

A G E N D A
Wichita Public Library Board of Directors Meeting
Tuesday, October 21, 2025 – 12:00 p.m.
Board Room
Advanced Learning Library, Second Floor
711 W 2nd, Wichita KS 67203

1. Call to Order/Introductions
2. Approval of the Agenda
3. Public Comment
4. Staff Presentation: Circulation Updates: Sarah Kittrell, Collections Services Manager
5. Minutes of the September 16, 2025 meeting
6. Unfinished Business
7. New Business:

a. October 2025 Policy Changes

ORG-001 – Library Board of Directors: updates include additional strategic responsibility of the Board and adjusting meetings to bimonthly to support subcommittee work.

ORG-001.1 City of Wichita Board of Directors Bylaws: updates include eliminating the Second Vice President, Treasurer positions, updates the Committee assignments to three (Finance, Operations, and Advocacy), clarifies the Director of Library's responsibilities for program delivery.

ORG-002 – Library Divisions: name changes to reflect alignment with the Strategic Direction

ORG-002.1 – Collections Services Division: updates to key responsibilities

ORG-002.2 – Customer Experience Division: updates to key responsibilities

ORG-002.3 – Digital Services Division: updates to key responsibilities

ORG-002.4 – Literacies Services Division: updates to key responsibilities

ORG-002.5 – Support Services Division: updates to key responsibilities

ORG-003.1.1- Bylaws of the Friends of the Wichita Public Library: eliminate

ORG-003.2 - Wichita Public Library Foundation: updated language for clarity

ORG-003.2.1 – Wichita Public Library Foundation Bylaws: eliminate

ORG-003.3 – Wichita Genealogical Society: updated language for clarity

ORG-003.3.1 – Wichita Genealogical Society Bylaws: eliminate

b. Proposed 2026 Holiday Schedule

8. Finance Committee Report

a. Review of September Bills and Finance Reports

- i. Revenue Report
- ii. Grant Fund Summary Report
- iii. WPL Gifts Report of Expenditures

General Fund Bills	\$982,150.81
Grant Fund Bills	\$64,733.21
Gift & Memorial Fund Bills	\$16,047.49
Total	\$1,062,931.51

b. Annual Subscription Renewal over \$10,000 for LinkedIn Learning

9. Operations Committee Report
10. Planning & Facilities Committee Report

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

Monthly Activity Report

September 2025

Service Highlights



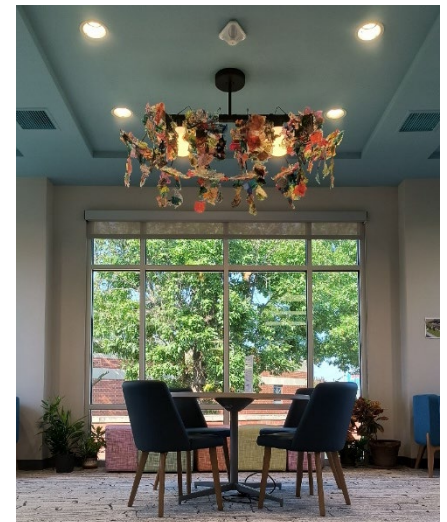
Rockwell Branch Library reopened to the public on Monday, September 8 following a 6-month expansion and renovation project. Rockwell had a total of 3,368 people visit in the first week of service following the remodel. Returning customers were wowed, praising the newly remodeled Rockwell building, as well as the new amenities and services offered.

KSN News visited Rockwell on September 30 to record parts of an upcoming Good Day Kansas feature to be aired on October 13. They recorded the outside drive-through window area, the stained-glass windows in the teen area, and the electric fireplace in the living room area for promotional opportunities.

The City Council District Advisory Board 2 breakfast was held at Rockwell on Saturday, September 6. City Councilwoman Becky Tuttle, Library Director Jaime Nix, and Rockwell Branch Library Manager John Cleary spoke to the group about the remodeled library building, new amenities and artwork. Guests got a sneak peek of the remodel before the reopening to the general public.

The Maya Angelou Branch Library had two upgrades this month. A hanging fabric art piece, originally commissioned as part of the branch's renovation project, was installed by artist Malissa Long in the sunroom at the beginning of the month. Additionally, two wall-mounted tablets loaded with children's games were installed in the children's area in place of AWE (early learning) computers to provide young visitors with an enriching digital experience while in the branch.

Interlibrary Loan received 925 items for Wichita Public Library customers in the month of September. This is the highest amount of filled requests in the history of the department. ILL also demonstrated an 87% fill rate in September, which is higher than the average fill rate of 70%.



The Society of Hispanic Professional Engineers (SHPE) have partnered with the Evergreen Branch to offer an evening Bilingual STEM Storytime series. The first program occurred on Tuesday, September 23. Families gathered to listen to stories in English and Spanish on flight and engineering while enjoying juice and crackers. After storytime, participants created their own flying devices, paper

Hoopsters and constructed helicopters from kits that were provided by SHPE. This program series is scheduled once more in October and twice in early 2026.



Teen Services Librarian Lexi Ternes led the largest Teen Advisory Board meeting in its three-year history, with 29 teens attending and 38 officially enrolled. Teens represented 16 schools across five districts in Wichita and surrounding communities, ensuring diverse perspectives and engagement for the upcoming year.

Literacy Services Manager Savannah Ball, along with Teen Librarian Lexi Ternes and Youth Services Manager Erin Howerton, met with Sha'Qiyla Banks of the Equity Initiative to discuss a potential partnership for weekly after-school programs for teens. The Equity Initiative currently has a strong and consistent following of local teens and integrating their programs into the Library's schedule would make after-school programs possible with a more manageable workload for Library staff. These programs will begin in January 2026.

On September 4, Adult Literacies Manager Steven Kelly hosted a capstone event for the Wichita Journalism Collaborative at the Advanced Learning Library. The event marked 18 months of reporting on housing challenges in Wichita and drew more than 150 attendees. Attendees praised the Library for being "a powerful advocate for local journalism" and for fostering civic dialogue on housing issues.

Youth Services Manager Erin Howerton attended the Wichita Collective Impact quarterly lunch-and-learn to learn about the CLEAR initiative pilot to improve youth literacy. Erin identified opportunities for the Library to support family engagement, including collaboration with the YMCA's Bee K-Ready preschool literacy program, which served 18 families this session.

On September 4, Family Literacy Coordinator Racine Zackula and Youth Services Manager Erin Howerton hosted a Parents as Teachers event at the Advanced Learning Library for USD 259 families. Attendees toured the Family Place area, received library cards, and enjoyed a storytime with Racine and a special visit from Webster the Library mascot. This collaboration reinforced the Library's vital role in early literacy development.

Other News

Thanks to funding from Comfort Care Homes, the Library was able to put together 9 memory care kits filled with activities geared towards those with varying levels of dementia and their families. These kits officially launched September 15 and all kits have checked out at least once, with multiple kits currently on hold.

Wichita Public Library completed its first full year with automatic renewals enabled. Overall, physical circulation (checkouts and renewals) increased 15% (+14,341 items) over September 2024 with initial checkouts up 13.2% (8,069 items) and renewals up 18.3%. Rockwell was the one outlier with decreased number that can mainly be attributed to not having materials getting renewed; those numbers will start to impact the overall circulation number on October 8, which means Rockwell's circulation should be on par with last year's at this time very soon.

As of right now, all locations except Rockwell and Alford are on track to exceed 2024 circulations. The benchmark is 75% as September 30 is 75% of the way through the year.

Branch	Current 2025 circulation as a percent of total 2024 circulation
Advanced Learning Library	88%
Alford	58%
Angelou	416%
Book Bus	123%
Evergreen	87%
Rockwell	28%
Walters	132%
Westlink	144%
Total	88%

E-material circulation on OverDrive/Libby increased 10.9% over September 2024, totaling 50,371 checkouts. This was the third straight month and fifth month total that e-reads circulation has surpassed 50,000 items.

A decision was made to upgrade the contract with the Kansas Library Express courier from the 0-3,999 item a year level to the 4,000-6,999 items a year level. This service is billed based off of the previous year's usage, so there is no immediate change in cost. The change in interlibrary loan process will officially start on October 1 in order to track the data more cleanly. Increasing the number of items sent through KLE each month means that customers and other libraries can get their items in a more timely manner (2-3 days in transit) vs. sending the items through an alternate courier (2-3 weeks in transit). This change also allows us to send non-WPL materials back to owning libraries more quickly. Staff will continue to monitor the demand for the service to see if there is enough demand to warrant increasing

service from 3 days a week to 5 days a week, and/or potentially needing to jump to an even higher level of service.

This month, the Maya Angelou Branch hosted the first two meetings of its Digital Skills with NexStep Alliance series, a technology-instruction program that meets on recurring Thursday evenings for six programs on computer basics. The programs have been well-received so far, with many customers returning for the second class and registering for the third. Front desk staff at Angelou have heard from customers who have said they are encouraging friends and family to attend future courses as well. NexStep Alliance is also providing digital skills classes at the Walters Branch beginning September 24.

Walters Branch had an event with Child Start, a local nonprofit that works with child care providers. Librarian Lena Vogt read books, played skill-building games, highlighted library services, and helped families from nearby Parklane Head Start and TOP South get or update their library cards. There was also a Child Start teacher there to share resources with families and it was fun to work together to promote early childhood learning.

Angelou Community Services Librarian Parker Daniel and Library Director Jaime Nix met with library youth services staff to begin the planning process for an ongoing arts partnership for the Angelou Branch with Balbir Mathur. The working title for the program is “Art Connecting Hearts.”



Evergreen & Angelou Youth Services Librarian Sara McNeil attended LatinfestICT this month at Evergreen Park. Sara brought library materials to showcase and temporary monarch tattoos to apply to people who engaged with the table's prize spinner. Sara was staged at the beginning of the Evergreen Park StoryWalk to encourage families to read the new bilingual story together: *Senorita Mariposa* by Ben Gundersheimer. Sara engaged with more than 100 people in a few short hours, many of whom were excited to discover the StoryWalk, learn about the Monarch butterflies currently migrating through Kansas, and display their temporary tattoos proudly!

Sedgwick County Election Office workers and Election Commissioner Laura Rainwater visited the Westlink Branch in order to provide voting information to residents. Several customers took the opportunity to register to vote while others applied to vote by mail for the 2025 General Election. While there, Laura generously donated a copy of *One Vote, Two Votes, I Vote, You Vote* to the branch so its youngest customers could start learning about this important right.

On September 22, Community Services Librarian Parker Daniel, Library Director Jaime Nix, and Family Literacy Coordinator Racine Zackula represented the Library and Book Bus at Open Streets ICT, engaging with more than 600 people. Families explored the Book Bus, enjoyed puppets, bubbles, and sidewalk chalk, and learned about library resources.

The Book Bus partnered this month with USD 259 STEALTH at Gordon Parks Elementary, Angel Wings Learning Center, YMCA, Wichita Collective Impact, Learning Lab, Exploration Place, The Oasis, Bright Minds Early Learning, The Club at Cherry Hills Apartments, Kids World Childcare Learning Center, Kansas Children's Service League, USD 260—Derby Parents as Teachers, USD 261—Haysville Parents as Teachers, Looking Glass Adult Day Services, Bethany Early Childhood Center, and Urban Preparatory Academy, reaching families across the metro area.

Special Collections Manager Michelle Enke collaborated with the Wichita Genealogical Society on the Memory Lab project. The group finalized policies, user guides, staffing, and installation timelines. Two public computers were relocated to the lab to support new digitization equipment, a change that generated significant public interest.

Literacy Services Manager Savannah Ball facilitated a focused discussion with the Create Young Readers team to identify routine or lower-level tasks that could be transitioned to trained volunteers, freeing librarians to devote more time to high-impact early literacy work such as outreach, family engagement, and program development. Staff first brainstormed a comprehensive list of tasks that take significant time but do not require professional expertise. Examples included assembling craft kits, bundling prizes or flyers, disinfecting toys, counting attendance, and organizing materials. Each participant then used colored dots to indicate which tasks they believed should remain staff responsibilities, which could be delegated to volunteers, and which should be explored further.

Literacy Services staff and Library Director Jaime Nix met with specialists from Read Redefined to explore potential collaborations and program models for expanding adult literacy services at the Library. During the meeting, Read Redefined proposed developing a structured adult literacy curriculum designed to blend guided learning with independent practice. The model would include components facilitated by library staff alongside self-paced lessons that adult learners could complete at home to reinforce skills in reading, writing, and comprehension. Both organizations agreed to continue exploring next steps, including curriculum customization and potential grant opportunities to support training and materials.

As part of the Leadership Wichita program, Literacy Services Manager Savannah Ball participated in two September sessions focused on Local Government and Local Media, gaining deeper understanding of how city systems, leadership, and communication networks influence community engagement. As part of the program's experiential learning, Savannah also completed a full-shift ride-along with the Wichita Police Department. She was paired with an officer who patrols the area surrounding the Advanced Learning Library, offering valuable firsthand perspective on public safety in the neighborhood and establishing a direct connection with an officer who regularly serves the community around the library.

Literacy Services Manager Savannah Ball visited the United Way GIV Warehouse with the Wichita Public Library Foundation to source materials that support literacy and community engagement

initiatives. During the visit, they found several valuable items for upcoming projects, including packets of seeds to restock the Angelou Branch's Seed Library, a bike that may be repurposed into a "Read and Ride" station promoting health and literacy, and a variety of youth art supplies such as safety scissors, markers, glue sticks, and notebooks to support children's programming and outreach activities. This continues to be a great community resource to enhance branch experiences and stretch program budgets.

The Librarian Community of Practice met in September to focus on the theme of self-care, a topic selected by the group in response to ongoing conversations about workload and well-being. Library Director Jaime Nix joined the meeting to share her perspective on how self-care fits within the Library's culture and to outline expectations around managing workload, communicating needs, and seeking help when feeling overwhelmed. Following her remarks, Librarians Jenny Durham and Daniel Pewewardy led an interactive presentation on stress awareness and practical calming techniques that staff can use during the workday to improve their stress responses.

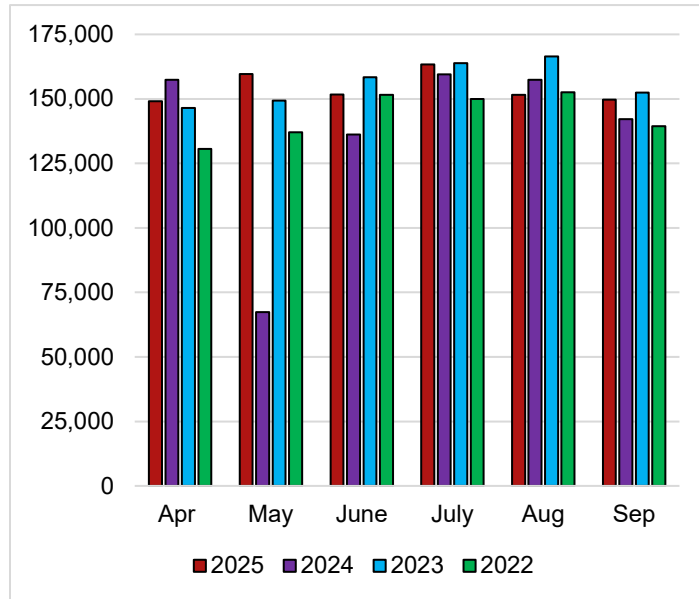
Special Collections staff hosted the Wichita Genealogical Society's monthly meeting with 47 attendees, where speaker Gary Clark demonstrated the American Ancestors database.

Three responses were submitted for the Library's integrated library system (ILS) software request for proposals. While the Library generally likes its current ILS, Polaris, there are several modules that need upgrading. 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. A selection committee will meet throughout October to evaluate the submissions and make a recommendation.

In total, 327 people received one-on-one technology assistance at the Advanced Learning Library during the month.

Service Dashboard

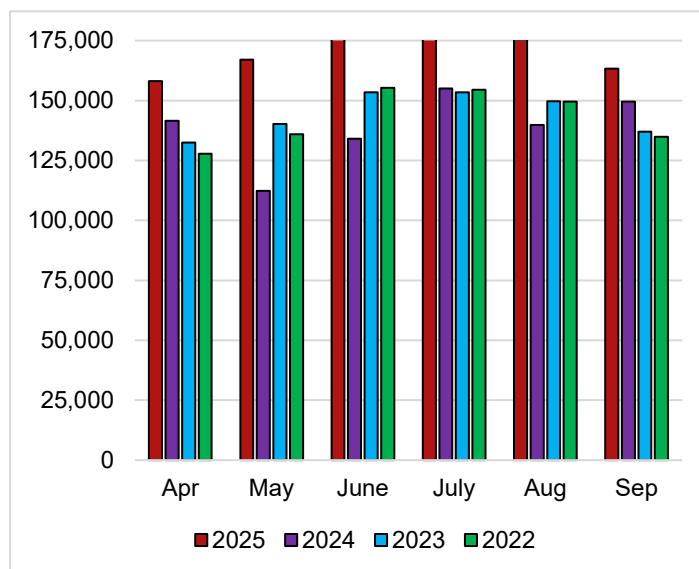
LIBRARY VISITS (door count, catalog sessions, and website visits)



SEPTEMBER

	2025	2024	% change
Door Counts	57,754	52,819	9.34%
Catalog Log-ins	33,302	33,942	-1.89%
Website Visits	58,392	55,049	6.07%
CONTENTdm Users	267	390	-31.54%
Total	149,715	142,200	5.28%

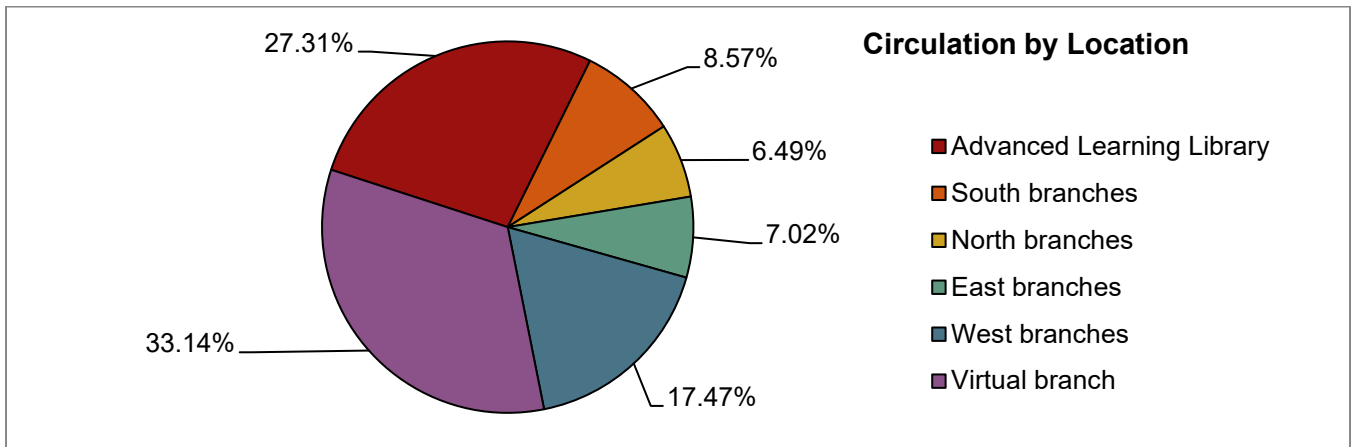
CHECKOUTS



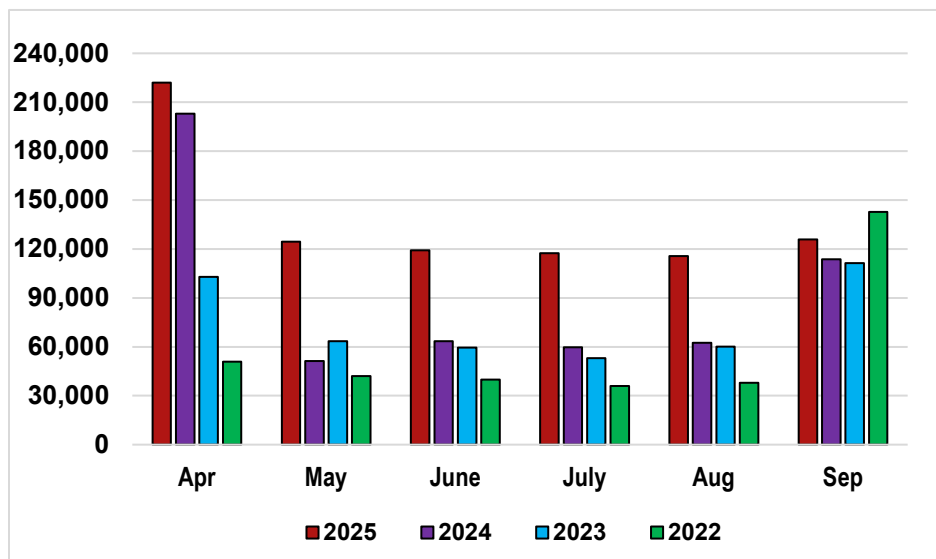
SEPTEMBER

	2025	2024	% change
Physical Circulation	109,202	94,861	15.12%
Virtual Circulation	54,126	54,765	-1.17%
WPL	54,126	48,127	12.46%
State	N/A	N/A	N/A
Total	163,328	149,626	9.16%

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



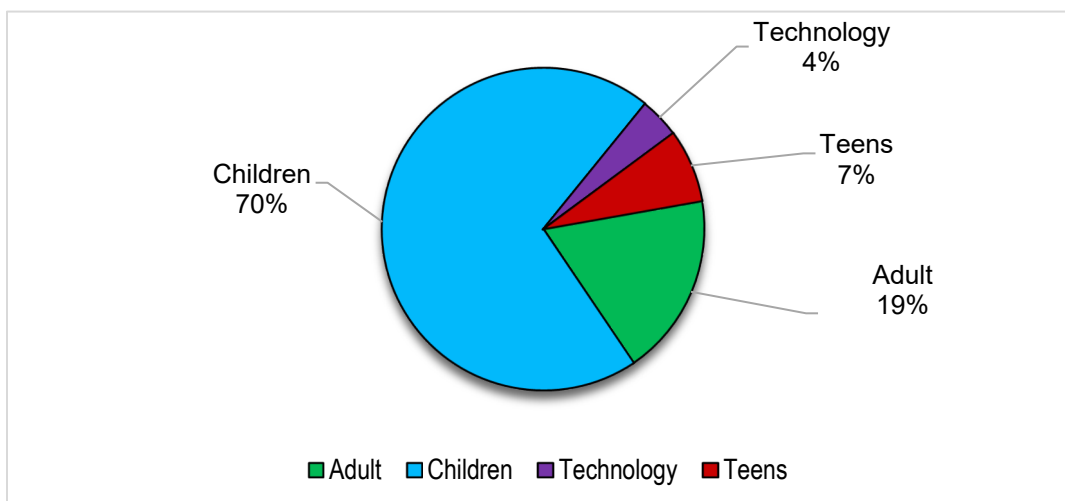
QUESTIONS ANSWERED (by staff in person/phone and through online services)



SEPTEMBER

	2025	2024	% change
Reference Questions	6,829	6,979	-2.15%
Database Searches	114,853	102,835	11.69%
Technology Assistance	3,775	3,591	5.12%
Book-A-Librarian Appointments	330	326	1.23%
Total	125,787	113,731	10.60%

PROGRAM ATTENDANCE

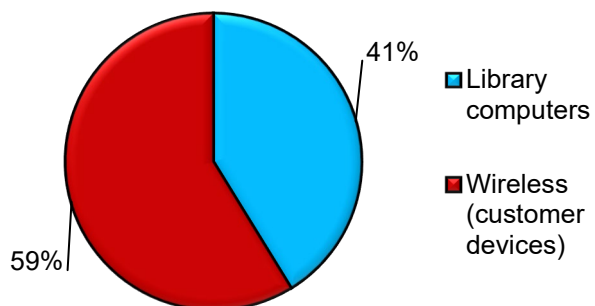


SEPTEMBER ATTENDANCE

	2025	2024	% change
Adult events	758	886	-14.45%
Children's events	2,903	2,983	-2.68%
Technology training	168	110	52.73%
Teen events	303	444	-31.76%
TOTAL	4,132	4,423	-6.58%

PUBLIC COMPUTING

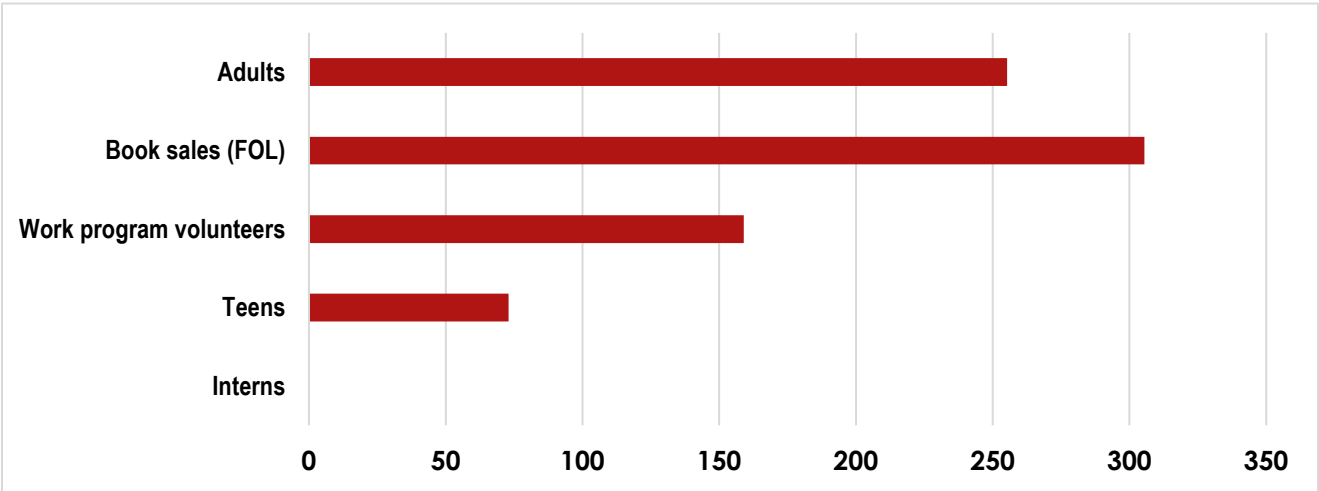
Method of Computing Access (by session)



SEPTEMBER

	2025	2024	% change
Workstation Sessions	6,967	6,128	13.69%
Wireless Sessions	9,930	12,187	-18.52%
Number Users	1,671	1,573	6.23%
Hours of Access	14,571	12,524	16.34%

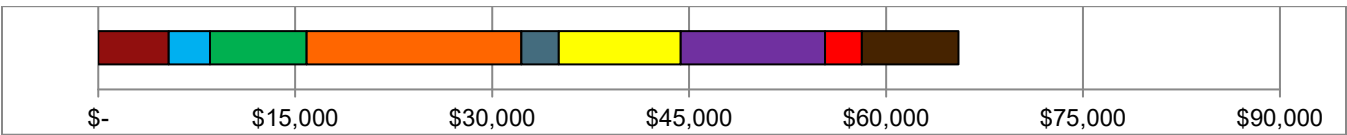
VOLUNTEERS (hours of service)



Number of volunteers YTD = 171

Hours of service YTD = 8,320

MATERIALS DONATIONS (value if purchased)



Year to date total = \$65,511.99

Items added to Library collections YTD = 2,684+

Service Snapshot: Recent Raving Fans Stories

A long-time customer at the Rockwell Branch expressed how happy they were to be back and commented: "You are all so nice! I had a bunch of holds downtown just at the cusp of opening-- I called on Friday night before you opened and we couldn't change them over, but the person I spoke to downtown said they'd do it first thing Monday morning, and they remembered! I didn't expect it since they'd have a lot of other things on their mind, but they got it done!"

Angelou Branch Library Assistant Alicia Jefferson assisted a customer this month who had recently moved to Wichita from New York. She stated that she had frequented the New York Public Library system and was impressed that Wichita's system had so much to offer, and she was excited to bring her son back to the library.

A customer recently visited the Walters Branch needing help with submitting the required documents to receive a copy of her immunizations from the state of Kansas. She was worried that she would not be able to handle the steps needed to get her immunization records as she was unfamiliar with technology and had a health condition that made it difficult to learn new skills. Staff assisted her in printing the form from her email, scanning the completed form and her ID, and emailing the scanned document to the KDHE immunization office from her email so she would have a record of the request. She was so relieved to finally have this completed and was shocked that the only cost was ten cents for the printed form. She told staff that libraries are such a blessing to the community, especially to seniors like her!

At the Westlink Branch, Library Assistant Melissa Sray recently helped a customer print a document from her laptop for work. They ran into a lot of issues including laptop display issues, a card that wasn't in the system anymore making Wi-Fi access impossible, document protections affecting mobile printing and saving on a flash drive, copier limitations, etc., but eventually got everything taken care of. The customer was so grateful for Melissa's persistence that she brought her a gift card, which Melissa generously donated as a prize for In-service Day since staff are not able to accept monetary gifts.

At the Advanced Learning Library, Senior Library Assistant Sam Hollenbeck recently used her reader's advisory skills to help a patron named Victor find a horror novel. Victor mentioned that he had come to the Advanced Learning Library for a job fair and decided to sign up for a library card and look for a book. He also shared that it would be his first time reading for fun since high school. When the title he had in mind was not available, Victor asked if there was a general horror section. Since the library's collection is not arranged by genre to that extent, Sam asked a few follow-up questions and learned he was interested in supernatural horror. She suggested *NOS4A2*, which had just been returned, and Victor enthusiastically checked it out. This interaction is just one example of the library's ongoing focus to provide choices, by helping patrons discover materials that match their individual interests.

The Advanced Learning Library has had a busy September. The end of summer often marks a major change in the lives of our customers. As we move forward, people are still blown away by what we are accomplishing. When having his new library card made, Maine native Nathaniel remarked, "What a

great library! The atmosphere of your customer service is very welcoming, and such a little thing as being able to choose a card design makes for a great experience. The library in my home state is not as exciting, and does not have the energy of the Advanced Learning Library. This place feels like much more than just a library!"

Library Assistant Pamela Clarkson assisted a customer eager to improve his research skills. She connected him to two upcoming programs and the Book-A-Librarian service. The patron later wrote that he was "ecstatic to find the Library's help after months of struggling alone" and followed up asking how to donate to the Library.

Inspiration Librarian Daniel Pewewardy supported a nursing student taking a 150-question exam at the Advanced Learning Library by providing her child with coloring pages and puzzles. The mother thanked him for allowing her to focus, saying the Library's kindness made "all the difference."

During a Book Bus stop at Pawnee and Rock, a mother named her visit "life-changing." She renewed her card and spent 30 extra minutes asking about services while reading with her son Matteo. Racine stayed past the scheduled time to answer questions, remarking that the connection was "worth every minute."

Library Assistant Zoe Burgess found long-misplaced Highland Cemetery burial plot cards. The historian who requested them said he was thrilled they weren't lost in the library move and expressed gratitude for her persistence.

Staff at Horace Mann Elementary and Child Start thanked Youth Services Manager Erin Howerton for supporting family nights and collaborative programs, calling the Library's contributions "vital to early learning."

In September, Youth Librarian Lexi Ternes guided 22 visiting education professionals through the Advanced Learning Library. One participant called it "the best tour she's ever been on," citing Lexi's humor and enthusiasm.

Brett Dunn, Support Services Clerk at the Advanced Learning Library, was working the front desk when they had a patron named Jesse come to the desk to check out movies. Jesse mentioned that the library saved their life. About a year ago they were getting on their feet financially and living in their mother's basement doing nothing. Their mother brought them to the library one day and they were amazed at all the things that they had access to through the library. They no longer had to worry about buying entertainment because they could get all the movies they wanted here!

WICHITA PUBLIC LIBRARY

Minutes of a Meeting of the Library Board of Directors
September 16, 2025.

The hybrid meeting of the Library Board of Directors was held on Tuesday August 19, 2025 at the Advanced Learning Library with the following present in person: Ms. Sarah Balderas, Mr. Kurt Oswald, Mr. Chuck Schmidt, Ms. Robin Templin, and Mr. Jonathan Winkler. The following attended virtually: Ms. TaDonne Neal and Ms. Karyn Shorter.

Staff Presentation

Literacies Manager Savannah Ball reported on the library's efforts to encourage literacy and family engagement over the summer, and summarized planned next steps in these areas. These activities are informed by an awareness that 78% of third-graders in Wichita do not read at grade level and by a vision of becoming a national leader in sparking the love for reading.

Simplifying the registration process for the summer reading program facilitated better engagement with participants, almost 90% of whom achieved their reading goals for the season (3,934 finished out of 4,447 who defined targets; 6,626 picked up blank reading logs). A United Way grant made it possible to station five summer reading assistants at three locations for ten weeks. In conjunction with volunteer reading coaches from the Summer Literacy League, they made support and mentoring available to young readers while allowing library staff to focus in more depth on customer interactions. Of the parents who were surveyed, 50% reported that their children demonstrated increased confidence with and interest in reading at home, and over 100 said their kids were asking to visit the library more often.

The library has become an official partner with Wichita Collective Impact, which allows for collaboration with various organizations focused on early childhood education and literacy, and continues to seek ways to deepen working relationships with USD 259 and other entities active in this area. Children's programs are also rotating among the branches to improve accessibility to families over the winter.

Call to Order

Jonathan Winkler called the meeting to order at 12:18 p.m., a quorum being present.

Approval of the Agenda

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

Approval of Minutes

Minutes of the regular meeting held August 19, 2025 were presented. Kurt Oswald moved (Balderas) 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 (Oswald) to approve the August 2025 finance report and supplemental bills in the following amounts: General Fund bills of \$1,268,231.70; Grant Fund bills of \$91,519.60; and Gift Bills of \$8,472.00, for a total of \$1,368,223.30. **Motion carried unanimously.**

Operations Committee Report

TaDonne Neal discussed implementation of the meeting room policy changes approved at the August Board meeting. The library is developing a communications plan to inform patrons of the new policy through multiple touchpoints. Emails, signage in meeting spaces, and mailers will all be used to build widespread awareness before the revised policy takes effect on January 1, 2026.

Bids have been accepted for development of the Angelou Community Garden. Since its launch, the Angelou seed library has issued 450 seed packets, which indicates strong community engagement and usage.

Library leadership has decided to discontinue the passport issuance service now offered at Alford and Evergreen. The City Manager has concurred in this change, which sacrifices a revenue stream but will refocus resources on core library services.

Staff continues to work on aligning the library's strategic direction with the City of Wichita's strategic plan, including goals for Family Place Libraries, partnerships with organizations serving non-English speakers, and collaborations with the Park and Recreation and Cultural Arts departments.

Planning & Facilities Committee Report

Director Nix reported that the reopening of the Rockwell branch on Monday, September 8 marks substantial completion of the Branch Master Plan. The Foundation and City of Wichita have been developing a memorandum of understanding to define funding responsibilities for all currently unbudgeted furniture, fixtures, technology, and equipment. This agreement will be brought to the Board in October.

Public Affairs Committee Report

Kurt Oswald discussed the committee's initiatives, including sharing library posts on social media, gathering contacts for potential sponsorships and partnerships, and planning future events.

Special Committee Reports

Friends of the Library – Erin Shields reported on the Friends' plans for Banned Books Week, merchandise sales, updates to Friends membership levels, and the upcoming book sale in November.

Library Foundation - Kourtney Carson shared the Foundation's recent activities, including a successful fundraising campaign for the Book Bus, presentations to community groups, and ongoing donor engagement for future projects.

Wichita Genealogical Society (WGS) – Margret Cramer reported that WGS has 149 members with 46 attending the last meeting. The annual conference is scheduled for October 11 with 60 registered attendees so far. The Memory Lab has received all but one piece of equipment, and plans are underway for the launch of this new library service.

Director of Libraries Report

Director Nix reported that ongoing strategy conversations with Wichita Collective Impact will assist in determining how to curate programs to elevate literacy efforts.

Leadership Wichita will hold an event at the Advanced Learning Library focusing on local government. The Library will present information about services and strategies; participants will get a chance to run in the library before hours to complete a scavenger hunt.

Library leadership is developing proposals for an overhaul of Board governance to take better account of constraints on members' schedules and to increase the likelihood of quorate meetings. The concept under consideration calls for merging the four standing committees into three, with most meeting once every two months instead of monthly.

Councilmember Glasscock recently appointed LewJene Schneider to the Board. She will join in October.

Implementation of the Customer Experience Model continues, with staff training and reorganization to improve customer service and materials management.

A project charter with Councilmember Johnson is being created to explore asset-based planning for activating public spaces after school, which involves parks, libraries, and neighborhood resource centers.

Announcements

None

Adjournment

The meeting was adjourned at 1:03 p.m.

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

Respectfully submitted,

Jaime Nix

DRAFT



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Jaime Nix, Director of Libraries
SUBJECT: October 2025 Policy Revisions
DATE: October 7, 2025

Background: Wichita Public Library System routinely reviews its policies that govern the operations of the department. Efficient operations remain at the core of all library efforts. WPL divisions have been updated to reflect the changes identified in the Strategic Direction that The work of the Library Board is evolving with the Strategic Direction. As such, maximizing the time allocated by the volunteer Board requires a new meeting model for consideration to move the subcommittees' work forward.

Analysis: The following policy revisions are being presented to update library division responsibilities, improve coordination among the Board of Directors, and to place bylaws of support organizations within the controls of the support organization.

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ORG-003.3 – Wichita Genealogical Society: updated language for clarity

ORG-003.3.1 – Wichita Genealogical Society Bylaws: eliminate

The changes to the meeting cadence of the Board will provide opportunity for an annual education retreat, as well as deepening the impact of the subcommittee's efforts. The proposed 2026 Board of Directors meeting schedule is:

January: Board education
February: Board meeting
March: Board subcommittees
April: Board meeting/Annual Meeting to elect Officers
May: Board subcommittees
June: Board meeting
July: Board subcommittees
August: Board meeting
September: Board subcommittees
October: Board meeting
November: Board subcommittee
December: Board meeting

Financial Considerations: None

Legal Considerations: The City of Wichita Law Department is reviewing the proposed policy language.

Recommendations/Actions: It is recommended that the Board approve the proposed policies pending the Law Department review.

Attachments: October 2025 Policy Revisions

Wichita Public Library Policy Manual

ORG-001 Library Board of Directors

The Board of Directors of the Wichita Public Library System, as reorganized by Charter Ordinances No. 72 of January 1980 and No. 119 of July 18, 1989, is composed of fourteen members. The fourteen members are appointed by the Mayor and City Council with each being responsible for the appointment of two board members.

The Library Board of Directors' duty is to the mission of the Library.

Terms of appointment for members of the Library Board are established in Section 2.12.020 of the Code of the City of Wichita. The Library Board has exclusive authority in handling its operation except for the authority for issuing bonds and levying taxes, which is vested in the City Council. (K.S.A. 12-1222)

It is the responsibility of the Library Board to:

- Employ a competent and qualified Director of Libraries.
- Determine and adopt written policies to govern the operation of the Library.
- Determine and support the strategic development of the Library program in service to residents.
- Determine ~~the purpose of the library~~ and secure adequate funds to carry on the Library's operation and program.
- Know the operation, programs and ~~needs~~ performance of the Library in relation to the community.
- Keep abreast of library trends.
- Oversee the Library program.
- Establish, support and participate in a planned public relations and advocacy program.
- Assist in the preparation of the annual budget.
- Know local and state laws pertaining to library operations.
- Actively support library legislation in the city, county, state, and nation.
- Establish among the Library policies those dealing with book and material selection.
- Attend all board meetings and see that accurate records are kept on file at the Library.
- Attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations.
- Be aware of the services of the State Library.
- Report regularly to governing officials and the ~~general~~ public.
- Seek and participate in appropriate training to carry out the functions of the Library Board.

The Library Board meets regularly, ~~once a month~~ monthly, ~~with subcommittees that meet on the alternate months. Specific dates and times are available at any Wichita Public Library location.~~ Board meetings are open meetings and comply with K.S.A. 75-4317 et. seq.

Related Ordinances and Statutes

City of Wichita Charter Ordinance No. 72 (City Code Section 99.02.072)

City of Wichita Charter Ordinance No. 119 (City Code Section 99.02.119)

Code of the City of Wichita Section 2.12.020

K.S.A. 12-1222

K.S.A. 75-4317

Last Review: ~~February 2024~~ October 2025

Wichita Public Library Policy Manual

ORG-001.1 City of Wichita Library Board of Directors Bylaws

Article I – Library Board of Directors

Section 1. This organization shall be called the “Board of Directors of the City of Wichita Library” existing by virtue of the provisions of the City of Wichita Charter Ordinance No. 72 and 119, Code of the City of Wichita Section 2.12.020, and K.S.A. 12-1223, 12-1224, 12-1225, 12-1226, 12-1227 and 12-1228 and amendments thereto.

Section 2. The Board of Directors of the City of Wichita Library shall constitute a body corporate and politic, possessing the usual powers of a corporation for public purposes, shall have charge of the Library ~~program, building or~~ buildings and all other property, the maintenance and control of the Library, the employment and removal of the Director of Libraries ~~and other employees~~ and the fixing of their compensation and all other powers granted by K.S.A. 12-1223 and 12-1225 and shall make and adopt such rules and regulations for the guidance of the Board and the government of the Library as the Board may deem expedient.

Article II - Officers

Section 1. The officers shall be a President, ~~First Vice President, Second Vice President, and~~ Secretary, ~~Treasurer, and an Assistant Secretary Treasurer~~ who shall be elected by ballot at the annual meeting which is ordinarily ~~the first meeting after April 30 of in April~~ each year to serve for one year and until their successors are elected and qualified. All officers shall be members of the Board except the Assistant Secretary ~~Treasurer~~ who will be the Director of Libraries or a Library Board designated employee.

Section 2. A Nominating Committee shall be appointed by the President two months prior to the annual meeting who will present a slate of officers at the annual meeting. Additional nominations may be made from the floor. The vote for officers shall be by written ballot if two or more directors have been nominated for one office.

Section 3. The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees and chairman and vice-chairman, appoint Board Representatives to other bodies as deemed necessary, execute all documents authorized by the Board, serve as an ex-officio member of all committees except the Nominating Committee, serve on the Wichita ~~Public~~ Library Foundation Board, generally perform all duties associated with that office, including service as spokesperson for official board action. If the office of the President is vacated, the ~~First Vice President~~ shall assume the office of President for the remainder of the elected term.

Section 4. The ~~First~~ Vice President, in the event of the absence or disability of the President, or vacancy in that office, shall assume and perform the duties and functions of the President. If the office of the First Vice President is vacated, ~~the Second Vice President shall assume the office of First Vice President for the remainder of the elected term, another Board member will be selected to fill this position through a special election at the next scheduled meeting.~~

~~**Section 5.** The Second Vice President, in the event of the absence or disqualification or disability of the President and First Vice President, shall assume and perform the duties and functions of the President.~~

Section 65. The Secretary shall keep a true and accurate record of all meetings of the Board which shall be transmitted to Board members following such meetings. ~~The Secretary shall issue a notice of all~~

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~~regular and special meetings and shall perform such other duties as are generally associated with that office.~~

Section 6. The Director of Libraries will be responsible for the Assistant-Secretary role that maintains minutes for the Secretary's review, coordinates agenda materials, and issues a notice of all regular and special meetings.

~~**Section 7.** The Treasurer shall have charge of the funds of the Board and shall, when authorized by the Board, pay out the funds upon orders of the Board signed by the President and the Treasurer. The Treasurer shall keep or cause to be kept a record of all moneys received and disbursed, shall make a report monthly of all receipts and disbursements and shall perform such other duties as are generally associated with that office.~~

~~**Section 8.** The Assistant Secretary Treasurer shall perform such duties as the Board may from time to time specify. The Secretary and Treasurer may delegate as many of their duties to such Assistant Secretary Treasurer as are delegable by law.~~

~~**Section 9.** If the offices of Second Vice President, Secretary, Treasurer, or Assistant Secretary Treasurer are vacated, a replacement shall be elected at the next regular meeting of the Board.~~

~~**Section 10.** The President, First Vice President, Second Vice President, Finance Committee Chair, and Secretary and Treasurer shall constitute the Executive Committee.~~

Article III - Meetings

Section 1. The regular meetings shall be held ~~each month~~every other month, the date, place and hour to be set by the Board at its annual meeting. Written notice ~~thereof shall be to all directors and~~will be published at least five days prior to the ~~regular~~ meeting.

Section 2. The day and/or place of a regular meeting may be changed by a majority vote of the Board at the regular meeting preceding the one to be changed. When the date of a regular meeting falls on a legal holiday, the President of the Board shall designate the date for the next regular meeting.

Section 3. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in ~~May~~April of each year.

Section 4. The agenda of the board meetings shall be ~~drawn up~~created by the Director of Libraries in consultation with the presiding officer. The order of business for regular meetings shall include, but not be limited to the following items:

- a. Presentations
- b. Introductions
- c. Approval of the Agenda
- d. Public comment
- e. Disposition of minutes of previous meeting
- f. Unfinished Business
- g. New Business
- h. Standing Committee Reports
- i. Special Committee Reports
- j. Director of Libraries Report
- k. Adjournment

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Any member of the Board may ~~cause matters to be placed~~ place items on the agenda by advising the Director of Libraries no later than one week preceding the next scheduled meeting. With approval of the presiding officer, a consent agenda that includes the disposition of minutes of the previous meeting, standing and special committee reports and the Director of Libraries report and other routine matters to be approved may be used ~~in order to~~ increase the amount of time available for consideration of public comment, unfinished and new business or a Board workshop. Items on the consent agenda, although listed separately, shall be considered collectively as a consensus agenda and an affirmative vote of the Board on the consent agenda will allow and be construed as an affirmative vote of the Board to take the recommended action as stated on each item. Any item in the consent agenda may be considered separately by request of any member of the Board, in which event it will be set aside for separate discussion and remaining items on the consent agenda will be voted upon as a consensus agenda.

Section 5. Special meetings may be called by the Secretary at the direction of the President or at the request of any three members of the Board upon at least twenty-four hours' notice.

Section 6. A quorum for the transaction of business at any meeting shall consist of a majority of appointed Board members. With approval of the Executive Committee, members may participate in a Board meeting ~~telephonically via conference call or via video or web conferencing~~ electronically in order to secure a quorum for the handling of time sensitive business, so long as the meeting remains in compliance with all of the requirements of the Kansas Open Meetings Act, specifically that the public is provided with some means of listening to the discussion of all members and is able to ascertain how any individual member votes on matters before the Board. The minutes of any such meeting in which any member or members participate remotely shall so reflect such participation. Any meeting, regular or special, may be continued by adjournment from time to time by a vote of the members who may be present, even though there may be less than a quorum, but the remaining members of the Board shall be notified of the time and place of adjournment.

Article IV - Committees

Section 1. In addition to the Nominating Committee, the President shall appoint a Finance Committee, ~~a Planning & Facilities Committee~~, an Operations Committee, ~~and an Advocacy Public Affairs Committee~~, and such other committees as the Board may establish. A committee shall ~~be considered to be~~ discharged upon completion of the term of the office of President. Each committee shall consist of at least ~~three-four~~ members.

A. Finance Committee shall be concerned with all financial matters including the monthly financial reports, ~~consideration of bills for payment, insurance,~~ preparation of the yearly budgets, ~~and the annual audit, grants, and the overall funding development for the library system.~~ This committee's work includes actively securing adequate library financing through tax and non-tax sources.

~~B. The Planning and Facilities Committee shall be concerned with the maintenance of library properties, with new purchase and maintenance of library equipment and with new business projects and relocation of present facilities.~~

~~C. The Operations Committee shall be concerned with policies, personnel and services, as well as with the preparation and promotion of the library program to the community, partnerships and performance of the library system. The committee ensures the library moves forward with strategic work that has a direct impact on the educational achievement of residents. Special~~

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~~emphasis should be given to enhancing the Library's public image and to establishing a close working relationship with the Friends of the Library.~~

~~C.B.~~ The ~~Public Affairs~~ Advocacy Committee shall be concerned with the Library's public image and brand and works to raise awareness regarding the library program. The committee enhancing ~~enhances~~ relations with other public bodies including the Kansas State Legislature, Sedgwick County Commission, Wichita City Council, Wichita School Board, Library Support Organizations and other Library Boards of Trustees. Priority shall be given to raise awareness of the library and support local and governmental action which impacts library operations ~~and to strengthening cooperative relationships with other Library Boards of Trustees and relationships in the community.~~

Section 2. All committees shall make a progress report to the Board at each of its meetings. No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

Article V – Director of Libraries

Section 1. The Board shall appoint a professionally qualified Director of Libraries who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. The attached “Duties and Responsibilities of the Library Board and the Librarian” is an incorporate part of this document and defines the relationship between the Board and the Director.

Section 2. The Director is delegated the authority for appointment, promotion, and dismissal of other employees, shall specify their duties and shall be held responsible for the proper direction and supervision of the staff.

Section 3. The Director shall be responsible for the care and maintenance of library properties, for an adequate and proper selection of books and materials in keeping with the stated policy of the Board, for efficiency of library services to the public, for delivering impactful programming to the public, appropriate use by the public of library facilities, and for financial operations within the limitations of the budgeted appropriations.

Section 4. In the event of the absence or illness of the Director, the Board shall designate an acting Director to fill that position on a temporary basis.

Article VI - General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The President may vote upon and may move or second a proposal before the Board.

Section 2. The By-laws may be amended by the majority vote of all members of the Board at any regular meeting provided written notice of the proposed amendment shall have been provided to all members at least thirty days prior to the meeting at which such action is proposed to be taken.

Section 3. Any rule or resolution of the Board, whether contained in these By-laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which at least two thirds of the members of the Board are present and two thirds of those present shall so approve.

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Section 4. In accordance with Kansas Open Meeting legislation, Board meetings shall be open to the public, media shall be informed of Board meetings, a public notice of Board meetings shall be posted in all Library facilities, and minutes shall be available to the public. All records, with the exception of circulation and registration, shall be open to the inspection of any taxpayer of Wichita during business hours. The circulation and registration records are considered private and open to inspection only upon Court Order.

Related Ordinances and Statutes

City of Wichita Charter Ordinance No. 72 (City Code Section 99.02.072)

City of Wichita Charter Ordinance No. 119 (City Code Section 99.02.119)

Code of the City of Wichita Section 2.12.020

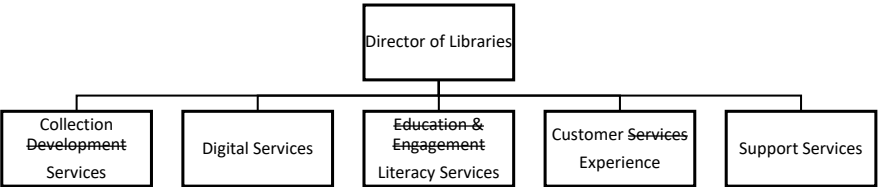
K.S.A. 12-1223; K.S.A. 12-1224; K.S.A. 12-1225; K.S.A. 12-1226; K.S.A. 12-1227; K.S.A. 12-1228

| Last Review: ~~February 2024~~October 2025

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ORG-002 Library Divisions

The Wichita Public Library is currently comprised of the five divisions, organized in the following manner.



Last Review: ~~February 2024~~October 2025

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ORG-002.1 Collection ~~Development Services~~ Division

The Collection ~~Development Services~~ Division is responsible for the selection, acquisition, cataloging, processing, maintenance, and de-selection of all Library materials, ~~and the operations of the Edward and Elizabeth Burns Historical Research Pavilion.~~

~~Selections team members oversee Library material selections and purchases as well as taking a leading role in ensuring that damaged and outdated items are removed from collections and replaced when appropriate. The Acquisitions staff oversees ordering of materials for the collection as well as monitoring subscriptions.~~

~~Before materials can be circulated, they must be cataloged and processed with appropriate labeling, protective coverings, and/or security measures. The Cataloging staff completes all of these tasks, making items available as quickly as possible while also ensuring that the availability of materials is correctly listed within the Library catalog.~~

~~The Edward and Elizabeth Burns Historical Research Pavilion provides reference services in the areas of genealogy, Kansas, and local history. The Research Pavilion houses over 32,000 genealogy books covering the entire nation, over 17,000 books on all topics regarding Kansas and the Great Plains, and the Foulk Indian Collection. The Research Pavilion has an extensive collection of microfilm including census rolls and local newspapers such as the Wichita Eagle and Wichita Beacon. Microfilm readers and printers are located here and a digital microfilm scanner allows researchers to scan and email or save their images. Among the special collections are a clipping file of local news events, an extensive collection of local photographs, and monographs and periodicals pertaining to Wichita and Kansas history. The Research Pavilion is a FamilySearch Center affiliate.~~

~~Key responsibilities include:~~

- ~~• Select, order, receive, catalog, and process all new materials in all formats for the library system.~~
- ~~• Fulfill all Interlibrary Loan requests~~
- ~~• Oversee maintenance of library collections at all locations; at the Advanced Learning library, staff shelve materials, organize collections, retrieve customer hold requests, operate the automatic materials handling system, and provide drive-up window service~~
- ~~• Promote and highlight all collections.~~
- ~~• Evaluate the effectiveness of collections across all formats~~

Updated: ~~February 2024~~October 2025

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ORG-002.2 Customer ~~Services-Experience~~ Division

The Customer ~~Service-Experience~~ Division is comprised of all branch libraries and ~~the Advanced Learning Library's Circulation and Interlibrary Loan functions;~~ the Customer Experience Section at the Advanced Learning Library. This division purposefully works to provide customer-centric services through six key concepts that form the Wichita Public Library Customer Experience Model: access, welcoming, seamless, knowledge, empathy, and choices.

~~The Circulation Section oversees the loan and return of Library materials and holds processing for the Advanced Learning Library. Circulation staff registers new customers and has sole responsibility for the creation and maintenance of firm accounts. It manages hold and overdue notices, mail and e-mail. This section is also responsible for shelving materials throughout the Advanced Learning Library. The Circulation Section Manager serves as a liaison with the Library's collection agency and processes accounts with special needs. Interlibrary Loan, which lends materials to libraries nationwide and borrows them from other libraries for Wichita Public Library customers, is part of the Circulation Section.~~

Each branch of the Wichita Public Library is an important resource for the neighborhoods it serves. Focus areas of each branch are tailored to match the unique challenges and needs of the individual services areas. The main role of the ~~neighborhood branches~~ is to provide high demand popular materials to customers in the immediate areas surrounding the branch. Limited children's programming and small meeting rooms are provided where space allows. Public computer workstations provide access to Internet, software applications, and electronic resources. Wi-Fi access is available in each of these branches which are up to 10,000 square feet in size, operated by part time paraprofessionals and supervised by branch managers assigned to each quadrant of the City.

- ~~• The Maya Angelou Northeast Branch Library focuses on literacy and school readiness, African-American culture, and digital inclusion with a secondary focus on workforce development.~~
- ~~• The Dr. Ronald W. Walters Branch Library functions as a computing hub and popular materials center.~~

Three ~~district branches~~ provide full service to a larger community than neighborhood branches, including popular materials, adult and children's programs, Internet/PC workstations, meeting rooms, Wi-Fi access and a greater level of educational support and reference services. These branches operate under the supervision of professionally trained branch managers and children's librarians. District branches are 10,000 to 15,000 square feet in size.

- ~~• The Evergreen District Branch Library serves north Wichita, focusing on literacy, Hispanic education and digital inclusion with secondary areas of emphasis on small business support and workforce development. The manager for the Evergreen Branch also oversees the services of the Maya Angelou Northeast branch.~~
- ~~• The Ford Rockwell District Branch Library serves east Wichita.~~
- ~~• The Westlink District Branch Library serves west Wichita. Westlink is the most heavily used branch in the Wichita Public Library system.~~

The Rockwell and Westlink branches each focus on service for children and families, digital inclusion, lifelong learning and leisure services.

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~~Regional branches are facilities with more than 15,000 square feet. Through even more space for collections and programming, regional branches service larger areas of the City. Wichita's only regional branch is the **Lionel Alford Regional Branch Library** which serves south-central and southwest Wichita and focuses on early literacy and school readiness, K-12 student achievement, and workforce development. In addition to the meeting room, this branch has two study rooms available for use by individuals or small groups and a lounge reading area with vending machines. The manager for the Lionel Alford Regional Branch also oversees the services of the Dr. Ronald W. Walters branch.~~

Key Responsibilities

- Circulation of library materials
- Customer registration and account assistance
- Public computing support at branches
- New employee training in circulation services
- In-house and telephone reference services at branches
- Planning and delivery of adult, teen and children's programs at branches
- Partnerships and Outreach services from branches
- Coordination of customer experience initiatives for the department

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Branch Types and Services

Regional Branches

~~Regional Branches are facilities over 15,000 square feet, designed to serve a larger geographic area. They feature expanded collections and programming and maintain identical operating hours as the Advanced Learning Library.~~

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- Alford Branch (3447 S. Meridian – South)
Opened: April 5, 2003 | Remodeled: 2025
- Rockwell Branch (5939 E. 9th – East)
Opened: March 29, 1976 | Remodeled: 2025
- Westlink Branch (8515 Bekemeyer – West)
Opened: January 26, 1981 | Remodeled: 2025

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District Branch

~~District branches serve the city's major geographic quadrants and offer services like Regional branches.~~

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- Evergreen Branch (2601 N. Arkansas – North)
Opened: November 16, 2002 | Remodeled: 2022

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Neighborhood Branches

~~Neighborhood branches are smaller locations with limited-service hours. They deliver core library services for local residential communities.~~

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- Angelou Northeast Branch (3051 E. 21st – North)
Dedicated: December 20, 1996 | Remodeled: 2025
- Walters Branch (4195 E. Harry St – East)
Opened: February 1, 2021

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Last Review: ~~February 2024~~October 2025

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ORG-002.3 Digital Services Division

The Digital Services Division oversees and provides staff and customer support for the numerous technology resources used to deliver Library services. Division employees have individual responsibility for specific systems and services but work as a team to coordinate and ensure that all electronic resources and technologies are designed to benefit customers and to create service efficiencies and effectiveness of Library operations. The Division includes the **Technology Training Section** which provides customer assistance and training on use of technology services and electronic and digital resources.

The **Technology Training Section** offers technology training classes at the Advanced Learning Library in the Technology Training Center and at branch libraries on a regular basis. The **Section** provides individualized technology training through the “Book A Librarian” service, where one-on-one assistance is provided to customers needing help with a wide range of software and hardware inquiries. Those customers needing assistance with the online catalog and the public service computers are assisted through the “roving” service, where employees are regularly scheduled to assist customers by going out to the customer in the building.

Their work is supplemented by three System Analysts from the Information Technology Department who are assigned to provide technical support for library systems and services.

Some of the primary systems managed by the Division include:

- Polaris Integrated Library System (Library catalog and customer databases)
- Envisionware Workstation Timing, E-commerce and Print Management System
- Public Wi-Fi network

Services managed by the Division include:

- Library website
- Library portal (employee access)
- Websites for special library programs such as Big Read and Senior Wednesday programs
- Subscription databases and services, including the Wichita E-Reads digital book collection

Class topics facilitated, include, but not limited to:

- Computer basics including Microsoft programs
- Internet searching and Digital Literacy
- Social networking
- Digital content

The Digital Services Division is responsible for all library technology operations and digital initiatives that enable the community to learn and connect digitally. This division provides both the support for operations and leads delivery of an ever-changing landscape of digital services.

Key Responsibilities

- Staff and public technology training
- Digital training and “Book-a-Librarian” technology sessions
- Oversight of data and phone systems
- Statistics and data reporting
- Website and online catalog development and maintenance
- Management of electronic services and digital subscriptions
- Long-term technology planning and e-rate activities

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- Partnership and Outreach services for digital training and education

Last Review: ~~February 2024~~October 2025

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ORG-002.4 ~~Education and Engagement~~Literacy Services Division

The Literacy Services Division fosters multiple types of literacy by connecting people of all ages with opportunities that align with the Library's mission and strategies for learning. The division leads efforts across four areas, Youth Services, Adult Literacies, Family Literacy and Outreach, and Research and Special Collections, while also spearheading strategic partnerships that expand the library's reach and impact.

Key Responsibilities

- Adult Literacies: Offers one-on-one research assistance, workshops, and programs that empower, enrich, and inspire adults
- Family Literacy and Outreach: Extends the library's reach beyond the physical buildings through Book Bus and other outreach services. Engages both families and adults through community partnerships, early learning outreach, and access to library resources in schools, service agencies, and public events
- Research & Special Collections: Preserves and promotes access to local history, genealogy, and archives through the library's Special Collections. Staff connect researchers, students, and residents with historical content that enriches understanding of the past
- Youth and Teen Literacies: Connect caregivers and young readers with material, championing efforts on school readiness and early learning through storytimes, summer reading initiatives, and programming for children and teens
- Partnership development and management
- Reference, Information, and Readers' Advisory support for the library system

Across all workgroups, the Literacy Services Division cultivates strategic partnerships with schools, nonprofits, city departments, and service organizations. These collaborations extend the library's capacity, enhance program effectiveness, and ensure that literacy services remain responsive to the evolving needs of the community.

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

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

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

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

~~Updated: July 2025October 2025~~

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ORG-002.5 Support Services Division

The Support Services Division plays a critical role in ensuring the smooth operation of the library system by providing support across several key administrative and operational functions.

Key responsibilities:

- Budgetary Support: Oversight of budget planning, monitoring, and reporting across all funding mechanisms
- Facility Management: Maintenance and cleaning of buildings, equipment, and coordination of related services
- Safety Oversight: Planning and ensuring compliance with safety standards and procedures
- Personnel Support: Assisting with all employee positions, payroll processing, and staffing needs
- Managing public and media relations, including internal and external communications, signage, brochures, and special event coordination
- Meeting room management and support
- Ensuring contract compliance with service vendors
- Coordinating deliveries between branches to support daily operations
- Accounts receivable and payable, in collaboration with finance staff
- Security services across library facilities
- Supplies inventory system-wide
- Volunteer coordination and support

The Support Services Division is responsible for overseeing Library operations and administration.

Division staff members are responsible for numerous administrative activities on behalf of the department including preparing and monitoring budgets, overseeing physical facilities and equipment, including cleaning, building improvements, and building security.

At the Advanced Learning Library, division staff are responsible for managing meeting room reservations and scheduling. Custodial and event setup services are provided to help keep operations running smoothly.

Deliveries are a vital component to the smooth flow of operations as materials and mail flow among branch locations and between the Library and City Hall.

Volunteer coordination and management is another important responsibility of the Division.

Security will provide operational oversight related to the safety and security of library customers, staff, and building assets for the Wichita Public Library System.

Communications and marketing activities are managed through this division and in coordination with the City of Wichita's Communications Team.

Support Services team members provide accounting services by preparing the systems daily deposits, processing accounts payables and receivables, inputting time entry for payroll processing, and order and dispersing supplies.

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| Last Review: ~~February 2024~~October 2025

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~~ORG 003.1.1—Bylaws of the Friends of the Wichita Public Library~~

~~ARTICLE I—Corporation~~

~~Section 1. Name and Purpose: The name of this corporation shall be the Friends of the Wichita Public Library, Inc., a non-profit corporation incorporated under the laws of the State of Kansas. Its powers, rights, obligations, and duties shall be those set forth in the Articles of Incorporation.~~

~~Section 2. Place of Business: The place where its business is to be transacted shall be in the City of Wichita, Sedgewick County, Kansas, and such other place or places within or without the State of Kansas as may be convenient or necessary to the transaction of the business of the corporation.~~

~~ARTICLE II—Membership and Dues~~

~~Section 1. Membership: Any individual, corporation or other organization is eligible for membership. The Board of Directors shall pass upon all applications for membership or may, if it desires, delegate the function to a membership committee to be created and organized as prescribed by the Board.~~

~~Section 2. Dues: The payment of membership dues be an individual, corporation, or organization eligible for membership shall be a condition precedent to membership. The Board of Directors shall designate and, from time to time, may re-designate categories of membership for individuals (including, if the Board so elects, special membership for families or school children), corporations or organizations of persons, and shall fix the admission fees for each. Membership shall be on an annual basis unless otherwise specified by the Board of Directors, and the Board may provide for life or long-time memberships on such conditions as it may deem proper. The categories and fees of membership, and any amendments or changes therein, shall be recorded in the written minutes of the Board of Directors.~~

~~ARTICLE III—Board of Directors~~

~~Section 1. Membership of the Board: The Board of Directors shall consist of not more than eighteen (18) nor fewer than eight (8) members, exclusive of ex-officio members, the number to be such as may from time to time be fixed by the Board.~~

~~The Board shall elect the members of the Board for a term of three (3) years. At the end of each Board member's term, he or she may stand for re-election. After serving two consecutive three-year terms, a Board member must vacate his position for at least one year before being eligible for another term. No Friends of the Wichita Public Library Board member may serve simultaneously on the Wichita Public Library Board of Directors.~~

~~The Director of Libraries of the Wichita Public Library and the chairpersons of committees in charge of currently active projects of the Board (if not Board members already), shall be ex-officio members of the Board of Directors and, unless it shall be otherwise directed by the Board, may attend all general and special meetings of the Board and may be heard on any questions or issue, but shall not be entitled to vote nor shall his/her presence be counted for a quorum.~~

~~Section 2. Gold Card Members: Each member of the Board of Directors shall be a Gold Card Member or higher.~~

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~~Section 3. Board Training: Each director will receive orientation on and become familiar with the workings of the organization.~~

~~Section 4. Vacancies: If there be any vacancies in the Board by reason of death, resignation or otherwise, such vacancies may be filled by the Board.~~

~~Section 5. Quorum: A majority of the voting membership of the Board of Directors shall constitute a quorum for the transaction of business.~~

~~Section 6. Meetings: The Board of Directors shall meet monthly, as may be practicable for the purpose of organization, the selection of officers and the transaction of other business, and shall hold such other regular or special meetings as may be called by the President. Should the President fail or refuse to call a special meeting, a majority of the Board may do so.~~

~~Section 7. General Powers: The Board of Directors shall have charge of the management and affairs of the corporation and may delegate the duties and functions of management to the executive officers elected and qualified, or to such committees, or groups, or individuals as the Board may appoint or direct to be organized. The Board of Directors may employ the services of a paid or professional manager, and may confer upon him or her the title of Executive Secretary or General Manager and delegate to him or her such duties and authority as the Board deems proper.~~

~~Article IV—Officers~~

~~Section 1. Selection, Election, and Term of Office: A slate of candidates will be presented at least one month before (no later than November) the December Annual Meeting by the Nominating Committee. The Nominating Committee consists of at least three board members. The slate of officers shall be President, at least one Vice President, Secretary, and Treasurer. Officers shall be elected by a majority vote for a term of one (1) year at the December meeting of the Board of Directors.~~

~~Section 2. Duties of Officers: The duties of the officers shall be those regularly and commonly charged to each office. Official contracts, conveyances or other documents shall be signed on behalf of the corporation by the President, or in his or her absence, the Vice President or Treasurer, and shall be attested and sealed by the Secretary. The Treasurer shall sign checks or withdrawals of funds and should the amount of the transaction exceed \$1,000, a second signature shall be required by another officer and, failing their availability, any member of the Board of Directors.~~

~~Section 3. Removal or Replacement of Officers: Any officer may be removed for cause by affirmative vote of the Board of Directors at an announced meeting. A vacancy in any office occurring during the term may also be filled by selection of the Board of Directors at an announced meeting.~~

~~ARTICLE V—Sustainability~~

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~~Strategic planning, execution, and evaluation: Officers, committee chairs, board members, and book store manager shall exercise responsibility for designing, implementing, and evaluating 1 year, 5 year, and 10 year plans for the work of the board.~~

ARTICLE VI – Committees

~~The Board of Directors may create such committees as may in the judgment and discretion of the Board be advisable and proper, and may delegate to such committees such duties and responsibilities as the Board may deem proper.~~

ARTICLE VIII – Conflict of Interest

~~Board members will sign a Conflict of Interest Statement annually.~~

~~Whenever a Board member has a financial or personal interest in any matter coming before the board of directors, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion, lobbying, and voting on the matter. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.~~

ARTICLE IX – Dissolution Clause

~~The Friends of the Wichita Public Library, Inc., may be dissolved by a majority vote of the Board of Directors taken at a regularly scheduled meeting, or at a special meeting, properly called, with advance notification given to all board members and by affirmative vote of the majority of the Board of Directors.~~

~~Proper notification shall be given to both State and Federal licensing agencies under which the Friends of the Wichita Public Library, Inc., operates, that the Friends of the Wichita Public Library, Inc., has ceased to exist, and final reports shall be filed with those agencies as may be required.~~

~~All assets of the Friends of the Wichita Public Library, Inc., after payment of all debts, shall be transferred to the Wichita Public Library Foundation for such use as the Foundation deems fitting and proper.~~

ARTICLE X – Amendments

~~These by laws may be amended at any regular meeting or special meeting of the Board of Directors by affirmative vote of a majority of the Board of Directors.~~

Last Review: February 2024

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ORG-003.2 Wichita ~~Public~~ Library Foundation

The Wichita ~~Public~~ Library Foundation was incorporated in 1987 as a ~~not for profit public charity~~ public/private partnership. ~~The mission of advocacy, fundraising and community building began with small contributions and has grown through grants, endowment income, donations and estate gifts. Today, the Foundation continues to provide essential community services that bridge the gap between community needs and the City of Wichita budget.~~

~~Wichita Library Foundation is a separate nonprofit support organization whose sole purpose is to provide financial support to the Wichita Public Library collections, services, and programs to create a Margin of Excellence.~~

~~As a tax-exempt entity, it exists solely to benefit the citizens of Wichita through the betterment of the Wichita Public Library system. The Foundation's role is that of a catalyst, matching Library needs with the interests of special donors.~~

~~The general purposes of the Wichita Public Library Foundation are~~

- ~~1) to enhance the Library's Collections;~~
- ~~2) to increase use and access to the Library Collections through improved technology; and~~
- ~~3) to promote literacy in the City of Wichita.~~

~~To augment the materials budget, the foundation contributes interest from an endowment fund and seeks special grants for designated needs. Many of the Library's programs are made possible by funding from Foundation endowment distributions.~~

Last Review: February 2024

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~~ORG 003.2.1 Wichita Public Library Foundation Bylaws~~

~~THESE AMENDED AND RESTATED BYLAWS are made effective as of the 12th day of December 2019 by the undersigned Board of Directors of Wichita Public Library Foundation, Inc., a Kansas corporation:~~

~~ARTICLE ONE: NAME, OBJECT, AGENT, OFFICE AND MEMBERS~~

- ~~1.1 The name of this corporation is Wichita Public Library Foundation, Inc.~~
- ~~1.2 The object of this corporation is to solicit, receive and provide funds for the benefit and support of the Wichita Public Library System (hereinafter called the "Library"), its branches and its successors by providing goods and services which include but are not limited to the following: books and other library materials, buildings, facilities, equipment, film, digital or other media, endowment funds, and other real and personal property, or grants for the acquisition or furtherance of any such purposes. Provided, however, that the services and facilities herein contemplated shall be over and above what the traditional tax base funding of the Library has provided, and not to provide funds which can be substituted for such traditional tax base funding.~~
- ~~1.3 The Resident Agent of the corporation shall be Kristi Oberg, Foundation President and CEO, 711 W. 2nd St. N., Wichita, Kansas 67203, and the Registered Office of the corporation shall be at such address.~~
- ~~1.4 The members of the corporation shall be its Directors.~~

~~ARTICLE TWO: DIRECTORS~~

- ~~2.1 There shall be Directors of this corporation which shall number not less than five (5) nor more than fifteen (15). The number of Directors can be increased by a two thirds (2/3) majority vote of the Directors at any regular or special meeting of the Directors called for the purpose of so increasing the number of Directors.~~

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- ~~(a) Ex Officio and Appointed Directors. The persons serving as President/CEO of the corporation, the President of the Library Board of Directors and the Director of the Wichita Public Library shall automatically become Directors (ex officio directors with full voting rights) of this corporation and shall so serve as long as they maintain such positions. In addition, the President of the Library Board of Directors shall appoint one (1) individual (the "Appointed Director") to serve as a Director of this corporation to serve a concurrent term with the President of the Library Board of Directors. Ex officio Directors do not count towards or against the director limits of this Article; an Appointed Director does.~~
- ~~(b) Library Directors. The Governance Committee of the corporation shall nominate additional Directors to serve with the *ex officio* Directors and the Appointed Director (all of whom are collectively referred to herein as the "Library Directors"); so that the ratio of Library Directors to total Directors of this corporation shall be maintained at approximately forty percent (40%). These nominees will be proposed to the Library Board of Directors for approval. Such additional selected Library Directors may serve up to two (2) consecutive three (3) year terms before becoming ineligible for a minimum of one year to serve on the board of directors.~~
- ~~(c) Public Directors. The balance of the Directors shall be referred to herein as the "Public Directors." The Public Directors shall be selected by majority vote of the Directors. Public Directors shall likewise serve for three (3) year terms, which terms shall be staggered. Public Directors may serve up to two (2) consecutive three (3) year terms before becoming ineligible for a minimum of one year to serve on the board of directors. Both the Library Directors and Public Directors shall herein be referred to as simply the "Directors."~~
- ~~(d) Chairperson. After the selection of the Director(s) at the corporation's annual meeting, the Directors shall elect a Director to be the Chairperson of the Board (the "Chairperson") to preside over all meetings held by the Board of Directors for such annual period, or until a successor is elected. In the absence of the Chairperson and Vice Chairperson, the President/CEO shall preside over the meeting of the Board of Directors. Individuals currently serving on the Library Board of Directors shall be ineligible to serve as a Public Director.~~

- ~~2.2 The Directors shall be charged with the responsibility of electing officers to conduct the business and affairs of the corporation in accordance with and as directed by the Board of Directors.~~

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- ~~2.3 Upon the death, disability, resignation, or refusal to serve of any director, then the remaining Directors may select a replacement director to serve the remaining unexpired term of such director.~~
- ~~2.4 The Directors shall not be personally responsible or liable for errors in judgment or discretion, even though losses may result from a transaction of the Directors, if such transaction was entered into for what was considered to be the best interests of the corporation and the Library.~~
- ~~2.5 Other than the person serving as Director of the Wichita Public Library, there shall be no paid employee of the Library serving as a Director.~~
- ~~2.6 In addition to the Directors herein provided, the Board of Directors may establish honorary Directors to advise the Board on matters of corporation business, but such officers shall not have voting powers. The terms and duties of the honorary Directors shall be established by resolution of the Board of Directors.~~
- ~~2.7 In the event an individual Director becomes unable to attend meetings due to an illness, injury, extended vacation, or other such event, upon the request of such individual Director he or she may be placed on Leave of Absence status for a period not to exceed eighteen (18) months by action of the remaining Directors.~~
- ~~2.8 In the event an individual Director, for any reason, becomes unable or unwilling to attend meetings of the Board, either in person or by telephonic or other means, for a period in excess of eighteen (18) months, then, by action of the Board, such Director's status as a Director may be terminated and a replacement Director shall be selected. The replacement director shall serve out the existing term of the terminated board member and is eligible to serve up to two (2) consecutive three (3) year terms before becoming ineligible for a minimum of one year to serve on the board of directors.~~
- ~~2.9 Directors may be added, substituted or otherwise elected at any regular, annual or special meeting, upon the usual 5 day notice set forth in Article 4.~~

ARTICLE THREE: OFFICERS

- ~~3.1 The officers of this corporation shall consist of a President/CEO, chairperson, vice-chairperson, Secretary, Treasurer, and such other officers as the Board of Directors may~~

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from time to time determine. At the annual meeting of the corporation, all officers shall be elected for the ensuing year, to hold office at the pleasure of the Board of Directors, but in no case beyond the time when other officers shall be elected and accept office. The same person may serve in more than one, or in all of such offices.

3.2 The duties of the various officers of the corporation shall be as follows:

- (a) ~~President/CEO: The President/CEO shall be the chief administrator of the Wichita Public Library Foundation and be responsible for the work of the corporation and implementing the policies of this corporation.~~

~~The President/CEO shall preside over the meetings of the Board of Directors at which the Chairperson and Vice Chairperson are not in attendance. The President/CEO shall discharge such duties as may be required by the Directors. The President/CEO shall be responsible for the active executive management of this corporation under direction of the Board of Directors. The President/CEO shall review all proposals for appropriation of funds and submit them with recommendation to the Directors. The President/CEO shall be responsible for the execution of the full details of the various programs for the benefit of distributees which shall be determined from time to time by the Board of Directors. The President/CEO shall employ, dismiss and direct the activities of the various employees of the corporation, subject to the approval of the Board of Directors. The President/CEO shall sign or countersign all instruments that require the President/CEO's signature and shall make such reports and perform such other duties incident to such office as are required by the Board of Directors.~~

~~Subject to such limitations as the Board of Directors may impose, the duties of the President/CEO may be discharged by assistants or employees acting under the President/CEO's supervision and direction.~~

- (b) ~~Chairperson: The Chairperson shall preside and perform such duties as may be required and at all times render assistance to the President/CEO.~~
- (c) ~~Vice Chairperson: The Vice Chairperson shall, in the absence of, or at the expressed request of the Chairperson, preside and perform the duties, thereof, and at all times, render assistance to the Chairperson.~~
- (d) ~~Secretary: The Secretary shall have custody of the corporate seal (if one is adopted), issue notices of all meetings of the Board of Directors, keep the minutes thereof in books provided for that purpose, and immediately after each meeting, provide a true copy of the minutes thereof to each Director. The Secretary shall keep proper records of all appropriations and authorizations of expenditures and shall maintain duly itemized and classified accounts of expenditures and pledges made. The~~

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~~Secretary shall keep a record of the securities, contracts, mortgages, leases, deeds, records, publications and other property belonging to the corporation. The Secretary shall sign or countersign all instruments that require signature, make such reports as the Board of Directors may require and discharge such other duties as the Board of Directors may impose.~~

~~— The duties of the Secretary may be discharged by assistants or employees acting under the Secretary's supervision and direction.~~

~~(e) Treasurer: Subject to such provisions as may be made from time to time by the Board of Directors, the Treasurer shall have the custody of all moneys, funds, securities, contracts, mortgages, leases and deeds of the corporation, and shall keep proper books of account thereof, which books shall, at all times, be open to inspection by each officer. The Treasurer shall deposit the moneys and securities of the corporation in such depositories and on such terms and conditions as the Board of Directors may direct, and when so deposited, the Treasurer shall not be personally responsible for their safe keeping.~~

~~— The Treasurer shall render such reports relating to the moneys, funds, securities, investments, and fiscal affairs of the corporation as may be required from time to time by the Board of Directors. The Treasurer shall sign or countersign checks, stocks, securities, contracts, mortgages, leases, deeds, and other instruments as require signature, and shall perform all duties incident to the office or that are properly required by the Board of Directors. The Treasurer shall not pay out any money, invest any funds, transfer or dispose of any securities or other property, except on the authorization of the Board of Directors.~~

~~— Subject to such limitations as the Board of Directors may impose, the duties of the Treasurer may be discharged, and the books and records kept by employees or agents acting under supervision and direction.~~

~~(f) Assistants: The Board of Directors shall also have authority to create such offices as it may from time to time determine. Their duties shall be as stated by the resolution appointing and creating such offices.~~

ARTICLE FOUR: MEETINGS

~~4.1 — The Board of Directors shall hold an annual meeting. The annual meeting, and all regular meetings of the Board of Directors shall be preceded by five day written notice to each Director.~~

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~~4.2 Special meetings of the Board of Directors may be held at any time on call by any two Directors, provided not less than five days' notice of the time and place of such meeting be given by the Directors calling same. The President/CEO shall be responsible for providing notices of such meeting, such notices to be sent immediately upon the President/CEO's receipt of written notices calling such meetings by two or more Directors.~~

~~4.3 Meetings may be held or attended by telephone conference or other suitable electronic means affording Board members an appropriate opportunity to participate, and action may also be taken by unanimous consent of all Board members (evidenced by written or electronic means) in lieu of a formal meeting of the Board.~~

ARTICLE FIVE: QUORUM, VOTING

~~5.1 A quorum at any annual or special meeting shall consist of sixty percent or more of the Directors.~~

~~5.2 The vote of a majority of the Directors present at a meeting shall constitute the action of the Board of Directors.~~

~~5.3 A quorum at any annual or special meeting shall consist of sixty percent or more of the Directors.~~

~~5.4 The vote of a majority of the Directors present at a meeting shall constitute the action of the Board of Directors.~~

~~5.5 Any Director on leave of absence will not be included in the number of Directors necessary to constitute a quorum.~~

ARTICLE SIX: COMMITTEES

~~6.1 The Board of Directors may create standing and special committees with such powers and duties as the Board of Directors may from time to time determine necessary.~~

ARTICLE SEVEN: ACCEPTANCE OF GIFTS

~~7.1 The Board of Directors may from time to time on behalf of the corporation accept gifts of money or securities or other property upon such terms as shall be consistent with the goals of the corporation, and may hold such cash or securities or property in the name of the corporation or~~

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~~of such nominee or nominees as the Board of Directors may appoint, and may collect and receive the income thereof, and devote the principal or income of such gifts to such benevolent or charitable purposes within the scope of the activities of the corporation as the Board of Directors may determine. The Board of Directors may enter into an agreement with any donor to continue to devote the principal or income of his gift to such particular purpose as the donor may designate, provided that such purpose is duly approved or ratified by resolution of the Board of Directors and is within the scope of the activities of the corporation as set forth in the Articles of Incorporation; and after such agreement, the principal or income of that particular gift shall be devoted in accordance with its agreement for the time specified therein.~~

~~ARTICLE EIGHT: AMENDMENTS~~

~~8.1 — These Bylaws may be amended only by resolution passed by two thirds (2/3) of the Directors present at any annual or special meeting called for such purpose. The notice of such meeting to the Directors shall include the proposed amendments.~~

~~THESE BYLAWS were adopted as amended by action of the Board of Directors of the Wichita Public Library Foundation, Inc. the 12th day of December 2019.~~

Revision History:

REVISED & ADOPTED October 25, 2018

REVISED & ADOPTED October 17, 2019

REVISED & ADOPTED December 12, 2019

REVISED & ADOPTED February 20, 2020

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ORG-003.3 Wichita Genealogical Society

The Wichita Genealogical Society was formed in 1987 by a group of family researchers, genealogists, and historians dedicated to the access and preservation of ~~preserving and sharing~~ genealogical material. ~~Additionally this group had a desire to promote the growth of the~~

The Wichita Genealogical Society operates and strategizes efforts that makes the genealogy section at Wichita Public Library a premier research center in Kansas. ~~genealogy section of the Wichita Public Library, making it a premier research center in Kansas. To help achieve that goal, WGS provides the Edward and Elizabeth Burns Historical Research Pavilion with~~ by engaging with member volunteers who ~~work with the~~ assist library staff to ~~assist customers with their~~ answer customer research questions, ~~and~~ raise funds for the purchase of materials and programs.

The Wichita Genealogical Society ~~and~~ provides outstanding genealogy and local history programs that raise awareness of the Library's excellent resources for beginning and advanced genealogists and researchers.

Last Review: ~~February 2024~~ October 2025

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ORG-003.3.1—Wichita Genealogical Society Bylaws

Article I—Name

The name of the corporation is “The Wichita Genealogical Society” (“WGS.”)

Article II—Purpose

Section 1. General: One purpose of WGS is to promote interest in and encourage the study of genealogy and family and local history through:

Holding meetings, classes, field trips and study groups;

Locating, cataloging, and preserving genealogical records and making them available to the public; and

Publishing genealogical and historical information periodically in a newsletter, magazine, or other publication.

WGS is also a support group of the Genealogy Department of the Wichita Public Library with the purpose of:

Assisting and supporting the Wichita Public Library Genealogy and Local History Department through acquisitions and special projects.

Providing volunteer support for the Genealogy Department of the Wichita Public Library.

Article III—Nature of Corporation

Section 1. Non-Profit: WGS is organized and shall be operated exclusively for charitable and educational purposes that qualify as exempt under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or the corresponding provisions of any future United States Internal Revenue Code or Laws (hereinafter referred to as “the Code.”)

It is the responsibility collectively and individually of the Board of Directors for the solvency of the Corporation.

No part of its earnings shall inure to the benefit of any Director, Officer, Member, or Advisor, or any other private individual. WGS shall never declare, make or pay any such persons any dividend or other distribution; provided, nevertheless, that nothing herein shall prevent the payments of reasonable compensation for services actually rendered by employees or consultants or the reimbursement of reasonable expenses actually incurred in connection with fulfilling WGS’s purposes.

Section 2. Non-Discriminatory: WGS shall be operated in all respects in a manner that is non-partisan, non-sectarian, and non-discriminatory as to racial origin, religious creed, linguistic background, sex or any other feature not related to need or merit.

Article IV—Prohibited Activities

Section 1. General: WGS shall neither have nor exercise any power, nor shall it engage directly or indirectly in any activity, that would invalidate its status as an organization exempt from Federal Income Taxation as described in Section 501(c)(3) of the Code, or as an organization, contributions to which are deductible under Section 170(e)(2), 2055, or 2522 of the Code, nor shall it engage in activities prohibited by the following sections of Article IV, or their successor provisions under any future provisions of the Code.

Section 2. Political Activities: No substantial part of the activities of the Corporation shall consist of carrying on propaganda or otherwise attempting to influence legislation, and the Corporation shall not

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participate or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

Section 3. Loans to Officers and Directors: No loans shall be made by the Corporation to its Officers and/or Directors, and any and all Directors, voting or assenting, to the making of any such loan, and any and all officers participating in the making of any such loan shall be jointly and severally liable to the Corporation for the amount of such loan until repayment thereof.

Article V—Membership

Section 1. General Qualifications. Membership shall be open to all persons and organizations interested in genealogy, local history, and the purposes of the Society. An applicant shall be accepted for membership upon submission of a completed application form and payment of dues.

Section 2. Categories. The categories of membership shall be as follows:

Individual Member. Any person who meets the requirements for membership and who has paid the dues.
Household Member. Additional individuals living at the same address as a member and who meets the requirements for membership may become members at a reduced dues rate. A household shall receive only one copy of Society publications.

Organizational Member. Any organization that supports the purposes of the Society and which has paid the dues. An Organizational Member shall be a non-voting member.

Charter Member. A member who joined the Society prior to the 31st day of May 1988.

Honorary Member. Any person who by majority vote of the Board of Directors shall be awarded an Honorary Membership with the same privileges as any other Member and for the duration specified by the Board.

Article VI—Officers

Section 1. Elected Officers. The elected officers of the Society shall consist of a President, Vice-President, Registrar, Recording Secretary, and Treasurer and shall be known as the Executive Board.

Section 2. Eligibility. Only active Individual or Household Members in good standing and who have belonged to the Society for at least one year prior to the election shall be eligible to hold elective office.

Section 3. Term. Officers shall be elected for a one-year term by the membership at the Annual General Meeting. The term of office shall begin on January 1 following the date of election.

Section 4. Consecutive Term. Any member willing to continue serving a consecutive term of office shall be deemed eligible for nomination for the succeeding year.

Section 5. Vacancies. Should an elected or appointed officer resign or vacate his/her office with or without notice, that vacation will constitute a resignation from that position. Upon a majority vote of the Executive Board, an elected or appointed officer may be asked for his/her resignation. An office shall be deemed vacated after two unsuccessful attempts to contact the person filling the office in question. Resignations or vacancies in any elective office shall be filled by approval of the Board of Directors until the next election, except the office of President, which shall be filled by the Vice President. Should the office of Vice President be vacant, then the office of President shall be filled as any other vacant elective offices.

Article VII—Duties of Officers

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Section 1. President. The President shall:

~~Be the Executive Officer of the Society and be the official spokesperson for the Society. The President shall preside at all meetings of the Society and Board of Directors, and, except as otherwise provided, shall appoint all standing and special committees and committee members, defining their duties, with the approval of the Board of Directors.~~

~~Be ex officio member of all committees except the Nominating Committee.~~

~~Receive the written Annual Reports of the Executive Board, subject to acceptance at the meeting of the Board of Directors prior to the Annual General Meeting.~~

~~Prepare an Annual Report of the Society for submission to the Director of the Wichita Public Library.~~

~~Call special meetings.~~

Section 2. Vice President. The Vice President shall:

~~Assume the duties of the President in the absence of or at the request of the President;~~

~~Assume the duties of the President in the event of a vacancy in such office;~~

~~Arrange for programs for regular meetings.~~

Section 3. Registrar. The Registrar shall:

~~Receive all membership applications, disburse membership cards to all members upon receipt of payment of dues, and maintain membership records.~~

~~Notify the President of a quorum in attendance at regularly scheduled meetings of the Society in which a vote of the membership will be required.~~

Section 4. Secretary. The Secretary shall:

~~Keep the minutes of all the proceedings of the Society, the Board of Directors, and any meetings of the Executive Board;~~

~~Be custodian of the records of the Society, except such as are specifically assigned to other officers.~~

~~Maintain record books in which the Bylaws, Special Rules of Order, Standing Rules, and Minutes are entered, with amendments to those documents properly recorded and have on hand at every meeting.~~

~~Preside over meetings in the absence of both the President and Vice President.~~

~~Handle all correspondence of the Society at the direction of the President.~~

Section 5. Treasurer. The Treasurer shall:

~~Be custodian of the funds of the Society and deposit all funds in a bank or banks, as the Board of Directors shall designate.~~

~~A detailed log or detailed deposit slips shall be made showing the source and purpose of the transaction.~~

~~A copy of the log or deposit slips shall be kept by the treasurer.~~

~~Collect all dues and assessments and shall keep a proper account thereof.~~

~~Present a monthly and a quarterly financial report to all Board of Directors meetings.~~

~~Publish an annual report in the Society quarterly publication and prepare a financial statement at the end of the fiscal year for presentation at the Annual General Meeting.~~

~~Make disbursements by check as authorized by the Board of Directors.~~

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~~Section 6. General Duties.~~ All officers shall:

~~Perform the duties as prescribed by the Bylaws and parliamentary authority adopted by the Society.~~

~~Upon retiring from office deliver within 15 days to his successor all monies, accounts, records, books, papers, and other property belonging to the Society.~~

~~The Annual Reports of the Executive Board shall be presented in writing for acceptance at the meeting of the Board of Directors prior to the Annual General Meeting.~~

~~Implement plans to sustain and enlarge the active membership of the society.~~

~~Article VIII—Meetings~~

~~Section 1. Annual General Meeting.~~ The Annual General Meeting of the members shall be held at the last Regular Meeting of the Society of the Calendar Year.

~~Section 2. Regular Meetings.~~ The Regular Meetings of the Society shall be held quarterly at a time and place determined by the Board of Directors and as announced by the media.

~~Section 3. Quorum.~~ A quorum at Regular Meetings shall consist of 10% of the members in good standing at the time of the meetings for transaction of business.

~~Section 4. Alternate Meeting Dates.~~ The Executive Board shall determine exceptions of Section 1 or Section 2 due to inclement weather and/or unforeseen circumstances. The Executive Board shall also establish provision for alternate meeting dates.

~~Article IX—Board of Directors~~

~~Section 1. Members.~~ The Board of Directors shall consist of the Executive Board and Chairs of Standing Committees. Chairs shall be voting members of the Board. The Immediate past President and the Director of Libraries or her designee shall be ex officio non voting members of the Board. The Immediate Past President shall serve as parliamentarian and shall act in an advisory capacity to the Board.

~~Section 2. Society Management.~~ The Board of Directors shall have the control and management of the affairs and funds of the Society. The President or the Treasurer, along with any other officer, shall be authorized to sign checks.

~~Section 3. Vacancy.~~ In event of a vacancy of the Board of Directors, other than the office of President, a member of the Society shall be appointed by the President, with the approval of the Board to fill said vacancy.

~~Section 4. Meetings.~~ The Board of Directors shall meet monthly at a predetermined time and place. The President, his/her appointed spokesperson, or the Vice President in the absence of the President may cancel a regular Board meeting. Should a Board meeting be canceled, a replacement meeting shall be determined and called as soon as possible.

~~Section 5. Special Meetings:~~ Special meetings may be called by the President upon request of three (3) members of the Board of Directors after a three day notice to all Board members, except for an emergency.

~~Section 6. Quorum.~~ A quorum shall consist of three (3) members of the Executive Board.

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Section 7. Absences. Two consecutive unexcused absences by any member of the Board of Directors from the regularly scheduled Board Meetings shall constitute a resignation, and the office shall be filed as provided herein.

Article X—Committees

Section 1. Executive Committee. The Executive Committee shall consist of the Executive Board. In addition to the duties of the Executive Board as set forth above, the additional duties of the Executive Committee are as follows:

Approve opening or closing any financial account and specify the person(s) responsible for doing so. Any unauthorized person(s) opening or closing a financial account will be removed from membership in the society and any office held. Further action will be at the discretion of the Executive Committee.

Approve the person(s) permitted to sign any checks on those accounts on behalf of the Corporation.

Take immediate action to remove the signature authorization of any person(s) who resigned, vacated, or was removed from elected office, appointed position, or Executive Committee approved signator(s).

Section 2. Standing Committees. Standing committees are permanent committees charged with performing necessary functions of the Society. The following shall constitute the standing committees and their duties and responsibilities. Additional duties and responsibilities shall be designated by the President and provided in the Standing Rules.

The Computer Committee shall be responsible for the Society's Web Page and associated links. It shall provide for and oversee the Society databases and assist in the organization of genealogical records used by the Society and for Society publications.

The Education Committee shall organize and present to members, the general public, or both, instructional classes for the purposes of assisting in genealogical research, including, but not limited to, conducting classes and arranging trips and tours.

The Publications Exchange Committee shall receive exchange bulletins, flyers, and information pamphlets from other genealogical societies and organizations and make the materials available to the members. It shall coordinate with the Wichita Public Library Genealogy and Local History Department to make recommendations for Society contributions or acquisitions.

The Publicity Committee shall be responsible for all publicity and public relations for the Society.

The Research and Queries Committee shall do local research for member and non member requests. Any fees it earns shall accrue to the Society.

The Publications Committee shall have the responsibility for selecting the format, contents, printing, and distribution of the Society's quarterly newsletter and other publications for the Society.

The Historian shall produce and maintain both a scrapbook about Society activities and a written and pictorial history of the Society.

The Hospitality Committee shall be responsible for all refreshments provided at regular quarterly meetings and other Society events as deemed appropriate by the Board of Directors.

The Trips Committee shall be responsible for arranging all trips sponsored by the Society including, if required, but not limited to, transportation, lodging, reservations, scheduling, and other logistics of the trip.

The WGS/WPL Special Projects Committee shall coordinate any special projects of the Society which are designed to benefit WPL.

Section 3. Audit Committee. The Audit committee shall be appointed by the President at the meeting of the Board of Directors prior to the annual General Meeting for the purpose of auditing the books of the preceding fiscal year.

Section 4. Special Committees. The President with the approval of the Board of Directors shall establish special committees.

Wichita Public Library Policy Manual

~~Section 5. Activities.~~ All committees shall report their activities to the Board of Directors.

~~Article XI—Dues and Finance~~

~~Section 1. Annual Dues.~~ The Board of Directors shall determine the annual membership dues, and other fees, and in no instance will be less than the cost of the publications issued to Society Members.

~~Section 2. Membership Fiscal Year.~~ Dues for Yearly Membership are payable at any time during the year. Membership is for one year starting at the beginning of the month following payment and ending 12 months later.

~~Section 3. Society Fiscal Year.~~ The fiscal year for the Society is from January 1 to December 31.

~~Article XII—Nominations and Elections~~

~~Section 1. Election of Officers.~~ Election of Officers shall be held every year at the Fourth Quarterly Meeting.

~~Section 2. Nominating Committee.~~ A Nominating committee consisting of a Chair from the Board of Directors and two (2) non board members shall be elected by the Board of Directors at the meeting of the Board of Directors prior to the third Quarterly General Meeting of the Society. It shall be the duty of the Nominating Committee to nominate at least one member for each position as officer to be filled at the next election. Members may submit in writing to the Committee for their consideration the names of persons eligible and available for nomination. Other nominations may be made from the floor. The consent of each nominee must have been obtained prior to his or her nomination.

~~Section 3. Nominations.~~ The Nominating Committee's nominations shall be published prior to the Annual General Meeting.

~~Article XIII—Amendment of Bylaws~~

~~These Bylaws may be amended at any Regular General Meeting of the Society by a two-thirds vote following Board of Directors consideration and recommendation and published in the Quarterly preceding that meeting.~~

~~Article XIV—Parliamentary Authority~~

~~The rules contained in the current edition of Robert's Rules of Order, newly revised, shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Society may adopt.~~

~~Article XIV—Dissolution~~

~~In the event of any dissolution of the Society, its assets shall be transferred to the Wichita Public Library's Foundation with a request that the funds be used to enhance the genealogy collection.~~

Last Review: February 2024



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Jaime Nix, Director of Libraries
SUBJECT: Proposed 2026 Holiday Schedule
DATE: October 7, 2025

Background: To assist with service planning, the Library Board of Directors is asked to establish a schedule for board-approved closings prior to the start of each calendar year.

Analysis: The City of Wichita provides eleven paid holidays to its workforce. These include New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day. In addition, all City offices are closed on the Friday after Thanksgiving. When a holiday falls on a Saturday, the City observes the holiday on the preceding Friday. Holidays falling on a Sunday are observed on the following Monday.

Library policy PER-005 Holidays directs that the Library is also closed on the Sundays before Memorial Day and Labor Day, and one other Sunday to be designated each year by the Library Board of Directors. This third Sunday has traditionally been scheduled to correspond with Easter Sunday. Board authorized closings are not paid holidays but are considered days off for all department employees.

For 2026, Library Leadership recommends closing on Monday October 12 to support staff development training during an all-day in-service. Staff recommends that all Library locations close at 5pm on the Wednesday evening before Thanksgiving due to reduced business patterns. Staff proposes that library locations close for service all day on December 24 and at 5pm on December 31 due to reduced business patterns.

A complete listing of all proposed holidays is attached.

Financial Considerations: The proposed schedule will allow for more effective staff utilization during holiday weeks.

Legal Considerations: Board adopted closings are authorized by Library policy.

Recommendations/Actions: It is recommended that the Library Board adopt the 2026 holiday schedule as proposed by staff.

2026 Library Holidays (PROPOSED)

Thursday, January 1 – New Year’s Day
Monday, January 19 – Martin Luther King Day
Monday, February 16 – President’s Day
Monday, May 25 – Memorial Day
Friday, June 19 - Juneteenth
Friday, July 3 – Independence Day
Monday, September 7 – Labor Day
Wednesday, November 11 – Veteran’s Day
Thursday, November 26 – Thanksgiving
Friday, November 27 – Day after Thanksgiving
Friday, December 25 – Christmas Day

Additional Closings per Library Policy PER-005:

Sunday, April 5 – Board Designated Sunday Closing (Easter)*
Sunday, May 24 – Memorial Day weekend
Saturday, July 4 – Independence Day
Sunday, September 6 – Labor Day weekend

Board Designated Closings:*

Monday, October 12 – Staff In-Service Training Day
Wednesday, November 25 – 5 pm closing for Thanksgiving Eve
Thursday, December 24 – Christmas Eve
Thursday, December 31 – 5 pm Closing for New Year’s Eve

*requires approval from Library Board of Directors

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Finance Committee Agenda
Tuesday, October 21, 2025, 11:30am
Green Collaboration Room 203, 2nd Floor
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order
2. Introductions and Welcome
3. Review of September Bills and Finance Reports
 - Revenue Report
 - Grant Fund Summary Report
 - WPL Gifts Report of Expenditures

General Fund Bills	\$982,150.81
Grant Fund Bills	\$64,733.21
WPL Gifts Fund Bills	\$16,047.49
<u>Total</u>	\$1,062,931.51

4. Approval of invoices over \$10,000 – LinkedIn Learning.
5. October 2025 Policy Change – Finance Committee
6. Other items from committee.
7. Adjournment

THE CITY OF WICHITA



YTD

FOR 2025 09

JOURNAL DETAIL 2020 1 TO 2020 1

ACCOUNTS FOR:	ORIGINAL	REVISED				AVAILABLE	PCT
100 General Fund	APPROP	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
10000080 wichita Public Library							
422110 Library Desk Receipts (Fines)	-95,000	-65,000	-47,518.99	-4,033.80	.00	-17,481.01	73.1%
422111 Library Desk - Faxes	-10,000	-10,000	-7,921.50	-923.50	.00	-2,078.50	79.2%
422112 Library Desk - Passports	-25,000	-25,000	-25,592.00	-1,225.00	.00	592.00	102.4%
423030 Meeting Room Rentals	-30,000	-25,000	-23,345.60	-2,460.60	.00	-1,654.40	93.4%
424011 Copy Charges	-11,000	-11,000	-9,902.70	-870.20	.00	-1,097.30	90.0%
424101 Public Computing Charges	-20,000	-20,000	-14,433.67	-1,239.20	.00	-5,566.33	72.2%
645980 Sale of Scrap	0	0	-1,281.15	.00	.00	1,281.15	100.0%
646981 State Setoff Collections	-68,000	-50,000	-15,667.48	-874.08	.00	-34,332.52	31.3%
646990 Other Non-Operating Revenue	0	0	-79.24	.00	.00	79.24	100.0%
TOTAL UNDEFINED ROLLUP CODE	-259,000	-206,000	-145,742.33	-11,626.38	.00	-60,257.67	70.7%
10001 Library - Personnel							
511000 Base Compensation	6,281,058	6,665,839	5,068,764.63	511,652.84	.00	1,597,074.37	76.0%
511950 Year-End Payroll Accrual	0	0	-236,795.62	.00	.00	236,795.62	100.0%
511999 Planned Savings	-2,051,398	-59,980	.00	.00	.00	-59,980.00	.0%
512000 Special Compensation	1,800	8,211	19,733.27	2,745.59	.00	-11,522.27	240.3%
512051 Mileage Reimbursement	0	0	3,109.94	119.61	.00	-3,109.94	100.0%
513000 Overtime Compensation	0	0	6,635.72	1,696.09	.00	-6,635.72	100.0%
518200 Employer Wage Taxes & WC	543,275	576,334	424,661.91	42,986.09	.00	151,672.09	73.7%
518300 Employer Share EE Insurance	1,132,396	1,077,999	850,182.70	89,961.01	.00	227,816.30	78.9%
518400 Employer Share Pension/Retire	801,709	821,201	625,398.03	63,100.21	.00	195,802.97	76.2%
TOTAL Library - Personnel	6,708,840	9,089,604	6,761,690.58	712,261.44	.00	2,327,913.42	74.4%
10002 Library - Contractuals							
521011 Electricity - EDI	305,438	275,000	209,698.45	36,501.96	.00	65,301.55	76.3%
521021 Natural Gas - EDI	41,824	80,000	53,543.54	1,639.96	.00	26,456.46	66.9%
521030 Water Service	13,375	25,000	16,995.43	1,818.35	.00	8,004.57	68.0%
521050 Trash Service	5,404	0	.00	.00	.00	.00	.0%
521051 Recycling Service	3,600	2,840	.00	.00	.00	2,840.00	.0%
521055 Trash Service - EDI	0	9,132	12,614.18	1,449.93	.00	-3,482.18	138.1%
521060 Local Telephone Service	8,000	3,224	2,417.85	268.65	.00	806.15	75.0%
521070 Internet Service	10,971	10,971	10,028.90	3,629.50	.00	942.10	91.4%

YTD

FOR 2025 09

JOURNAL DETAIL 2020 1 TO 2020 1

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
522010 PBX Line Charges	11,806	12,540	9,405.00	1,045.00	.00	3,135.00	75.0%
522020 PBX Instrument Charges	19,414	19,950	14,962.50	1,662.50	.00	4,987.50	75.0%
522040 Long Distance & Teleconferenc	1,000	1,000	352.60	31.80	.00	647.40	35.3%
522050 Pagers & Mobile Phones	0	4,200	207.20	.00	.00	3,992.80	4.9%
522060 Air Cards (Mobile Connect)	1,260	1,260	1,206.66	105.00	.00	53.34	95.8%
522070 Voicemail	3,968	4,080	3,060.00	340.00	.00	1,020.00	75.0%
522080 Automatic Call Distribution	786	786	589.50	65.50	.00	196.50	75.0%
523010 Building & Contents Insurance	172,088	172,088	129,066.00	43,022.00	.00	43,022.00	75.0%
523020 Vehicle Liability Premiums	870	870	652.50	217.50	.00	217.50	75.0%
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	.00	.00	-39.00	108.1%
525013 Drug Screening	0	0	2,388.00	675.00	.00	-2,388.00	100.0%
525070 Background Checks	0	0	534.51	232.76	.00	-534.51	100.0%
525080 Service Contractors	0	0	70.09	.00	.00	-70.09	100.0%
525083 Textile Rental & Laundry Svcs	1,925	0	.00	.00	.00	.00	.0%
525086 Interpreter Services	2,000	3,000	1,846.00	.00	.00	1,154.00	61.5%
525094 Collection Agency Fees	21,500	21,500	10,816.90	1,383.80	.00	10,683.10	50.3%
525990 Other Professional Services	5,936	5,936	2,028.14	24.50	.00	3,907.86	34.2%
526010 Motor Pool Scheduled Charges	3,720	8,652	3,612.00	721.00	.00	5,040.00	41.7%
526020 Building Repair & Maint	7,240	7,240	1,235.65	.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	15,000	9,220.92	924.00	.00	5,779.08	61.5%
526044 Security & Fire Services	5,220	5,220	1,160.20	105.88	.00	4,059.80	22.2%
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	36,794.16	4,088.24	.00	15,265.84	70.7%
529010 Bank Charges	5,000	5,000	3,138.77	305.97	.00	1,861.23	62.8%
529020 Postage	6,000	6,000	2,609.80	252.00	.00	3,390.20	43.5%
529030 Shipping & Freight	1,000	1,000	581.83	50.32	.00	418.17	58.2%
529031 Delivery/Pick up	13,815	13,815	13,585.00	.00	.00	230.00	98.3%
529040 Subscriptions	84,000	84,000	90,354.30	808.78	.00	-6,354.30	107.6%
529051 Library Software/Licenses	159,233	161,270	29,179.48	9,620.00	.00	132,090.52	18.1%
529052 Library Subs-Electronic Matls	337,487	341,722	278,078.24	1,305.82	2,155.00	61,488.76	82.0%
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	.00	.00	-16,350.00	100.0%
529070 Printing/Copying/Scanning	30,000	30,000	17,860.97	2,772.56	.00	12,139.03	59.5%
529090 Shredding & Recycling Service	250	1,320	110.00	.00	.00	1,210.00	8.3%
529141 Software License & Maint Fees	550	10,500	9,948.46	.00	.00	551.54	94.7%
529150 Data Center Charges	1,196,619	1,196,619	973,511.55	108,167.95	.00	223,107.45	81.4%
529160 Licenses & Permits	595	595	.00	.00	.00	595.00	.0%
529990 Other Contractuals	5,033	5,033	420.00	48.00	.00	4,613.00	8.3%
TOTAL Library - Contractuals	2,586,408	2,632,844	1,981,496.81	223,284.23	2,155.00	649,192.19	75.3%

10003 Library - Commodities

YTD

FOR 2025 09

JOURNAL DETAIL 2020 1 TO 2020 1

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
531010 Computing Supplies	0	0	765.00	.00	.00	-765.00	100.0%
531020 Office Supplies	64,339	64,339	47,336.75	4,529.37	.00	17,002.25	73.6%
531030 Custodial Supplies	5,000	5,000	2,009.51	236.81	.00	2,990.49	40.2%
532020 Automotive Parts & Supplies	450	1,150	135.10	.00	.00	1,014.90	11.7%
532990 Other Equip Parts & Supplies	0	0	91.00	.00	.00	-91.00	100.0%
539012 Gasoline	7,234	7,234	3,495.54	265.42	.00	3,738.46	48.3%
549010 Furniture & Fixtures <\$5k	9,490	9,490	4,377.13	.00	.00	5,112.87	46.1%
549020 Data Processing Equip <\$5k	9,665	9,665	16,010.26	144.00	.00	-6,345.26	165.7%
549110 Library Materials	452,067	448,617	215,874.20	41,429.54	.00	232,742.64	48.1%
TOTAL Library - Commodities	548,245	545,495	290,094.49	46,605.14	.00	255,400.35	53.2%
TOTAL Wichita Public Library	9,584,493	12,061,943	8,887,539.55	970,524.43	2,155.00	3,172,248.29	73.7%
TOTAL General Fund	9,584,493	12,061,943	8,887,539.55	970,524.43	2,155.00	3,172,248.29	73.7%
TOTAL REVENUES	-259,000	-206,000	-145,742.33	-11,626.38	.00	-60,257.67	
TOTAL EXPENSES	9,843,493	12,267,943	9,033,281.88	982,150.81	2,155.00	3,232,505.96	

YTD

FOR 2025 09

JOURNAL DETAIL 2020 1 TO 2020 1

	ORIGINAL APPROP		REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL		9,584,493	12,061,943	8,887,539.55	970,524.43	2,155.00	3,172,248.29	73.7%

** END OF REPORT - Generated by Tammy Penland **

YTD

REPORT OPTIONS

Field #	Total	Page Break	Year/Period: 2025/ 9
Sequence 1	1	Y	Print revenue as credit: Y
Sequence 2	9	Y	Print totals only: Y
Sequence 3	13	Y	Suppress zero bal accts: Y
Sequence 4	11	Y	Print full GL account: N
Double space: N			Roll projects to object: N
Report title: YTD			
Carry forward code: 1			
Print journal detail: Y			
Print Full or Short description: F			From Yr/Per: 2020/ 1
Print MTD Version: Y			To Yr/Per: 2020/ 1
Print Revenues-Version headings: N			Include budget entries: Y
Format type: 1			Incl encumb/liq entries: Y
Print revenue budgets as zero: N			Sort by JE # or PO #: J
Include Fund Balance: N			Detail format option: 1
Include requisition amount: N			
Multiyear view: D			
Find Criteria			
Field Name	Field value		
Org	10000080		
Object			
Project			
Rollup code			
Account type			
Account status			

YTD

FOR 2025 09

JOURNAL DETAIL 2020 1 TO 2020 1

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
290 Grants - Multi-year							
80100324 South Central KS Library Sys24							
415050 State Operating Grants	-237,682	-237,682	-237,682.00	.00	.00	.00	100.0%
TOTAL UNDEFINED ROLLUP CODE	-237,682	-237,682	-237,682.00	.00	.00	.00	100.0%
Y4806 SCKLS 24-South Central KS Libr							
521055 Trash Service - EDI	0	0	719.78	.00	.00	-719.78	100.0%
524020 Travel & Training	18,416	18,416	19,578.29	2,671.61	.00	-1,162.29	106.3%
526070 Equipment Repair & Maint	9,000	9,000	113.00	113.00	.00	8,887.00	1.3%
529030 Shipping & Freight	0	0	344.54	344.54	.00	-344.54	100.0%
529040 Subscriptions	0	0	6,600.00	.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	74,065.00	12,050.02	85,443.00	-134,508.00	638.0%
531020 Office Supplies	20,000	20,000	515.46	389.50	.00	19,484.54	2.6%
533090 Building Parts & Materials	0	0	550.80	550.80	.00	-550.80	100.0%
549010 Furniture & Fixtures <\$5k	25,000	25,000	2,562.68	2,382.69	.00	22,437.32	10.3%
549020 Data Processing Equip <\$5k	0	0	1,899.00	1,480.00	.00	-1,899.00	100.0%
549110 Library Materials	140,266	140,266	1,069.61	1,069.61	.00	139,196.39	.8%
TOTAL SCKLS 24-South Central KS L	237,682	237,682	117,520.16	21,051.77	85,443.00	34,718.84	85.4%
TOTAL South Central KS Library Sy	0	0	-120,161.84	21,051.77	85,443.00	34,718.84	100.0%
TOTAL Grants - Multi-year	0	0	-120,161.84	21,051.77	85,443.00	34,718.84	100.0%
TOTAL REVENUES	-237,682	-237,682	-237,682.00	.00	.00	.00	
TOTAL EXPENSES	237,682	237,682	117,520.16	21,051.77	85,443.00	34,718.84	

YTD

FOR 2025 09

JOURNAL DETAIL 2020 1 TO 2020 1

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	00	-120,161.84	21,051.77	85,443.00	34,718.84	100.0%

** END OF REPORT - Generated by Tammy Penland **

YTD

REPORT OPTIONS

Field #	Total	Page Break	
Sequence 1	1	Y	Y
Sequence 2	9	Y	N
Sequence 3	13	Y	N
Sequence 4	11	Y	N

Double space: N
 Report title: YTD
 Carry forward code: 1
 Print journal detail: Y
 Print Full or Short description: F
 Print MTD Version: Y
 Print Revenues-Version headings: N
 Format type: 1
 Print revenue budgets as zero: N
 Include Fund Balance: N
 Include requisition amount: N
 Multiyear view: D

Year/Period: 2025/ 9
 Print revenue as credit: Y
 Print totals only: Y
 Suppress zero bal accts: Y
 Print full GL account: N
 Roll projects to object: N
 From Yr/Per: 2020/ 1
 To Yr/Per: 2020/ 1
 Include budget entries: Y
 Incl encumb/liq entries: Y
 Sort by JE # or PO #: J
 Detail format option: 1

Find Criteria

Field Name	Field value
Org	
Object	
Project	y4806
Rollup code	
Account type	
Account status	

YTD

FOR 2025 09

JOURNAL DETAIL 2020 1 TO 2020 1

ACCOUNTS FOR:	ORIGINAL	REVISED					AVAILABLE	PCT
290 Grants - Multi-year	APPROP	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
80100325 South Central KS Library Sys25								
415050 State Operating Grants	-250,140	-250,140	-250,140.00	-103,791.00	.00	.00	100.0%	
TOTAL UNDEFINED ROLLUP CODE	-250,140	-250,140	-250,140.00	-103,791.00	.00	.00	100.0%	
Y5801 SCKLS 25-South Central KS Libr								
524020 Travel & Training	12,000	12,000	.00	.00	.00	12,000.00	.0%	
525080 Service Contractors	0	0	34,495.50	.00	.00	-34,495.50	100.0%	
526070 Equipment Repair & Maint	9,000	9,000	.00	.00	.00	9,000.00	.0%	
529052 Library Subs-Electronic Matls	0	0	34,700.81	33,300.09	.00	-34,700.81	100.0%	
529990 Other Contractuals	160,000	160,000	.00	.00	.00	160,000.00	.0%	
531020 Office Supplies	7,000	7,000	.00	.00	.00	7,000.00	.0%	
549010 Furniture & Fixtures <\$5k	3,000	3,000	.00	.00	.00	3,000.00	.0%	
549110 Library Materials	59,140	59,140	.00	.00	.00	59,140.00	.0%	
TOTAL SCKLS 25-South Central KS L	250,140	250,140	69,196.31	33,300.09	.00	180,943.69	27.7%	
TOTAL South Central KS Library Sy	0	0	-180,943.69	-70,490.91	.00	180,943.69	100.0%	
TOTAL Grants - Multi-year	0	0	-180,943.69	-70,490.91	.00	180,943.69	100.0%	
TOTAL REVENUES	-250,140	-250,140	-250,140.00	-103,791.00	.00	.00		
TOTAL EXPENSES	250,140	250,140	69,196.31	33,300.09	.00	180,943.69		

YTD

FOR 2025 09

JOURNAL DETAIL 2020 1 TO 2020 1

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	-180,943.69	-70,490.91	.00	180,943.69 100.0%

** END OF REPORT - Generated by Tammy Penland **

YTD

REPORT OPTIONS

Field #	Total	Page Break	
Sequence 1	1	Y	Y
Sequence 2	9	Y	N
Sequence 3	13	Y	N
Sequence 4	11	Y	N

Double space: N

Report title: YTD

Carry forward code: 1

Print journal detail: Y

Print Full or Short description: F

Print MTD Version: Y

Print Revenues-Version headings: N

Format type: 1

Print revenue budgets as zero: N

Include Fund Balance: N

Include requisition amount: N

Multiyear view: D

Year/Period: 2025/ 9

Print revenue as credit: Y

Print totals only: Y

Suppress zero bal accts: Y

Print full GL account: N

Roll projects to object: N

From Yr/Per: 2020/ 1

To Yr/Per: 2020/ 1

Include budget entries: Y

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Find Criteria

Field Name	Field value
Org	
Object	
Project	y5801
Rollup code	
Account type	
Account status	

YTD

FOR 2025 09

JOURNAL DETAIL 2020 1 TO 2020 1

ACCOUNTS FOR:	ORIGINAL	REVISED					AVAILABLE	PCT
290 Grants - Multi-year	APPROP	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
80100225 Library-State Grants-in-Aid 25								
415050 State Operating Grants	-138,506	-138,506	-138,505.70	.00	.00	.00	100.0%	
TOTAL UNDEFINED ROLLUP CODE	-138,506	-138,506	-138,505.70	.00	.00	.00	100.0%	
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	.00	.00	-6,888.00	100.0%	
529052 Library Subs-Electronic Matls	0	0	29,999.67	515.02	.00	-29,999.67	100.0%	
529070 Printing/Copying/Scanning	20,000	20,000	11,529.34	5,832.72	.00	8,470.66	57.6%	
529120 Ad Campaigns (Marketing)	30,000	30,000	2,900.00	400.00	.00	27,100.00	9.7%	
531150 Food Supplies	0	0	3,633.61	3,633.61	.00	-3,633.61	100.0%	
549010 Furniture & Fixtures <\$5k	22,000	22,000	354.34	.00	.00	21,645.66	1.6%	
549020 Data Processing Equip <\$5k	30,000	30,000	6,232.20	.00	.00	23,767.80	20.8%	
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	61,537.16	10,381.35	.00	76,968.54	44.4%	
TOTAL Library-State Grants-in-Aid	0	0	-76,968.54	10,381.35	.00	76,968.54	100.0%	
TOTAL Grants - Multi-year	0	0	-76,968.54	10,381.35	.00	76,968.54	100.0%	
TOTAL REVENUES	-138,506	-138,506	-138,505.70	.00	.00	.00		
TOTAL EXPENSES	138,506	138,506	61,537.16	10,381.35	.00	76,968.54		

YTD

FOR 2025 09

JOURNAL DETAIL 2020 1 TO 2020 1

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	-76,968.54	10,381.35	.00	76,968.54 100.0%

** END OF REPORT - Generated by Tammy Penland **

YTD

REPORT OPTIONS

Field #	Total	Page Break	
Sequence 1	1	Y	Y
Sequence 2	9	Y	N
Sequence 3	13	Y	N
Sequence 4	11	Y	N

Double space: N

Report title: YTD

Carry forward code: 1

Print journal detail: Y

Print Full or Short description: F

Print MTD Version: Y

Print Revenues-Version headings: N

Format type: 1

Print revenue budgets as zero: N

Include Fund Balance: N

Include requisition amount: N

Multiyear view: D

Year/Period: 2025/ 9

Print revenue as credit: Y

Print totals only: Y

Suppress zero bal accts: Y

Print full GL account: N

Roll projects to object: N

From Yr/Per: 2020/ 1

To Yr/Per: 2020/ 1

Include budget entries: Y

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Find Criteria

Field Name	Field value
Org	
Object	
Project	y5800
Rollup code	
Account type	
Account status	

Wichita Public Library General Fund Bills

September 2025

Org: 10000080

10001 - Library - Personnel

1B - Base Compensation

511000 Base Compensation

Payroll, PP 9.26.25 \$256,520.43

Payroll, PP09.12.25 \$255,132.41

Total 511000 Base Compensation	\$511,652.84
--------------------------------	--------------

Total 1B - Base Compensation	\$511,652.84
------------------------------	--------------

1F - Special Compensation

512000 Special Compensation

Payroll, PP 9.26.25 \$472.66

Payroll, PP09.12.25 \$2,272.93

Total 512000 Special Compensation	\$2,745.59
-----------------------------------	------------

512051 Mileage Reimbursement

Payroll, 7961 \$11.70

Payroll, 7981 \$2.03

Payroll, 8502 \$105.88

Total 512051 Mileage Reimbursement	\$119.61
------------------------------------	----------

Total 1F - Special Compensation	\$2,865.20
---------------------------------	------------

1J - OT Compensation

513000 Overtime Compensation

Payroll, PP 9.26.25 \$1,120.95

Payroll, PP09.12.25 \$575.14

Total 513000 Overtime Compensation	\$1,696.09
------------------------------------	------------

Total 1J - OT Compensation	\$1,696.09
----------------------------	------------

1N - Employee Benefits

518200 Employer Wage Taxes & WC

Payroll, PP 9.26.25 \$21,496.95

Payroll, PP09.12.25 \$21,489.14

Total 518200 Employer Wage Taxes & WC	\$42,986.09
---------------------------------------	-------------

518300 Employer Share EE Insurance

Payroll, PP 9.26.25 \$45,384.03

Payroll, PP09.12.25 \$44,576.98

Total 518300 Employer Share EE Insurance	\$89,961.01
--	-------------

518400 Employer Share Pension/Retire

Payroll, PP 9.26.25 \$31,555.14

Wichita Public Library General Fund Bills

September 2025

Payroll, PP09.12.25

\$31,545.07

Total 518400 Employer Share Pension/Retire

\$63,100.21

Total 1N - Employee Benefits

\$196,047.31

Total 10001 - Library - Personnel

\$712,261.44

10002 - Library - Contractuals

2B - Utilities

521011 Electricity - EDI

EVERGY KANSAS SOUTH INC

\$36,501.96

Total 521011 Electricity - EDI

\$36,501.96

521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC

\$89.59

ONE GAS INC

\$1,550.37

Total 521021 Natural Gas - EDI

\$1,639.96

521030 Water Service

City of Wichita

\$1,818.35

Total 521030 Water Service

\$1,818.35

521055 Trash Service - EDI

WASTE MANAGEMENT OF KANSAS INC

\$1,449.93

Total 521055 Trash Service - EDI

\$1,449.93

Total 2B - Utilities

\$41,410.20

2F - Technology Charges

521060 Local Telephone Service

City of Wichita

\$244.00

T-MOBILE USA INC

\$24.65

Total 521060 Local Telephone Service

\$268.65

521070 Internet Service

P-CARD ONE-TIME PAY

\$3,629.50

Total 521070 Internet Service

\$3,629.50

522010 PBX Line Charges

City of Wichita

\$1,045.00

Total 522010 PBX Line Charges

\$1,045.00

Wichita Public Library General Fund Bills

September 2025

522020 PBX Instrument Charges

City of Wichita \$1,662.50

Total 522020 PBX Instrument Charges	\$1,662.50
-------------------------------------	------------

522040 Long Distance & Teleconference

City of Wichita \$31.80

Total 522040 Long Distance & Teleconference	\$31.80
---	---------

522060 Air Cards (Mobile Connect)

City of Wichita \$105.00

Total 522060 Air Cards (Mobile Connect)	\$105.00
---	----------

522070 Voicemail

City of Wichita \$340.00

Total 522070 Voicemail	\$340.00
------------------------	----------

522080 Automatic Call Distribution

City of Wichita \$65.50

Total 522080 Automatic Call Distribution	\$65.50
--	---------

529150 Data Center Charges

City of Wichita \$108,167.95

Total 529150 Data Center Charges	\$108,167.95
----------------------------------	--------------

Total 2F - Technology Charges	\$115,315.90
-------------------------------	--------------

2J - Insurance Premiums

523010 Building & Contents Insurance

City of Wichita \$43,022.00

Total 523010 Building & Contents Insurance	\$43,022.00
--	-------------

523020 Vehicle Liability Premiums

City of Wichita \$217.50

Total 523020 Vehicle Liability Premiums	\$217.50
---	----------

Total 2J - Insurance Premiums	\$43,239.50
-------------------------------	-------------

2R - Professional Svcs

525013 Drug Screening

WORKSAFE PHYSICAL THERAPY \$675.00

Total 525013 Drug Screening	\$675.00
-----------------------------	----------

525070 Background Checks

TRUVIEW BSI LLC \$232.76

Total 525070 Background Checks	\$232.76
--------------------------------	----------

525094 Collection Agency Fees

UNIQUE MANAGEMENT SERVICES INC \$1,383.80

Total 525094 Collection Agency Fees	\$1,383.80
-------------------------------------	------------

Wichita Public Library General Fund Bills

September 2025

525990 Other Professional Services

P-CARD ONE-TIME PAY \$24.50

Total 525990 Other Professional Services	\$24.50
--	---------

Total 2R - Professional Svcs	\$2,316.06
------------------------------	------------

2V - Bldg & Equip Charges

526010 Motor Pool Scheduled Charges

City of Wichita \$721.00

Total 526010 Motor Pool Scheduled Charges	\$721.00
---	----------

526042 Pest Control Services

P-CARD ONE-TIME PAY \$924.00

Total 526042 Pest Control Services	\$924.00
------------------------------------	----------

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	\$5,839.12
---------------------------------	------------

2Z - Other Contractuals

529010 Bank Charges

City of Wichita \$305.97

Total 529010 Bank Charges	\$305.97
---------------------------	----------

529020 Postage

P-CARD ONE-TIME PAY \$252.00

Total 529020 Postage	\$252.00
----------------------	----------

529030 Shipping & Freight

P-CARD ONE-TIME PAY \$50.32

Total 529030 Shipping & Freight	\$50.32
---------------------------------	---------

529040 Subscriptions

P-CARD ONE-TIME PAY \$808.78

Total 529040 Subscriptions	\$808.78
----------------------------	----------

529051 Library Software/Licenses

THE NEW YORK TIMES COMPANY \$9,620.00

Total 529051 Library Software/Licenses	\$9,620.00
--	------------

Wichita Public Library General Fund Bills

September 2025

529052 Library Subs-Electronic Matls

BERTELESMANN PUBLISHING GROUP \$1,010.82

P-CARD ONE-TIME PAY \$295.00

Total 529052 Library Subs-Electronic Matls	\$1,305.82
--	------------

529070 Printing/Copying/Scanning

City of Wichita \$932.26

HF GROUP LLC \$1,840.30

Total 529070 Printing/Copying/Scanning	\$2,772.56
--	------------

529990 Other Contractuals

P-CARD ONE-TIME PAY \$48.00

Total 529990 Other Contractuals	\$48.00
---------------------------------	---------

Total 2Z - Other Contractuals	\$15,163.45
-------------------------------	-------------

Total 10002 - Library - Contractuals	\$223,284.23
--------------------------------------	--------------

10003 - Library - Commodities

3B - Supplies

531020 Office Supplies

City of Wichita \$1,849.86

P-CARD ONE-TIME PAY \$2,679.51

Total 531020 Office Supplies	\$4,529.37
------------------------------	------------

531030 Custodial Supplies

P-CARD ONE-TIME PAY \$236.81

Total 531030 Custodial Supplies	\$236.81
---------------------------------	----------

Total 3B - Supplies	\$4,766.18
---------------------	------------

3N - Fuel

539012 Gasoline

City of Wichita \$265.42

Total 539012 Gasoline	\$265.42
-----------------------	----------

Total 3N - Fuel	\$265.42
-----------------	----------

4Z - Non-Capital Outlay

549020 Data Processing Equip <\$5k

City of Wichita \$144.00

Total 549020 Data Processing Equip <\$5k	\$144.00
--	----------

Wichita Public Library General Fund Bills

September 2025

549110 Library Materials

P-CARD ONE-TIME PAY \$41,429.54

Total 549110 Library Materials	\$41,429.54
--------------------------------	-------------

Total 4Z - Non-Capital Outlay	\$41,573.54
-------------------------------	-------------

Total 10003 - Library - Commodities	\$46,605.14
-------------------------------------	-------------

Grand Total

\$982,150.81

Wichita Public Library Grant Bills

September 2025

Y4806 - SCKLS 24-South Central KS Library S

2 - Contractuals

2N - Employee Development

524020 Travel & Training

P-CARD ONE-TIME PAY	\$2,671.61
---------------------	------------

Total 524020 Travel & Training	\$2,671.61
--------------------------------	------------

Total 2N - Employee Development	\$2,671.61
---------------------------------	------------

2V - Bldg & Equip Charges

526070 Equipment Repair & Maint

ENCOMPAS CORPORATION	\$113.00
----------------------	----------

Total 526070 Equipment Repair & Maint	\$113.00
---------------------------------------	----------

Total 2V - Bldg & Equip Charges	\$113.00
---------------------------------	----------

2Z - Other Contractuals

529030 Shipping & Freight

ENCOMPAS CORPORATION	\$23.00
----------------------	---------

P-CARD ONE-TIME PAY	\$321.54
---------------------	----------

Total 529030 Shipping & Freight	\$344.54
---------------------------------	----------

529990 Other Contractuals

P-CARD ONE-TIME PAY	\$108.00
---------------------	----------

UNIQUE MANAGEMENT SERVICES INC	\$11942.02
--------------------------------	------------

Total 529990 Other Contractuals	\$108.00
---------------------------------	----------

Total 2Z - Other Contractuals	\$12,050.02
-------------------------------	-------------

Total 2 - Contractuals	\$15,179.17
------------------------	-------------

3 - Commodities

3B - Supplies

531020 Office Supplies

P-CARD ONE-TIME PAY	\$389.50
---------------------	----------

Total 531020 Office Supplies	\$389.50
------------------------------	----------

Total 3B - Supplies	\$389.50
---------------------	----------

3J - Materials

533090 Building Parts & Materials

ENCOMPAS CORPORATION	\$415.00
----------------------	----------

TECH LOGIC CORPORATION	\$135.80
------------------------	----------

Total 533090 Building Parts & Materials	\$550.80
---	----------

Total 3J - Materials	\$550.80
----------------------	----------

Wichita Public Library Grant Bills

September 2025

4Z - Non-Capital Outlay

549010 Furniture & Fixtures <\$5k

P-CARD ONE-TIME PAY \$2,382.69

Total 549010 Furniture & Fixtures <\$5k	\$2,382.69
---	------------

549020 Data Processing Equip <\$5k

ENVISIONWARE INC \$1,480.00

Total 549020 Data Processing Equip <\$5k	\$1,480.00
--	------------

549110 Library Materials

P-CARD ONE-TIME PAY \$1,069.61

Total 549110 Library Materials	\$1,069.61
--------------------------------	------------

Total 4Z - Non-Capital Outlay	\$4,932.30
-------------------------------	------------

Total 3 - Commodities	\$5,872.60
-----------------------	------------

Total Y4806 - SCKLS 24-South Central KS Library S	\$21,051.77
---	-------------

Wichita Public Library Grant Bills

September 2025

Y5801 - SCKLS 25-South Central KS Library S		
2 - Contractuals		
2z - Other Contractuals		
529052 Library Subs-Electronic Matls		
OVERDRIVE INC		\$33,300.09
Total 529052 Library Subs-Electronic Matls		\$33,300.09
Total 2z - Other Contractuals		\$33,300.09
Total 2 - Contractuals		\$33,300.09
Total Y5801 - SCKLS 25-South Central KS Library S		\$33,300.09

Wichita Public Library Grant Bills

September 2025

Y5800 - Library-State Grants-in-Aid 2025

2 - Contractuals

2Z - Other Contractuals

529052 Library Subs-Electronic Matls

OVERDRIVE INC	\$515.02
---------------	----------

Total 529052 Library Subs-Electronic Matls	\$515.02
--	----------

529070 Printing/Copying/Scanning

City of Wichita	\$4,701.72
-----------------	------------

DIRECT MAIL PRINTERS LLC	\$1,131.00
--------------------------	------------

Total 529070 Printing/Copying/Scanning	\$5,832.72
--	------------

529120 Ad Campaigns (Marketing)

EL PERICO INFORMADOR LLC	\$400.00
--------------------------	----------

Total 529120 Ad Campaigns (Marketing)	\$400.00
---------------------------------------	----------

Total 2Z - Other Contractuals	\$6,747.74
-------------------------------	------------

Total 2 - Contractuals	\$6,747.74
------------------------	------------

3 - Commodities

3B - Supplies

531150 Food Supplies

P-CARD ONE-TIME PAY	\$3,633.61
---------------------	------------

Total 531150 Food Supplies	\$3,633.61
----------------------------	------------

Total 3B - Supplies	\$3,633.61
---------------------	------------

Total 3 - Commodities	\$3,633.61
-----------------------	------------

Total Y5800 - Library-State Grants-in-Aid 2025	\$10,381.35
--	-------------

	Type	Date	Name	Debit	Credit	Balance
WPL Gifts September 2025						739,291.24
Baird Account						639,245.76
Baird Checking						117,598.76
Facility Improvements						117,598.76
Total Facility Improvements						117,598.76
Total Baird Checking						117,598.76
Investments						521,647.00
Total Investments						521,647.00
Total Baird Account						639,245.76
Emprise Checking						100,045.48
Cash on Hand						400.00
Total Cash on Hand						400.00
WGS						357.16
Total WGS						357.16
FOL						-10,217.98
Total FOL						-10,217.98
SCKLSSRG						152.09
Total SCKLSSRG						152.09
FOL Holds						690.41
Total FOL Holds						690.41
Levand						38,932.27
	Bill Pmt -Check	09/05/2025	Racine Zackula		28.12	38,904.15
	Bill Pmt -Check	09/05/2025	SHI International Corp		16,019.37	22,884.78
Total Levand				0.00	16,047.49	22,884.78
WPL						69,731.53
Total WPL						69,731.53
Total Emprise Checking				0.00	16,047.49	83,997.99
				0.00	16,047.49	723,243.75
				0.00	16,047.49	723,243.75



INTEROFFICE MEMORANDUM

TO: Wichita Public Library Board
FROM: Sarah Kittrell, Collection Development Division Manager
SUBJECT: Approval of invoices over \$10,000 - LinkedIn Learning
DATE: September 26, 2025

Background: With the adoption of the revised 2022 budget, Wichita Public Library received an immediate increase to the materials budget. One focus of this increase was increasing the number of digital resources and databases offered to Wichita Public Library card holders. One of the resources we introduced at the end of 2022 is LinkedIn Learning.

Analysis: LinkedIn Learning offers over 16,000 online courses taught by real-world professionals on such topics as Career Development, Project Management, Marketing, Graphic Design, Database Management, Web and Software Development, and Sales. In the period covering the previous 12 months, customers viewed 13,206 videos. The cost per video view was \$1.48, \$0.06 cheaper than the second year.

Financial Considerations: The annual cost for LinkedIn Learning will be rising to \$20,000, a locked in price based off of the Library agreeing to a 3-year commitment to the product in 2025. We will be entering year one of a new three-year agreement.

Legal Considerations: The Library is awaiting approval of the contract terms from the Law Department, but they have not changed from previous approvals.

Recommended Action: Although LinkedIn Learning has not yet provided an invoice for 2026, it is recommended that the Board pre-approve the Library's subscription to LinkedIn Learning for the 2026 fiscal year in the amount of \$20,000, so that the invoice can be paid when it arrives.



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

Your LinkedIn Representative
Alisha Sharma
alisharma@linkedin.com

Order Form For Wichita, City Of (Inc)

[Go to Online Checkout](#)

Complete this order using our online checkout (fastest option)

or sign and return to LinkedIn

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

Secure upload (fastest option)

[Go to Online Checkout](#)

Email

alisharma@linkedin.com

Please do not send by postal mail

Primary Contact

Sarah Kittrell
SKITTRELL@wichita.gov
3167218467

Billing Contact

Sabreena Panyara
spanyara@wichita.gov
3169424484

Bill to

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

Ship to

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

Order Information

Order Number: FLD11230695804

Requested start date: December 11, 2025

Term: 36 months

PO Number: (None)

Billing Frequency: ANNUAL

Billing Method: Pay Upfront

Payment Method: Invoice

Payment term: NET30

Currency: USD

Order Notes:

About Requested Start Date for Renewal Order Forms: If Customer's access to the Services is deactivated due to Customer's failure to timely execute this Order Form, and Customer then executes this Order Form after the deactivation, then the Start Date will be the date of execution.

Description	Unit price	Quantity	Total
LinkedIn Learning for Library LinkedIn Learning for Library provides access to high-quality learning content (includes all languages available). Includes one master admin complimentary user. QTY reflects total population served.	N/A		\$60,000.00
December 11, 2025 - December 10, 2026	N/A	500000	\$20,000.00
December 11, 2026 - December 10, 2027	N/A	500000	\$20,000.00
December 11, 2027 - December 10, 2028	N/A	500000	\$20,000.00



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

Subtotal:	\$60,000.00
Estimated Tax:	\$0.00
Estimated Order Total (USD):	\$60,000.00

Subtotals by year (excluding tax)

Year 1	\$20,000.00
Year 2	\$20,000.00
Year 3	\$20,000.00

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

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

Authorized Signatures

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

Customer Signature

Name

Title

Date


LinkedIn Signature

Katie Lock, Revenue on behalf of
LinkedIn Corporation
September 9, 2025

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Operations Committee Agenda
Tuesday, October 14, 2025
Board Room / MS Teams 3:30pm
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order
2. Approval of September 9, 2025 Minutes
3. October 2025 Policy Revisions
4. Proposed 2026 Holiday Closures
5. Integrated Library System RFP Update
6. Service Updates: branches, circulation, and meeting rooms
7. 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 Minutes

Tuesday, September 9, 2025

Board Room / MS Teams 3:30pm

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

In attendance: Jonathan Winkler, Robin Templin, Jaime Nix, and Kristi Dowell

1. Call to Order: 3:33 pm
2. Approval of August 12, 2025 Minutes: Winkler (Templin)
3. Meeting Room Policy Change Implementation Update
Staff walked through the proposed Memo and Meeting Room Policy changes that align the public's use of meeting rooms to specific criteria for eligibility and eliminates a fee structure. This change is proposed as a manner to uplift the community organizations and groups whose work advances Wichita's educational, intellectual, charitable, advocacy, civic and religious activities. Templin (Winkler) moved to accept the proposed changes to REF-009, REG-009.1 and REF-009.2.
4. Angelou Community Garden Update
Staff provided an update on the design and bid process for the Community Garden. A Steering Committee is being invited to begin establishing the operations of the garden.
5. Passport Issuance Discussion
As part of the 2025 Budget Process, staff reviewed the alignment of this service with the new Strategic Direction. In discussion with the City Manager, WPL will cease this service in December 2025 to return staff time to literacy-based services. The committee discussed the popularity of the service, the multitude of locations across the city that will continue to offer the service, and the Library's future efforts to improve services for raising readers.
6. 2026 City of Wichita Strategic Plan
Staff provided copies of the City of Wichita Strategic Plan and the performance goals that have been identified for WPL as it relates to literacy.
7. Other items from the Committee

Adjourned at 4:17 pm

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

1. Call to Order
2. Raising Awareness Updates
3. 2026 Planning: board retreat topic
4. City Manager Transition
5. State Budget Tour: November 12

To attend virtually:

Microsoft Teams

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Meeting ID: 284 931 457 868

Passcode: tfiukX