Committee Agenda

Tuesday, July 15, 2025, 11:30am

Green Collaboration Room 203, 2nd Floor

Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

In Attendance: Rose Frame, Chuck Schmidt, Jaime Nix, and Tammy Penland

1. Call to Order (11:40am)
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
Total	\$929,927.49

Schmidt (Frame) moved to approve the June Bills and Finance Reports in the amount of \$929,927.40.

3. Semi-Annual Report of Staff Travel – Schmidt (Frame) moved to receive and file this report.
4. Other items from the committee – none
5. Adjournment(11:48am)

THE CITY OF WICHITA



YTD

FOR 2025 07

JOURNAL DETAIL 2020 1 TO 2020 1

ACCOUNTS FOR:	ORIGINAL	REVISED					AVAILABLE	PCT
100 General Fund	APPROP	BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
10000080 Wichita Public Library								
422110 Library Desk Receipts (Fines)	-95,000	-95,000	-38,717.00	-4,600.16	.00	-56,283.00	40.8%	
422111 Library Desk - Faxes	-10,000	-10,000	-6,267.00	-1,049.00	.00	-3,733.00	62.7%	
422112 Library Desk - Passports	-25,000	-25,000	-22,477.00	-2,275.00	.00	-2,523.00	89.9%	
423030 Meeting Room Rentals	-30,000	-30,000	-18,840.00	-3,215.00	.00	-11,160.00	62.8%	
424011 Copy Charges	-11,000	-11,000	-7,800.40	-1,295.60	.00	-3,199.60	70.9%	
424101 Public Computing Charges	-20,000	-20,000	-11,399.12	-1,572.90	.00	-8,600.88	57.0%	
645980 Sale of Scrap	0	0	-1,281.15	.00	.00	1,281.15	100.0%	
646981 State Setoff Collections	-68,000	-68,000	-13,475.85	-841.34	.00	-54,524.15	19.8%	
646990 Other Non-Operating Revenue	0	0	-79.24	-58.52	.00	79.24	100.0%	
TOTAL Wichita Public Library	-259,000	-259,000	-120,336.76	-14,907.52	.00	-138,663.24	46.5%	
TOTAL General Fund	-259,000	-259,000	-120,336.76	-14,907.52	.00	-138,663.24	46.5%	

THE CITY OF WICHITA

YTD

FOR 2025 07

JOURNAL DETAIL 2020 1 TO 2020 1

ACCOUNTS FOR:	ORIGINAL	REVISED				AVAILABLE	PCT
100 General Fund	APPROP	BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	BUDGET	USED
10000080 wichita Public Library							
10001 Library - Personnel							
511000 Base Compensation	6,281,058	6,281,058	3,797,883.62	508,187.10	.00	2,483,174.38	60.5%
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	13,012.25	907.62	.00	-11,212.25	722.9%
512051 Mileage Reimbursement	0	0	2,553.87	414.89	.00	-2,553.87	100.0%
513000 Overtime Compensation	0	0	2,502.20	557.50	.00	-2,502.20	100.0%
518200 Employer Wage Taxes & WC	543,275	543,275	317,951.47	42,391.59	.00	225,323.53	58.5%
518300 Employer Share EE Insurance	1,132,396	1,132,396	625,753.80	91,286.41	.00	506,642.20	55.3%
518400 Employer Share Pension/Retire	801,709	801,709	468,316.82	62,998.62	.00	333,392.18	58.4%
TOTAL Library - Personnel	6,708,840	6,708,840	4,991,178.41	706,743.73	.00	1,717,661.59	74.4%
10002 Library - Contractuals							
521011 Electricity - EDI	305,438	305,438	139,521.03	23,430.24	.00	165,916.97	45.7%
521021 Natural Gas - EDI	41,824	41,824	50,546.38	3,507.90	.00	-8,722.38	120.9%
521030 Water Service	13,375	13,375	12,930.99	1,841.73	.00	444.01	96.7%
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	9,870.42	1,420.48	.00	-9,870.42	100.0%
521060 Local Telephone Service	8,000	8,000	1,880.55	268.65	.00	6,119.45	23.5%
521070 Internet Service	10,971	10,971	5,485.20	914.20	.00	5,485.80	50.0%
522010 PBX Line Charges	11,806	11,806	7,315.00	1,045.00	.00	4,491.00	62.0%
522020 PBX Instrument Charges	19,414	19,414	11,637.50	1,662.50	.00	7,776.50	59.9%
522040 Long Distance & Teleconferenc	1,000	1,000	278.75	28.10	.00	721.25	27.9%
522050 Pagers & Mobile Phones	0	0	207.20	.00	.00	-207.20	100.0%
522060 Air Cards (Mobile Connect)	1,260	1,260	956.62	185.08	.00	303.38	75.9%
522070 Voicemail	3,968	3,968	2,380.00	340.00	.00	1,588.00	60.0%
522080 Automatic Call Distribution	786	786	458.50	65.50	.00	327.50	58.3%
523010 Building & Contents Insurance	172,088	172,088	86,044.00	.00	.00	86,044.00	50.0%
523020 Vehicle Liability Premiums	870	870	435.00	.00	.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	.00	.00	-166.21	105.5%
525012 Medical Treatment	480	480	519.00	150.00	.00	-39.00	108.1%
525013 Drug Screening	0	0	663.00	450.00	.00	-663.00	100.0%

THE CITY OF WICHITA



YTD

FOR 2025 07

JOURNAL DETAIL 2020 1 TO 2020 1

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
525070 Background Checks	0	0	179.75	102.25	.00	-179.75	100.0%
525080 Service Contractors	0	0	70.09	11.28	.00	-70.09	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	1,658.00	292.00	.00	342.00	82.9%
525094 Collection Agency Fees	21,500	21,500	7,918.00	905.30	.00	13,582.00	36.8%
525990 Other Professional Services	5,936	5,936	1,473.64	304.53	.00	4,462.36	24.8%
526010 Motor Pool Scheduled Charges	3,720	3,720	2,170.00	310.00	.00	1,550.00	58.3%
526020 Building Repair & Maint	7,240	7,240	1,235.65	285.00	.00	6,004.35	17.1%
526041 Janitorial Services	0	0	685.00	.00	.00	-685.00	100.0%
526042 Pest Control Services	13,000	13,000	7,317.92	1,643.00	.00	5,682.08	56.3%
526044 Security & Fire Services	5,220	5,220	948.44	105.88	.00	4,271.56	18.2%
526070 Equipment Repair & Maint	5,421	5,421	6,891.32	.00	.00	-1,470.32	127.1%
526092 Rent-Real Property	52,060	52,060	28,617.68	4,088.24	.00	23,442.32	55.0%
529010 Bank Charges	5,000	5,000	2,478.37	319.33	.00	2,521.63	49.6%
529020 Postage	6,000	6,000	2,176.80	168.00	.00	3,823.20	36.3%
529030 Shipping & Freight	1,000	1,000	448.95	.00	.00	551.05	44.9%
529031 Delivery/Pick up	13,815	13,815	13,585.00	.00	.00	230.00	98.3%
529040 Subscriptions	84,000	84,000	89,380.22	88,904.02	.00	-5,380.22	106.4%
529051 Library Software/Licenses	159,233	159,233	19,559.48	12,500.00	.00	139,673.52	12.3%
529052 Library Subs-Electronic Matls	337,487	337,487	262,892.09	29,345.23	2,155.00	72,439.91	78.5%
529053 Library Svcs-Leased Matls	22,380	22,380	.00	.00	.00	22,380.00	.0%
529054 Library Svcs-Memberships	0	0	16,350.00	1,500.00	.00	-16,350.00	100.0%
529070 Printing/Copying/Scanning	30,000	30,000	14,156.15	1,092.42	.00	15,843.85	47.2%
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	757,175.65	216,335.90	.00	439,443.35	63.3%
529160 Licenses & Permits	595	595	.00	.00	.00	595.00	.0%
529990 Other Contractuals	5,033	5,033	324.00	60.00	.00	4,709.00	6.4%
TOTAL Library - Contractuals	2,586,408	2,586,408	1,582,046.01	393,581.76	2,155.00	1,002,206.99	61.3%
10003 Library - Commodities							
531010 Computing Supplies	0	0	765.00	.00	.00	-765.00	100.0%
531020 Office Supplies	64,339	64,339	37,898.58	4,259.11	.00	26,440.42	58.9%
531030 Custodial Supplies	5,000	5,000	1,587.12	506.87	.00	3,412.88	31.7%
532020 Automotive Parts & Supplies	450	450	135.10	.00	.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	2,803.45	517.52	.00	4,430.55	38.8%
549010 Furniture & Fixtures <\$5k	9,490	9,490	4,377.13	346.26	.00	5,112.87	46.1%
549020 Data Processing Equip <\$5k	9,665	9,665	15,765.03	1,096.23	.00	-6,100.03	163.1%
549110 Library Materials	452,067	454,889	146,252.54	28,397.63	.00	308,636.30	32.2%
TOTAL Library - Commodities	548,245	551,067	209,674.95	35,123.62	.00	341,391.89	38.0%
TOTAL Wichita Public Library	9,843,493	9,846,315	6,782,899.37	1,135,449.11	2,155.00	3,061,260.47	68.9%

THE CITY OF WICHITA



YTD

FOR 2025 07

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							
80100324 South Central KS Library Sys24							
Y4806 SCKLS 24-South Central KS Libr							
521055 Trash Service - EDI	0	0	719.78	719.78	.00	-719.78	100.0%
524020 Travel & Training	18,416	18,416	15,406.68	1,377.70	.00	3,009.32	83.7%
526070 Equipment Repair & Maint	9,000	9,000	.00	.00	.00	9,000.00	.0%
529040 Subscriptions	0	0	6,600.00	6,600.00	.00	-6,600.00	100.0%
529061 Organizational Memberships	0	0	9,502.00	.00	.00	-9,502.00	100.0%
529990 Other Contractuals	25,000	25,000	49,527.02	12,372.26	109,872.98	-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%
549020 Data Processing Equip <\$5k	0	0	419.00	419.00	.00	-419.00	100.0%
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	82,174.48	21,488.74	109,872.98	45,634.54	80.8%
TOTAL South Central KS Library sy	237,682	237,682	82,174.48	21,488.74	109,872.98	45,634.54	80.8%
TOTAL Grants - Multi-year	237,682	237,682	82,174.48	21,488.74	109,872.98	45,634.54	80.8%

THE CITY OF WICHITA



YTD

FOR 2025 07

JOURNAL DETAIL 2020 1 TO 2020 1

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PC1 USED
290 Grants - Multi-year							
80100225 Library-State Grants-in-Aid 25							
Y5800 Library-State Grants-in-Aid 25							
524020 Travel & Training	4,484	4,484	.00	.00	.00	4,483.70	.0%
529040 Subscriptions	0	0	6,888.00	6,888.00	.00	-6,888.00	100.0%
529070 Printing/Copying/Scanning	20,000	20,000	84.00	84.00	.00	19,916.00	.4%
529120 Ad Campaigns (Marketing)	30,000	30,000	2,500.00	2,500.00	.00	27,500.00	8.3%
549010 Furniture & Fixtures <\$5k	22,000	22,000	354.34	354.34	.00	21,645.66	1.6%
549020 Data Processing Equip <\$5k	30,000	30,000	.00	.00	.00	30,000.00	.0%
549110 Library Materials	30,000	30,000	.00	.00	.00	30,000.00	.0%
551010 City Administrative Charges	2,022	2,022	.00	.00	.00	2,022.00	.0%
TOTAL Library-State Grants-in-Aid	138,506	138,506	9,826.34	9,826.34	.00	128,679.36	7.1%
TOTAL Library-State Grants-in-Aid	138,506	138,506	9,826.34	9,826.34	.00	128,679.36	7.1%
TOTAL Grants - Multi-year	138,506	138,506	9,826.34	9,826.34	.00	128,679.36	7.1%

Wichita Public Library General Fund Bills

July 2025

Org: 10000080

10001 - Library - Personnel

1B - Base Compensation

511000 Base Compensation

Payroll, PP07.03.25	\$767.70
Payroll, PP07.04.25	\$254,250.38
Payroll, PP07.18.25	\$253,169.02

Total 511000 Base Compensation	\$508,187.10
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Total 1B - Base Compensation	\$508,187.10
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1F - Special Compensation

512000 Special Compensation

Payroll, PP07.04.25	\$503.81
Payroll, PP07.18.25	\$403.81

Total 512000 Special Compensation	\$907.62
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512051 Mileage Reimbursement

Payroll, 5236	\$179.80
Payroll, 5728	\$169.71
Payroll, 5811	\$65.38

Total 512051 Mileage Reimbursement	\$414.89
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Total 1F - Special Compensation	\$1,322.51
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1J - OT Compensation

513000 Overtime Compensation

Payroll, PP07.04.25	\$189.68
Payroll, PP07.18.25	\$367.82

Total 513000 Overtime Compensation	\$557.50
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Total 1J - OT Compensation	\$557.50
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1N - Employee Benefits

518200 Employer Wage Taxes & WC

Payroll, PP07.03.25	\$66.41
Payroll, PP07.04.25	\$21,203.42
Payroll, PP07.18.25	\$21,121.76

Total 518200 Employer Wage Taxes & WC	\$42,391.59
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518300 Employer Share EE Insurance

Payroll, PP07.04.25	\$46,239.57
Payroll, PP07.18.25	\$45,046.84

Total 518300 Employer Share EE Insurance	\$91,286.41
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Wichita Public Library General Fund Bills

July 2025

518400 Employer Share Pension/Retire

Payroll, PP07.04.25 \$31,550.48

Payroll, PP07.18.25 \$31,448.14

Total 518400 Employer Share Pension/Retire	\$62,998.62
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Total 1N - Employee Benefits	\$196,676.62
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Total 10001 - Library - Personnel	\$706,743.73
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10002 - Library - Contractuals

2B - Utilities

521011 Electricity - EDI

EVERGY KANSAS SOUTH INC \$23,430.24

Total 521011 Electricity - EDI	\$23,430.24
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521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC \$83.90

ENCORE ENERGY SERVICES \$1,773.80

ONE GAS INC \$1,650.20

Total 521021 Natural Gas - EDI	\$3,507.90
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521030 Water Service

City of Wichita \$1,841.73

Total 521030 Water Service	\$1,841.73
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521055 Trash Service - EDI

WASTE MANAGEMENT OF KANSAS INC \$1,420.48

Total 521055 Trash Service - EDI	\$1,420.48
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Total 2B - Utilities	\$30,200.35
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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

Wichita Public Library General Fund Bills

July 2025

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

City of Wichita	\$28.10
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Total 522040 Long Distance & Teleconference	\$28.10
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522060 Air Cards (Mobile Connect)

City of Wichita	\$105.00
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VERIZON COMMUNICATIONS	\$80.08
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Total 522060 Air Cards (Mobile Connect)	\$185.08
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522070 Voicemail

City of Wichita	\$340.00
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Total 522070 Voicemail	\$340.00
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522080 Automatic Call Distribution

City of Wichita	\$65.50
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Total 522080 Automatic Call Distribution	\$65.50
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529150 Data Center Charges

City of Wichita	\$216,335.90
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Total 529150 Data Center Charges	\$216,335.90
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Total 2F - Technology Charges	\$220,844.93
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2R - Professional Svcs

525012 Medical Treatment

COUNTY OF SEDGWICK	\$150.00
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Total 525012 Medical Treatment	\$150.00
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525013 Drug Screening

WORKSAFE PHYSICAL THERAPY	\$450.00
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Total 525013 Drug Screening	\$450.00
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525070 Background Checks

TRUVIEW BSI LLC	\$102.25
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Total 525070 Background Checks	\$102.25
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525080 Service Contractors

City of Wichita	\$11.28
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Total 525080 Service Contractors	\$11.28
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525086 Interpreter Services

SIGN LANGUAGE INTERPRETING SERVICES	\$292.00
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Total 525086 Interpreter Services	\$292.00
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525094 Collection Agency Fees

UNIQUE MANAGEMENT SERVICES INC	\$905.30
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Wichita Public Library General Fund Bills

July 2025

Total 525094 Collection Agency Fees	\$905.30
525990 Other Professional Services	
City of Wichita	\$304.53
Total 525990 Other Professional Services	\$304.53
Total 2R - Professional Srvcs	\$2,215.36
2V - Bldg & Equip Charges	
526010 Motor Pool Scheduled Charges	
City of Wichita	\$310.00
Total 526010 Motor Pool Scheduled Charges	\$310.00
526020 Building Repair & Maint	
SANDIFER ENGINEERING AND CONTROLS INC	\$285.00
Total 526020 Building Repair & Maint	\$285.00
526042 Pest Control Services	
P-CARD ONE-TIME PAY	\$1,643.00
Total 526042 Pest Control Services	\$1,643.00
526044 Security & Fire Services	
P-CARD ONE-TIME PAY	\$105.88
Total 526044 Security & Fire Services	\$105.88
526092 Rent-Real Property	
CO CO PROPERTIES LLC	\$4,088.24
Total 526092 Rent-Real Property	\$4,088.24
Total 2V - Bldg & Equip Charges	\$6,432.12
2Z - Other Contractuals	
529010 Bank Charges	
City of Wichita	\$319.33
Total 529010 Bank Charges	\$319.33
529020 Postage	
P-CARD ONE-TIME PAY	\$168.00
Total 529020 Postage	\$168.00
529040 Subscriptions	
ONLINE COMPUTER LIBRARY CENTER INC	\$88,871.32
P-CARD ONE-TIME PAY	\$32.70
Total 529040 Subscriptions	\$88,904.02
529051 Library Software/Licenses	
INFOUSA MARKETING INC	\$12,500.00
Total 529051 Library Software/Licenses	\$12,500.00

Wichita Public Library General Fund Bills

July 2025

529052 Library Subs-Electronic Matls

KANOPY INC \$3,888.00

OVERDRIVE INC \$25,457.23

Total 529052 Library Subs-Electronic Matls	\$29,345.23
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529054 Library Svcs-Memberships

P-CARD ONE-TIME PAY \$1,500.00

Total 529054 Library Svcs-Memberships	\$1,500.00
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529070 Printing/Copying/Scanning

City of Wichita \$1,092.42

Total 529070 Printing/Copying/Scanning	\$1,092.42
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529990 Other Contractuals

P-CARD ONE-TIME PAY \$60.00

Total 529990 Other Contractuals	\$60.00
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Total 2Z - Other Contractuals	\$130,001.00
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Total 10002 - Library - Contractuals	\$393,581.76
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10003 - Library - Commodities

3B - Supplies

531020 Office Supplies

City of Wichita \$2,701.89

P-CARD ONE-TIME PAY \$1,557.22

Total 531020 Office Supplies	\$4,259.11
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531030 Custodial Supplies

P-CARD ONE-TIME PAY \$506.87

Total 531030 Custodial Supplies	\$506.87
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Total 3B - Supplies	\$4,765.98
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3N - Fuel

539012 Gasoline

City of Wichita \$517.52

Total 539012 Gasoline	\$517.52
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Total 3N - Fuel	\$517.52
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4Z - Non-Capital Outlay

549010 Furniture & Fixtures <\$5k

P-CARD ONE-TIME PAY \$346.26

Total 549010 Furniture & Fixtures <\$5k	\$346.26
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549020 Data Processing Equip <\$5k

City of Wichita \$101.23

Wichita Public Library General Fund Bills

July 2025

P-CARD ONE-TIME PAY	\$995.00
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Total 549020 Data Processing Equip <\$5k	\$1,096.23
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549110 Library Materials

P-CARD ONE-TIME PAY	\$28,397.63
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Total 549110 Library Materials	\$28,397.63
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Total 4Z - Non-Capital Outlay	\$29,840.12
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Total 10003 - Library - Commodities	\$35,123.62
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Grand Total**\$1,135,449.11**

Wichita Public Library Grant Bills

July 2025

Y4806 - SCKLS 24-South Central KS Library S

2 - Contractuals

2B - Utilities

521055 Trash Service - EDI

WASTE CONNECTIONS OF KANSAS INC \$719.78

Total 521055 Trash Service - EDI	\$719.78
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Total 2B - Utilities	\$719.78
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2N - Employee Development

524020 Travel & Training

MICHELLE ENKE \$1,377.70

Total 524020 Travel & Training	\$1,377.70
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Total 2N - Employee Development	\$1,377.70
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2Z - Other Contractuals

529040 Subscriptions

NICHE ACADEMY LLC \$6,600.00

Total 529040 Subscriptions	\$6,600.00
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529990 Other Contractuals

UNIQUE MANAGEMENT SERVICES INC \$12,372.26

Total 529990 Other Contractuals	\$12,372.26
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Total 2Z - Other Contractuals	\$18,972.26
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Total 2 - Contractuals	\$21,069.74
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3 - Commodities

4Z - Non-Capital Outlay

549020 Data Processing Equip <\$5k

P-CARD ONE-TIME PAY \$419.00

Total 549020 Data Processing Equip <\$5k	\$419.00
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Total 4Z - Non-Capital Outlay	\$419.00
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Total 3 - Commodities	\$419.00
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Total Y4806 - SCKLS 24-South Central KS Library S

\$21,488.74

Wichita Public Library Grant Bills

July 2025

Y5800 - Library-State Grants-in-Aid 2025

2 - Contractuals

2Z - Other Contractuals

529040 Subscriptions

SHORT EDITION INC	\$6,888.00
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Total 529040 Subscriptions	\$6,888.00
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529070 Printing/Copying/Scanning

City of Wichita	\$84.00
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Total 529070 Printing/Copying/Scanning	\$84.00
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529120 Ad Campaigns (Marketing)

COPP MEDIA SERVICES INC	\$2,500.00
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Total 529120 Ad Campaigns (Marketing)	\$2,500.00
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Total 2Z - Other Contractuals	\$9,472.00
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Total 2 - Contractuals	\$9,472.00
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3 - Commodities

4Z - Non-Capital Outlay

549010 Furniture & Fixtures <\$5k

P-CARD ONE-TIME PAY	\$354.34
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Total 549010 Furniture & Fixtures <\$5k	\$354.34
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Total 4Z - Non-Capital Outlay	\$354.34
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Total 3 - Commodities	\$354.34
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Total Y5800 - Library-State Grants-in-Aid 2025

\$9,826.34

Grand Total**\$31,315.08**

	Type	Date	Num	Adj	Name	Memo	Debit	Credit	Balance
WPL Gifts									804,046.69
Baird Account									670,458.59
Baird Checking									151,193.34
Facility Improvements									151,193.34
	Check	07/15/2025	4859		Bibliotheca LLC		15,398.00		135,795.34
	Check	07/31/2025	4860		Bibliotheca LLC		15,398.00		120,397.34
	Check	07/31/2025	4861		Pure Workplace Solutions		2,066.53		118,330.81
	Transfer	07/31/2025				Interest & Dividends	1,558.44		119,889.25
	Check	07/31/2025	WD		Baird			1,093.67	118,795.58
Total Facility Improvements							1,558.44	33,956.20	118,795.58
Total Baird Checking							1,558.44	33,956.20	118,795.58
Investments									519,265.25
	Transfer	07/31/2025				unrealized gain/loss	2,381.75		521,647.00
Total Investments							2,381.75	0.00	521,647.00
Total Baird Account							3,940.19	33,956.20	640,442.58
Emprise Checking									133,588.10
WGS									357.16
Total WGS									357.16
FOL									-10,190.99
	Bill Pmt -Check	07/25/2025	1064		Midwest Tape			26.99	-10,217.98
Total FOL							0.00	26.99	-10,217.98
SCKLSSRG									152.09
Total SCKLSSRG									152.09
FOL Holds									690.41
Total FOL Holds									690.41
Levand									70,972.35
	Check	07/01/2025	WD		Kansas Litera		108.55		70,863.80
	Check	07/03/2025	WD		Uline		51.90		70,811.90
	Check	07/09/2025	WD		Mokas coffee		349.04		70,462.86
	Check	07/09/2025	WD		First Book		3,929.45		66,533.41
	Check	07/16/2025	1062		Sandifer Engineering & Controls		21,409.04		45,124.37
	Check	07/21/2025	WD		Dillons		300.00		44,824.37
	Bill Pmt -Check	07/25/2025	1063		Racine Zackula		387.00		44,437.37
Total Levand							0.00	26,534.98	44,437.37
WPL									71,607.08
	Check	07/08/2025	1061		Maize Career Academy		100.00		71,507.08
	Check	07/31/2025	1065		Lee Reed Engraving Inc.		497.51		71,009.57
	Transfer	07/31/2025				Interest earned	62.90		71,072.47
	General Journal	07/31/2025	rcm 06.08	√		To void double entry of deposits.		767.68	70,304.79
Total WPL							62.90	1,365.19	70,304.79
Total Emprise Checking							62.90	27,927.16	105,723.84
Total WPL Gifts							4,003.09	61,883.36	746,166.42
							4,003.09	61,883.36	746,166.42

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Operations Committee Agenda
Tuesday, August 12, 2025
Board Room / MS Teams 3:30pm
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order
2. Approval of July 8, 2025 Minutes
3. Branch Remodel Updates
4. Meeting Room Policy Revisions
 - REF-009
 - REF-009.1
 - REF-009.2
5. Other items from the committee

To attend virtually:

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 211 331 587 104

Passcode: 7jFtKF

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS

Operations Committee Agenda

Tuesday, July 8, 2025

Board Room / MS Teams 3:30pm

In attendance: TaDonne Neal and Robin Templin (online); Jonathan Winkler (in person)

1. Call to Order at 3:38pm
2. Branch Remodel Updates: Director Nix provided updates on the stages of remodeling at Alford and Rockwell locations. The Library has worked with Public Works to identify additional funds for Alford, which will include a replaced roof in 2025 and updated windows and doors in 2026 to prevent leaks due to age and failing seals.
3. Angelou and Walters Performance Updates: Director Nix and Customer Experience Manager Kristi Dowell provided updates on programs, circulation, community feedback, partnerships and more regarding the community branches. The additional staff provided from Rockwell branch due to their closure has allowed Angelou to successfully expand hours for the summer, and to support growth in business at both locations.
4. City of Wichita DEI Audit Update: Director Nix provided a summary of the City of Wichita efforts to audit all policies, procedures, practices and programs for DEI compliance for federal funds. Library Leadership reviewed all library business and provided information to City Legal. The Law Department has assessed each item for risks and a meeting will help the library understand what, if any, modifications would be recommended.
5. 2026/27 Budget Update: Director Nix provided an update on the upcoming budget as it relates to approximately \$35,000 reductions in resources.
6. July Policy Review: Jonathan Winkler (Neal) to adopt proposed policy changes presented by staff with one correction to ORG-002.2, which should be ORG-002.4.
 - CIR-006 – InterLibrary Loan
 - CIR-009 - Holds
 - ORG-002.2 – Education and Engagement Division
 - REF-003 – Computer Workstations
 - REF-012 – Test Proctoring
7. Other items from the committee: Robin Templin recommended that the library explore options to let customers cancel held items. The Polaris ILS prevents this currently from being a self-selected option, which requires customers to contact library staff to complete this request.



INTEROFFICE MEMORANDUM

TO: Wichita Public Library Board of Directors
FROM: Jaime Nix, Director of Libraries
SUBJECT: Meeting Room Policy Revisions: REF-009, REF-009.1, REF-009.2
DATE: August 1, 2025

Background: Library staff annually review policies to ensure they align with both community and operational needs. Since the adoption of the WPL Strategic Direction in 2024, policy reviews have incorporated an additional focus on strengthening outcomes related to literacies, strategic partnerships, and raising awareness of library services.

Public libraries are not required to make meeting spaces available to the public. However, when they do, the space becomes a designated public forum, necessitating consistent guidelines and parameters for access.

Analysis: Library leadership conducted an analysis of the cost model for customer-facing services to better understand the contributions of technology, staffing, and support in relation to revenue generated. A specific cost study was also undertaken to ensure that fees align with the recommendations outlined in the WPL Strategic Direction.

Recent branch remodels have created a range of meeting room sizes to accommodate community gatherings. However, many nonprofit organizations have not been utilizing these spaces. In some cases, they have collaborated with the library to develop formal partnership agreements that may include free use of public meeting rooms. As remodels are completed, demand for these spaces continues to grow.

The Evergreen Community Center and Library—home to several embedded service provider partners—accounts for over 50% of all meeting room rentals and much of the engagement through partnerships and collaborations.

The WPL Strategic Direction emphasizes the importance of literacies, strategic partnerships, and public awareness of library services. A customer-centered approach to implementation identified key themes: expanding targeted services for users and non-users, enhancing community outreach, and deepening services through collaboration.

Meeting rooms are not merely rentable spaces—they are vital components of civic infrastructure. These rooms foster engagement and collaboration. However, rental fees can present barriers for grassroots, underfunded, or mission-aligned organizations working toward building a strong and informed community.

Changing the meeting room policy will simplify guidelines, making them easier to communicate and apply. It will also improve service support and accessibility for mission-aligned organizations, helping fulfill the library's mission: Connect. Discover. Learn. Thrive.

As part of the cost model study for all fee-based services, each service was assigned an “impact score,” based on four criteria:

- Mission alignment
- Service execution and user experience
- Knowledge gained or behavioral change
- Community-building

The average impact score for meeting room use under the current policy was 2.14 (on a scale of 0–4). Staff consensus indicated that this score—and the impact related to literacies—could improve if fees were not a barrier, particularly for groups whose work aligns with the library’s mission. Staff receive routine feedback from grassroots, non-profit and civic organizations that they cannot afford to use library spaces.

Current Fee Structure:

- Government and partner organizations: Free
- Individuals and for-profit entities: Fee-based
- Nonprofits: Reduced fee

WPL uses Communico software for online meeting room reservations and payments. This platform includes calendaring and room reservation features. The annual contract cost for Communico is \$22,800, and staff also provide in-person support during business hours for every rental. The Library pays approximately \$500 in additional annual charges to process credit payments for room rentals.

2024 Usage and Cost Analysis:

- 389 rentals were processed.
- The average revenue per rental was \$42.00, totaling \$16,457.50 in revenue.
- Administrative costs are estimated at \$27.90 per rental, totaling \$10,853.10.
- Revenue generated from the current policy was \$5,604.40 (excluding software costs).

This analysis indicates that the cost of administration nearly offsets the rental revenue.

Staff reviewed 2024 booking data to assess the effect of proposed changes:

2024 Rentals	Individuals / For-Profit	Groups Meeting New Eligibility Criteria
Number	130	259

The proposed changes will:

- Align with the Strategic Direction by removing barriers to access
- Improve services to mission-aligned community organizations
- Increase equitable access
- Reduce administrative complexity
- Facilitate measured use, even with broader access

Financial Consideration: In 2024, the Library received \$6,457.50 in revenue from meeting room rentals and rooms were rented 389 times across 7 locations. Additional technology savings will result from this change. The Library will adjust its budget using other tactics to accommodate for the financial impact through an upcoming technology study, which will result in no less than \$40,000 in savings by 2027.

Legal Consideration: The Law Department is under review with the proposed policy language.

Recommendations/Actions: It is recommended that the Board approve policy updates to REF-009, REF-009.1 and REF-009-2

REF-009 Meeting Room Facilities

Meeting rooms are available so the community may gather to exchange ideas, access and share information, and participate in community activities.

The Wichita Public Library offers programs and events in its meeting rooms and makes these rooms available to organizations and non-profits engaged in educational, intellectual, charitable, advocacy, civic, or religious activities. Meetings and activities held in the library will advance the mission and strategic priorities of the library.

All meetings and events must be free of charge for those attending

Meeting room use is prioritized for WPL sponsored events, WPL partner events, **City of Wichita events**, and events offered by library support organizations: Friends of Wichita Public Library, Wichita Genealogical Society, and Wichita Library Foundation. ~~City of Wichita events are also prioritized.~~

WPL's meeting rooms are not available for:

- Commercial purposes
- Individual usage
- Groups that plan to use the room for monetary gain, including selling items, asking for donations, collecting personal information for future sales, distribution of materials or commercial information except for basic business information, political fundraising or campaigning, tithing, or similar activities.

Granting permission to use facilities does not constitute endorsement by the Library. All publicity concerning meetings should make clear that the library is not a sponsor, and must include the statement: "Not a program of Wichita Public Library"

The Library reserves the right to enter a meeting room at any time and to cancel any reservation due to misuse of the space or being out of compliance with any library policy.

Eligible groups may be denied use of meeting rooms if the request would interfere with library operations. All meeting room groups will comply with all library policies, including the Code of Conduct and maximum room capacity. Candles and open flames are prohibited, and activities that are deemed a risk for public spaces are prohibited.

Amenities

Wireless Internet is available in all spaces and can be requested when reserving the room.

Technology equipment is available upon request when reserving a meeting room. Library staff do not operate equipment during meetings but can provide training in advance. Groups **reserving the room** are responsible for operating the equipment themselves and equipment must be requested when reserving the room.

Groups ~~meeting at branches are responsible~~ **reserving the rooms at branch locations are responsible** for setting up and restoring the room to its original condition. **Library staff assists with room sets at the Advanced Learning Library.**

Reservations, Fees ~~Damages~~ and Cancellations

Meeting room use will be made available at no cost to groups who meet eligibility criteria ~~and if the meeting is open~~. Donations are always welcome.

~~All meetings and events must be free of charge for those attending.~~

Failure to cancel meetings within 24 hours' notice may impact future reservations for the group.

Reservations are accepted for the current calendar year and groups may have 5 active reservations at any time and are not permitted to make standing reservations. Reservations for the next calendar year will be accepted beginning in November. Reservations must be made by individuals who are 18 years of age or older and **at least one responsible** adult must ~~accompany any reservation~~ **be present during the entirety of any meeting** that is intended to serve youth.

Costs of repair or replacement for damages or special cleaning will be charged to the renter and will be based upon the Library's costs of repair or replacement.

Other Library Spaces

There is no charge for reserving or using additional library spaces.

Collaboration and Study rooms may be reserved on a first-come/first served basis beginning one week before the desired date. One two-hour reservation may be scheduled per day.

The AV Studio at the Advanced Learning Library may be reserved on a first-come, first served basis up to seven days in advance. Reservations are made for one three-hour session. ~~When not previously reserved, the space is available on a first-come/first served basis.~~ To use this space, users must have a library card in good standing. Customers under the age of 14 must be accompanied by a responsible adult.

The Sensory Room at Westlink may be reserved on a first-come/first served basis beginning one week before the desired date. One one-hour reservation may be scheduled per day.

Wellness Rooms are available at the Advanced Learning Library, Alford, Rockwell, and Westlink branches and are available on a first-come/first-served basis.

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

Groups meeting at the Advanced Learning Library may specify a room set up when reserving the room.

Room Capacities

Meeting Room	Capacity
ALL Conference Room (single)	Est 100

ALL Conference Room (double)	Est 200
ALL Conference Room (triple)	Est 300
ALL Allison Dondlinger Children's Gallery	Est 50
ALL Allison Dondlinger Children's Reading Theatre	Est 50
ALL Dondlinger Children's Gallery AND Reading Theatre	Est 100
ALL Rolland Eakins TEC-Novation Room	Est 30
ALL Keeney Stevens Board Room	Est 30
Outdoor Terrace (regular hours)	N/A
Alford Branch	Est 130 people
Alford Conference Room	Est 12 people
Angelou Northeast Branch	Est 40 people
Evergreen EverDream Classroom	Est 40 people
Evergreen Unidos Conference room	Est 15 people
Evergreen Cirilo Arteaga Empowerment Multipurpose room (full space)	Est 154 people
Evergreen Arteaga A – Multipurpose room (west only)	Est 89 people
Evergreen Arteaga BC Multipurpose room (east only)	Est 65 people
Evergreen Arteaga B or C Multipurpose room (1/4 only)	Est 32 people
Rockwell Branch	Est 88 people
Walters Branch	Est 43 people
Westlink Conference Room (single)	Est 60 people
Westlink Conference Room (double)	Est 120 people
Westlink Classroom	Est 16 people

Last Reviewed: August 2024

Revised:

~~REF-009 — Meeting Room Facilities~~

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

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

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

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

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

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

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

Amenities and Rates

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

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

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

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

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

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

Meeting Room	Capacity	Nonprofit/ Government Fee	Business/ Individual Fee
ALL Conference Room (single)	Est 100	\$50.00	\$50.00/hour
ALL Conference Room (double)	Est 200	\$75.00	\$75.00/hour
ALL Conference Room (triple)	Est 300	\$100.00	\$100.00/hour
ALL Allison Dondlinger Children's Gallery	Est 50	\$50.00	\$50.00/hour
ALL Allison Dondlinger Children's Reading Theatre	Est 50	\$50.00	\$50.00/hour
ALL Dondlinger Children's Gallery AND Reading Theatre	Est 100	\$75.00	\$75.00/hour
ALL John Hyde Conference Room	Est 30	\$50.00	\$50.00/hour
ALL Rolland Eakins TEC Novation Room	Est 30	\$50.00	\$50.00/hour
ALL Keeney Stevens Board Room	Est 30	\$50.00	\$50.00/hour

Outdoor Terrace (regular hours)	N/A	\$150.00	\$150.00/hours
Alford Branch	Est 130 people	\$30.00	\$50.00/hour
Angelou Northeast Branch	Est 40 people	\$20.00	\$50.00/hour
Evergreen EverDream Classroom	Est 40 people	\$20.00	\$50.00/hour
Evergreen Unidos Conference room	Est 15 people	\$15.00	\$50.00/hour
Evergreen Cirilo Arteaga Empowerment—Multipurpose room (full space)	Est 154 people	\$50.00	\$50.00/hour
Evergreen Arteaga A—Multipurpose room (west only)	Est 89 people	\$30.00	\$50.00/hour
Evergreen Arteaga BC Multipurpose room (east only)	Est 65 people	\$25.00	\$50.00/hour
Evergreen Arteaga B or C Multipurpose room (1/4 only)	Est 32 people	\$20.00	\$50.00/hour
Rockwell Branch	Est 88 people	\$25.00	\$50.00/hour
Walters Branch	Est 43 people	\$20.00	\$50.00/hour
Westlink Conference Room (single)	Est 60 people	\$20.00	\$50.00/hour
Westlink Conference Room (double)	Est 120 people	\$25.00	\$50.00/hour
Westlink Classroom	Est 16 people	\$15.00	\$50.00/hour

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

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

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

Reservations and Cancellations

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

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

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

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

Responsibilities and Regulations

- ~~• All meeting room use must comply with fire codes and will not exceed the facilities' maximum capacity.~~
- ~~• Smoking in any part of the Library is prohibited. Candles and open flames are also prohibited.~~
- ~~• Meeting rooms must be vacated 15 minutes prior to closing time.~~
- ~~• Advanced Learning Library staff will be responsible for set up and restoration of rooms in that building. Meeting room users should not alter the room set without prior approval of Library staff.~~
- ~~• At branch libraries, employees are not generally available to assist with meeting room set up. Meeting room users assume full responsibility for arranging the meeting room, restoring it to its original condition, and leaving it in good order.~~
- ~~• A \$50.00 fee will be assessed to the individual who reserves the meeting room if the room is not restored to its original condition.~~
- ~~• The Library does not provide staff to operate any equipment, and staff may not be able to provide instruction on equipment use on the day of the rental. Renters may schedule an appointment with staff several days in advance of the meeting to test equipment.~~

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

~~Library Collaboration Rooms~~

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

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

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

~~Related Form~~

~~Meeting Room Agreement~~

Last Review: March 25, 2024

~~REF-009.1—Evergy Technology Training Center Rental~~

~~In addition to the policies that apply to the rental of meeting rooms (See REF-009 Meeting Room Facilities), the following policies apply to the rental of the Evergy Technology Training Center (TTC).~~

~~If a Technology Training Center rental must be cancelled because of technical failure, the session may be rescheduled at no extra charge or all rental fees will be reimbursed.~~

~~The policies and procedures as set forth in the Wichita Public Library Internet Access and Acceptable Use Policy (See REF-004 Internet Access and Acceptable Use Policy) shall apply to the use of the Evergy Technology Training Center. The Library's Acceptable Use Policy applies to all use of the Library's computers. All data added during a TTC session will be removed after the session's completion.~~

~~Evergy Technology Training Center Fee Schedule~~

- ~~• When City of Wichita boards, commissions and departments or elected officials representing some or all of the corporate limits of the City of Wichita use the Technology Training Center for official business, TTC rental fees will be waived.~~
- ~~• The Technology Training Center may be rented to nonprofit groups or other government agencies for \$50.00/hour. Businesses or individuals may rent the TTC for \$100.00/hour.~~
- ~~• Special sessions of current technology training programs taught by Library staff members may be scheduled. Fees will be \$250.00 for nonprofit use, or \$300.00 for business/individual use.~~
- ~~• Program development or specialized programs with the addition of software may be available. A minimum of two weeks' notice must be given if special software manipulation is necessary.~~

Related Form

Meeting Room Agreement

Last Review: August 2024

~~REF-009.2 — Advanced Learning Library AV Maker Studio~~

~~The Advanced Learning Library AV Maker Studio may be reserved on a first come, first served basis up to seven days in advance of the desired use date. One three-hour reservation per day may be scheduled per individual or group. There is no charge for a reservation. When not previously reserved, rooms are available on a first come, first served basis.~~

~~Customer reserving the AV Maker Studio must have a Wichita Public Library account in good standing. Unaccompanied usage of the Studio is limited to customers 14 years of age or older. Each studio user age 14 through 17 must have an individual Wichita Public Library account associated with an account in good standing of a responsible adult. Customers under 14 years of age must be accompanied by a responsible adult.~~

~~Fees for Studio audiovisual items and equipment lost or damaged during the usage period will be based upon the Library's costs of repair or replacement. Staff walkthroughs at the beginning and end of each usage period will be used as a way to confirm that all items have been left in place and in working condition.~~

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

~~Library staff may prohibit usage inside the Studio of outside equipment, instruments, or other items when such use may disrupt others' use of the Library.~~

~~Replacement fees will be assessed per item for any lost or damaged AV equipment.~~

Last Review: August 2024

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Planning and Facilities Committee Agenda
Wednesday, August 13, 2025, 1:00pm
Board Room / MS Teams
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order
2. 2026/27 Budget Update
3. Branch Remodel Update
4. Planning Discussion

To attend virtually:

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 216 133 910 730

Passcode: NL2i2F

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Public Affairs Committee Agenda
Thursday, August 14, 4:00pm
Board Room / MS Teams
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order
2. Review of the July 10, 2025 meeting minutes
3. 2026/27 Budget Update
4. Raising Awareness Campaign Next Steps
5. 150th Birthday Celebration Planning Update
6. Other items from the committee

To attend virtually:

Microsoft Teams

[Join the meeting now](#)

Meeting ID: 284 931 457 868

Passcode: tfiukX

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS

Public Affairs Committee Agenda

Thursday, July 10, 4:00pm

Board Room / MS Teams

Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

In attendance: Kurt Oswald, David Garcia, Jaime Nix, Susie Ternes, Tina Waltersheid, Kourtney Carson, and Angie Prather

1. Call to Order (4:02pm)
2. Approval of June 12, 2025 Minutes
3. Raising Awareness Campaign Next Steps: the group discussed yard sign distribution and progress and began discussions about PSAs and radio ads to pursue.
4. Organization Presentations Brainstorm: multiple major local employers, civic, and non profit groups were identified to begin planning “reintroduction to WPL” presentations.
5. 150th Birthday Celebration: Director Nix provided an overview of the year-long celebration that will emphasize reading, learning, and library staff unique skills.
6. Other items from the committee
7. Adjourn (4:58pm)

To attend virtually:

Microsoft Teams

[Join the meeting now](#)

Meeting ID: 284 931 457 868

Passcode: tfiukX

Media Log: July 2025

- July 10, KAKE Kids Corner, Back-to-School Literacy Celebration Event Promotion
- July 14, KWCH, Love Your Library Yard Sign Sale Promotion
- July 21, KSN, Alford Branch Grand Reopening & Continuing Investments
- July 26, KAKE, Alford Branch Grand Reopening & Continuing Investments