

A G E N D A

**Wichita Public Library Board of Directors Meeting
Tuesday, January 20 – 12:00 p.m.
Board Room
Advanced Learning Library, Second Floor
711 W 2nd, Wichita KS 67203**

**To attend virtually
[Join the meeting](#)**

1. Call to Order/Introductions
2. Approval of the Agenda
3. Public Comment
4. Staff Presentation: Rebranding WPL, Gardner Designs
5. Minutes of the December 16, 2025 meeting
6. Unfinished Business
7. New Business
 - a. 2026 Action Plan
 - b. REF-009 Meeting Room Updates
8. Advocacy Committee Report
9. Support Organization Reports
10. Director of Libraries Report
11. Announcements
12. Adjournment



Monthly Activity Report December 2025

Service Highlights

The Wichita Journalism Collaborative has selected literacy in Wichita as its next major coverage focus. Literacy Services Manager Savannah Ball played a key role in encouraging the Collaborative to prioritize this topic. Since the decision was made, she has connected the Collaborative with local literacy leaders and organizations, including Read Redefined and Wichita Collective Impact. The Library will continue to serve as an active partner in this effort, supporting the Collaborative by helping convene community voices, sharing expertise, and advancing informed, community-centered coverage of literacy issues in Wichita.

This month, the Adult Literacies Department hosted 8 programs with a combined attendance of 142 individuals. Highlights include the Jane Austen Birthday Party, which attracted hundreds of likes on social media and received rave reviews from attendees, and the ReadICT Reading Wrap-up, which brought 30 readers to the Advanced Learning Library and helped inspire them to work on finishing this year's reading challenge.

Leadership Team held discussions focused on relieving pressure on staff capacity by reducing the number of staff-led programs by approximately 30 percent. This reduction does not include partner-led programs, participant-led programs such as book clubs and crafting groups, or programs led by paid presenters or performers. The proposed change would reduce staff-led programs from 887 annually to approximately 685. Following this discussion, Literacy Services Manager Savannah Ball developed suggested program targets for each location, taking into account seasonal patterns and audience age groups. She then met individually with each location to review the proposed numbers, explain the reasoning behind the change, and gather feedback on whether the targets were appropriate for their staffing capacity and community needs. These conversations are ongoing and will continue in January with workgroups that offer programs at the Advanced Learning Library.

Digital Services soft-launched a new internal ticketing system to better manage technology issues, give staff visibility into the status of issues, and improve how Digital Services handles incoming requests. The system itself is a variation of the ticketing platform staff use to report technology issues to the City's IT department. The system will also allow the Library to better track technology issues across the system and improve internal communication. Managers and supervisors are testing the DS Ticketing system throughout December and all staff will start using the system in mid-January.

Other News

The Maya Angelou Northeast Branch Library received donated pieces of community art this month from Rob Simon, a member of the Wichita Griot Drum Circle which has previously performed at the Angelou Branch. Five large sculptures in the shape of books written by Maya Angelou specifically for the branch were delivered the last week of December.



At this month's RISE Community Garden (RCG) Steering Committee meeting, led by Angelou Community Services Librarian Parker Daniel, members discussed volunteerism at the RCG. Wichita Public Library Assistant Director Tammy Penland led a discussion and answered questions about volunteer contracts for individuals and groups, as well as general volunteer policies and procedures. The groups discussed content for the garden's Adopt-a-Bed agreements and the description for the Senior Garden Volunteer.

Evergreen & Angelou Youth Services Librarian Sara McNeil attended the last Wichita Community Impact quarterly luncheon of 2025. During the luncheon, Sara worked with other community partners to address how they could better support children, caregivers, and providers for kindergarten readiness in the community. During the discussion, Sara mentioned that library card holders have access to a digital repository of support through the ParentTV platform associated with Family Place. After the luncheon, Gil Alvarez, Deputy Superintendent with USD 259, who was also in Sara's group, asked for more information about these resources and wanted to promote this to USD 259 families.

Passport services ended at the Evergreen Community Center & Library and Alford Branch Library this month. Evergreen Library Assistant Mark Cato executed the branch's final passport appointment on December 30. The Evergreen passport staff came together earlier in the month to offer one Saturday morning of extra passport appointment slots so that community members would have a last chance to get their passports done at Evergreen before the service ended. They received help from Alford & Walters Branch Manager Steve Hamersky, who reviewed applications and made copies, and from Deliveries staff member Brandon Ware, who staffed a library service point to free up passport agents. Staff were able to execute 13 passport applications that morning.

Alford & Walters Youth Librarian Lena Vogt visited the Southeast High ESOL (English for Speakers of Other Languages) classes to share information about Wichita Public Library resources. They learned about how to get a physical library card and all of the resources that they already have access to using their student ID number as an e-card. Lena demonstrated how to search and limit by language in both the Library's catalog and in the Libby app. Only one in approximately sixty students said that they are a current Library user, so the presentation was a particularly impactful outreach effort.

The Create Young Readers Team has been exploring the Communico Challenge module as a potential replacement for logging reading/challenges on the Beanstack app. The module is included at no additional cost through the Library's existing Communico contract and is currently in beta, with a full launch expected in April. While the team determined it would be too tight of a turnaround for the 2026 Summer Reading Program, they are hopeful about utilizing the module for other reading or engagement challenges in the near future.

Recent partner storytimes with Exploration Place have seen high attendance. Because the events have continued to grow, Family Literacy Coordinator Racine Zackula shared an open invitation to meet with colleagues from Exploration Place to discuss the pros and cons of them expanding storytime offerings. The Library can assist with storytime basics, including guidance on how librarians plan and deliver storytimes, as well as strategies for engaging both children and the adults present during programming. This conversation emphasized collaboration and knowledge-sharing to support high-quality early literacy experiences in the community.

Sr. Communication Specialist David Garcia and Photographer/Videographer Kyle Holly joined the Teen Advisory Board meeting in December to discuss how TAB can be more involved in the Library's social media promotion of teen programs and services. They also collaborated with the Teen Summer Reading Program promo video team to develop a strong game plan for the video concept and script. The video will then be shared with all Wichita middle and high schools to promote the program.

Literacy Services Manager Savannah Ball, Customer Experience Manager Kristi Dowell, and Walters Branch Manager Steve Hamersky met with Comcare's mobile unit manager Malachi Winters to discuss strategies for better supporting Comcare clients at the Walters Branch Library. As part of the conversation, the Library offered the branch meeting room as a potential space for Comcare to meet with clients in the field, and Comcare staff were encouraged to conduct outreach at the location. Malachi also shared their crisis line with Steve. In the weeks following the meeting, branch staff successfully used this resource to proactively connect a customer with needed assistance, demonstrating the immediate impact of the partnership.

Empowerment Librarian Kelly Fabrizius attended the Community Health Improvement Plan (CHIP) Development Meeting hosted by the Sedgwick County Health Department. During this meeting, community partners and residents learned from experts in the community about health education, behavioral health, economic/upward mobility, and access to health resources. This was followed by a session involving all participants prioritizing the 2026 CHIP goals while using a health education lens across all of the health priorities. Kelly will use the information gleaned from this session (and others) to guide health literacy programming in the upcoming year.

Literacy Services Manager Savannah Ball attended a Wichita Age-Friendly meeting in support of the City's pursuit of becoming an AARP Age-Friendly Community. During the meeting, she shared examples of how the Library already supports age-friendly goals through civic engagement opportunities and lifelong learning programs, helping highlight the Library's role in advancing this work.

Because of the Library's partnership with Wichita Collective Impact, Literacy Services Manager Savannah Ball helped facilitate a recent Wichita Collective Impact meeting focused on family engagement efforts around literacy in Wichita. The discussion brought together a wide range of community organizations to share current work and explore opportunities to strengthen and expand family literacy initiatives in 2026.

Work is being done to clean up and organize the Special Collections storage. Special Collections Manager Michelle Enke moved boxes and other items higher up to protect them from water and other potential disasters. She also moved art prints to the vault for safer storage. Additionally, Library Assistant Zoe Burgess has spent a great deal of time shelf shifting to fit books into their correct filing spot, both in the storage area and in the public shelving. While shelving, she found numerous duplicates and items in poor shape that she then moved to storage. She also ensured that the books noted the correct locations in Polaris before shelving them. This will make it much easier for both staff and patrons to locate what they are looking for.

Special Collections Manager Michelle Enke created a categorized list of new books received in Special Collections over the last quarter. She then provided a selected three-page list to the Wichita Genealogical Society and the Midwest Historical and Genealogical Society to publish in their journals. She uploaded this short list and the complete seven-page list to CONTENTdm to allow researchers to easily see the Library's new titles.

Physical circulation (checkouts and renewals) increased 7% (+6,525 circulations) over December 2024. Percent increases and decreases at individual branches ranged from -18% (Alford) to +9,686% (Angelou). In addition, Angelou, Rockwell, Walters, and Westlink all saw their highest December numbers since 2019.

Of note, initial checkouts of physical items were up 7.8% (+4,203 items) compared to December 2024, with 57,997 items checked out vs. 53,794 items checked out last year. Renewals were also up 2,322, or 6%. Westlink was a significant contributor to the monthly increase, as they circulated 6,378 additional items (+74%) and had an additional 4,565 renewals (+85%).

E-material circulation on OverDrive/Libby increased 10.9% over December 2024, totaling 52,608 checkouts. This was the seventh straight month and ninth month total that e-reads circulation has surpassed 50,000 items. 10,822 customers borrowed e-materials in December, marking the 12th straight month that unique monthly users has surpassed 10,000 users. 151 student e-cards were used to borrow Wichita E-Reads material in December, which is up from the 139 e-cards that were used in December 2024.

The Library finished 2025 with 1,242,436 checkouts and renewals of physical materials, which broke down to 771,198 initial checkouts and 471,238 renewals. This is the highest annual physical circulation

since 2019, when the Library had 1,745,778 physical checkouts and renewals. 32,545¹ unique customers borrowed physical materials in 2025, averaging 38.17 materials per card used.

A total of 22,685 customers borrowed 612,256 e-materials (both new records) through Wichita E-Reads in 2025, which averaged out to 26.9 materials per user. In 2024, 21,077 users borrowed 559,560 materials, which averaged out to 26.55 materials per user. 7,318 users registered their cards with Wichita E-Reads for the first time in 2025, which is down 160 users from 2024.

619 student e-cards borrowed 5,290 materials in 2025. This is down from the 668 student e-cards that borrowed 5,144 materials in 2024. In 2025, 2,113 instant digital cards borrowed 25,147 materials, compared to 2024 when 2,528 instant digital cards borrowed 27,976 materials.

In 2025, customers borrowed 251,313 e-audiobooks, 263,977 e-books, and 96,966 e-magazines. This averaged out to 1,677.4 materials per day.

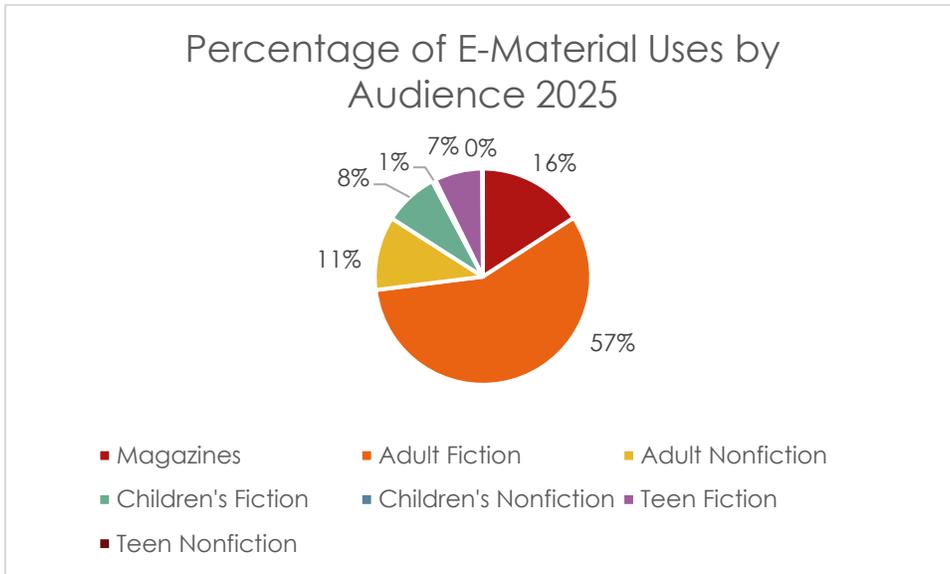
Year	Circulation during year	Days in year	Average circ per day
2012	25,504	366	69.68
2013	39,552	365	108.36
2014	49,753	365	136.3
2015	64,117	365	175.66
2016	87,386	366	238.75
2017	108,115	365	296.32
2018	141,201	365	386.85
2019	164,290	365	450.1
2020	263,841	366	720.88
2021	304,922	365	835.4
2022	368,964	365	1,010.86
2023	460,239	365	1,260.93
2024	559,560	366	1,528.85
2025	612,256	365	1,677.41

The 612,256 items checked out in 2025 broke out in the following ways:

- Magazines: 96,996
- Adult Fiction: 350,107 (176,663 e-audiobooks, 173,444 e-books)
- Adult Nonfiction: 67,645 (32,052 e-audiobooks, 35,593 e-books)
- Children's Fiction: 49,871 (19,519 e-audiobooks, 30,352 e-books)
- Children's Nonfiction: 3,295 (730 e-audiobooks, 2,565 e-books)
- Teen Fiction: 43,771 (22,172 e-audiobooks, 21,599 e-books)
- Teen Nonfiction: 581 (177 e-audiobooks, 404 e-books)
- Spanish language materials: 967
- French language materials: 856
- Italian language materials: 372
- German language materials: 296
- Portuguese language materials: 197

¹ This was pulled from the Statistical Summary report. A Simply Reports report of cards used between 1/1/25 and 1/1/26 was 37,517.

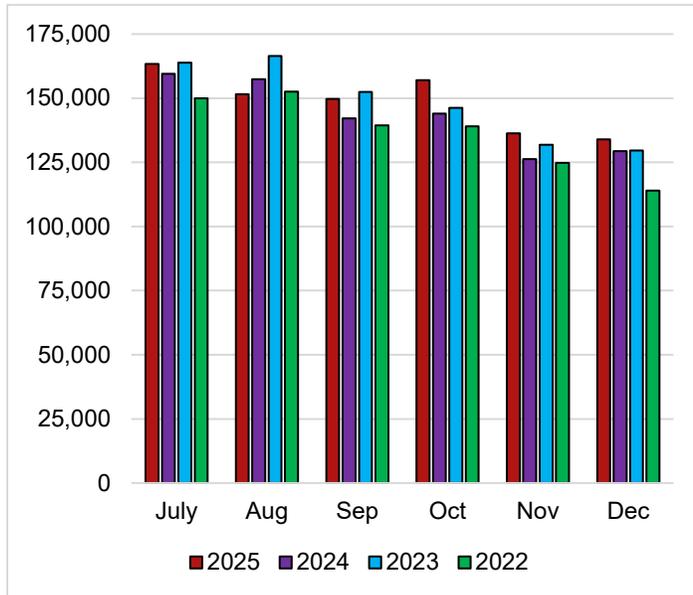
- Japanese language materials: 140
- Swedish language materials: 90
- Other language materials: 287



When looking at customers using physical and digital items, one challenge has been trying to figure out the number of unique customers using all of our services: those using their card for only physical materials, only e-materials, or both. When comparing the 32,545 customers who borrowed physical materials and the 22,685 customers that borrowed e-materials, it worked out to 23,887 customers only borrowed physical materials, 14,027 used e-materials, and 8,658 used both, for a total of 46,572 unique customers that borrowed materials from Wichita E-Reads and the physical collection.

Service Dashboard

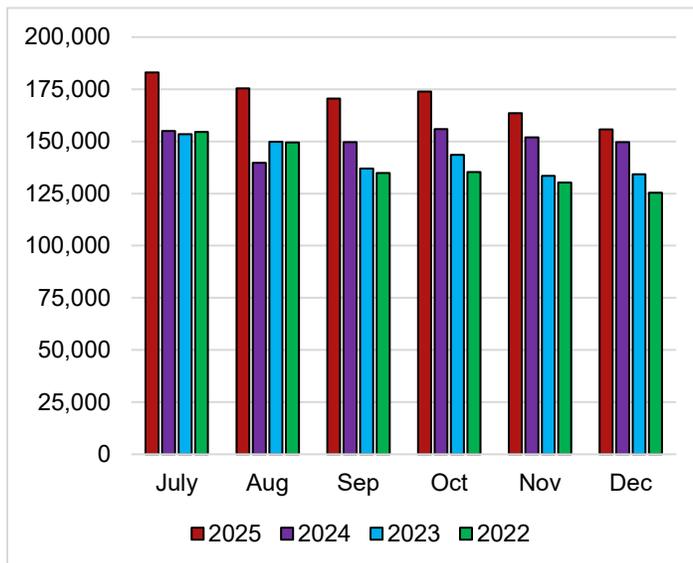
LIBRARY VISITS (door count, catalog sessions, and website visits)



DECEMBER

	2025	2024	% change
Door Counts	49,204	50,227	-2.04%
Catalog Log-ins	30,176	29,925	0.84%
Website Visits	53,861	48,863	10.23%
CONTENTdm Users	695	322	115.84%
Total	133,936	129,337	3.56%

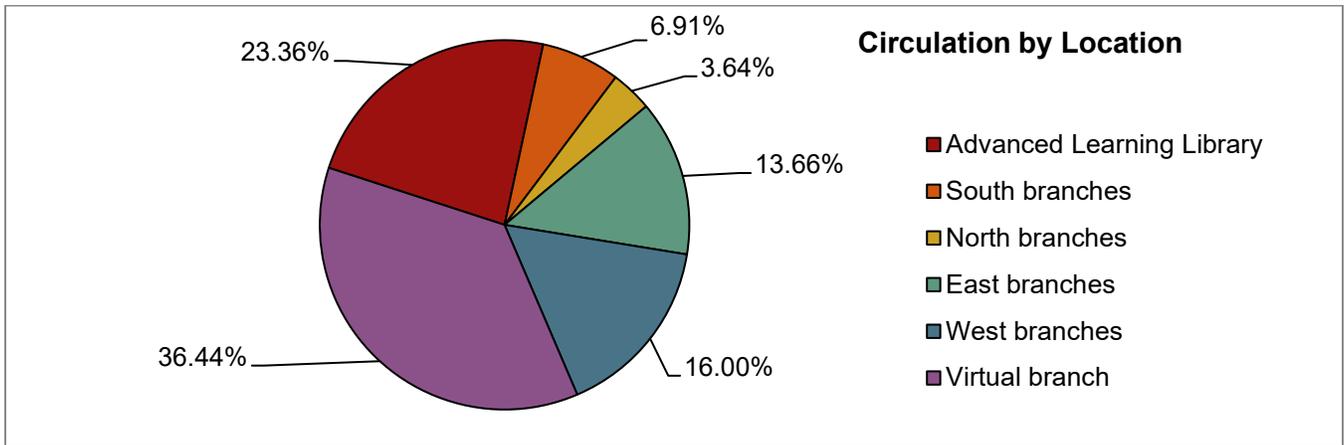
CHECKOUTS



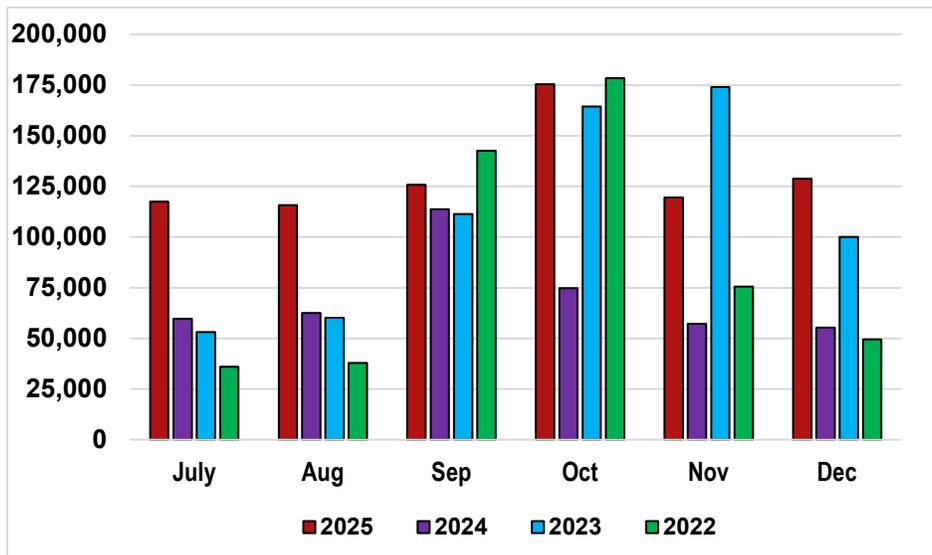
DECEMBER

	2025	2024	% change
Physical Circulation	98,956	92,431	7.06%
Virtual Circulation	56,728	57,205	-0.83%
<i>WPL</i>	56,728	50,261	12.87%
<i>State</i>	-	6,944	N/A
Total	155,684	149,636	4.04%

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



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

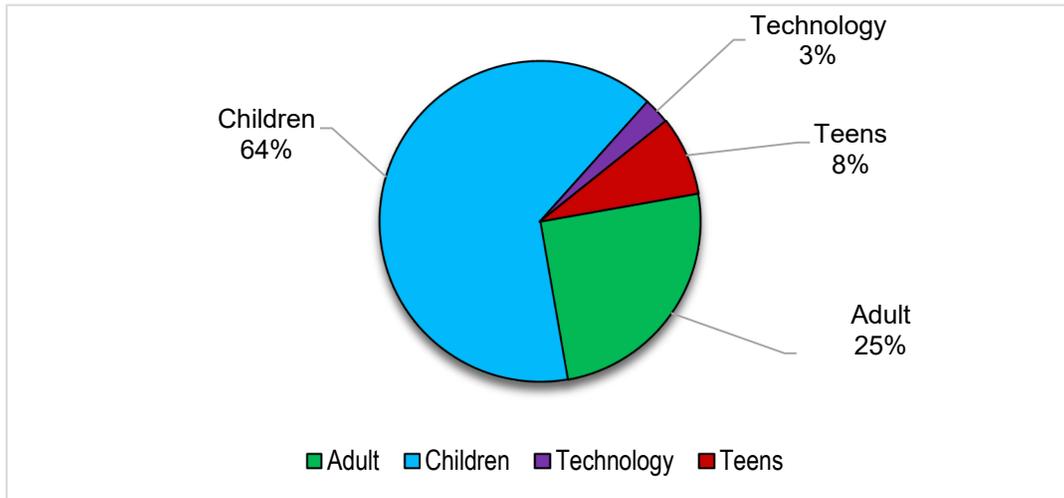


DECEMBER

	2025	2024	% change
Reference Questions	5,993	7,844	-23.60%
Database Searches	118,776	44,074	169.49%
Technology Assistance	3,870	3,042	27.22%
Book-A-Librarian Appointments	230	298	-22.82%
Total	128,869	55,258	133.21%

Usage data for the Auto Repair Source database were not available by this report's publishing date.

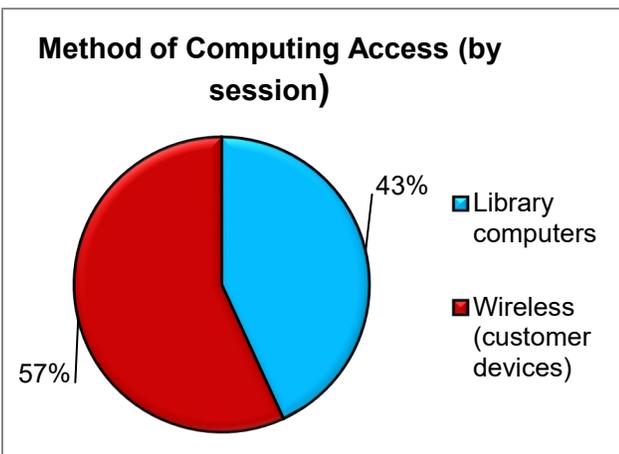
PROGRAM ATTENDANCE



DECEMBER ATTENDANCE

	2025	2024	% change
Adult events	620	194	219.59%
Children's events	1,594	1,071	48.83%
Technology training	66	85	-22.35%
Teen events	196	41	378.05%
TOTAL	2,476	1,391	78.00%

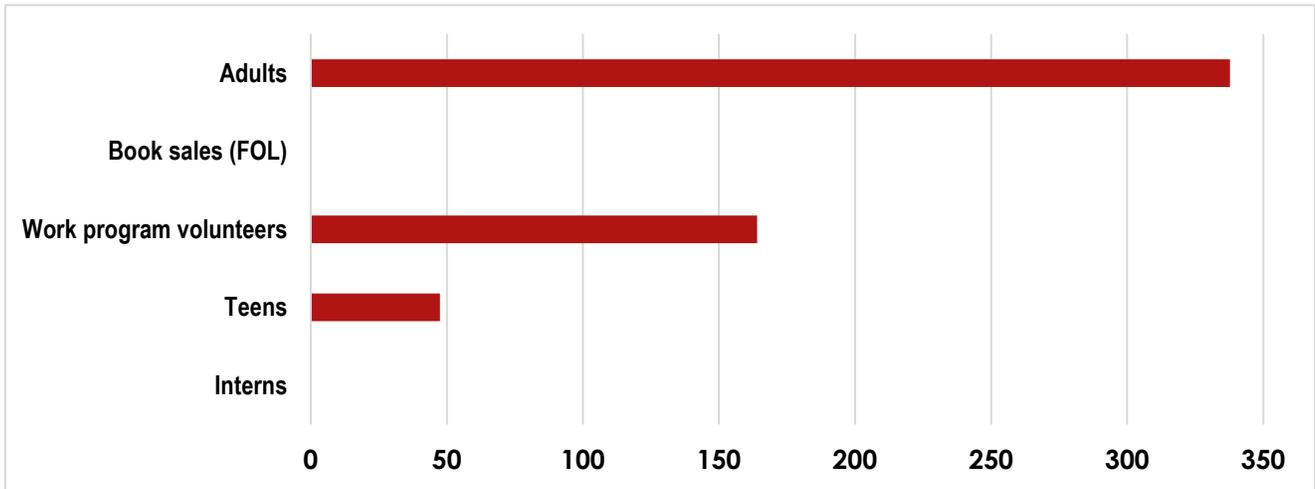
PUBLIC COMPUTING



DECEMBER

	2025	2024	% change
Workstation Sessions	6,189	5,439	13.79%
Wireless Sessions	8,156	9,943	-17.97%
Number Users	1,372	1,202	14.14%
Hours of Access	12,777	10,989	16.27%

VOLUNTEERS (hours of service)

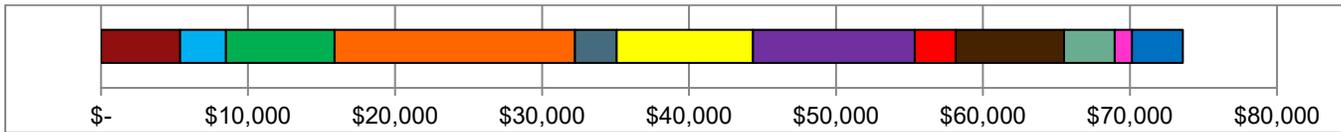


Number of volunteers YTD = 201

Hours of service YTD = 10,576

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

MATERIALS DONATIONS (value if purchased)



Year to date total = \$73,594.07

Items added to Library collections YTD = 3,168+

Service Snapshot: Recent Raving Fans Stories

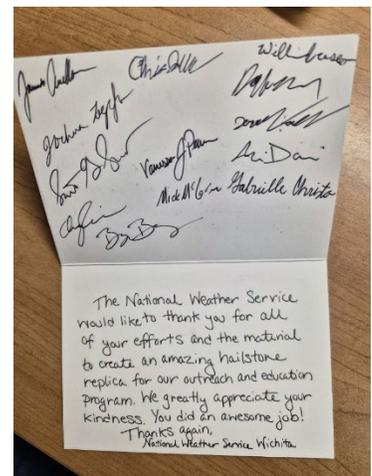
A Spanish-speaking couple started visiting the Evergreen Community Center & Library regularly last fall. At the time, they were unemployed and without stable housing. Recently, they visited Evergreen again and let staff know about their new home, new jobs, and how they are getting to know Wichita. The couple stated that they love all libraries, but Evergreen is special for them, adding that reading there gave them a sense of stability in the midst of the chaos of their first few months in Wichita. They said that while they are grateful to now have jobs, they miss coming to the Library to read every day.

Kelly, like many patrons who visit the Technology Trainers at the Advanced Learning Library, was excited to share how helpful they were when she spoke with Library Assistant Carli Harmening. She needed help with her resume, saying that she couldn't get anyone to help her out with it until she came to the Library. Kelly said that receiving their help "makes all the difference in the world." Since the Technology Trainers empathized with her situation and were able to use their knowledge to assist her, she walked away with a more tailored resume. Kelly was so thrilled with the guidance and support that she filled out a comment card and made a donation to the Friends of the Library before leaving.

A patron recently approached the service desk at the Advanced Learning Library to ask Senior Library Assistant Sam Hollenbeck about the Bird Watching Kits and how to find the available ones. She explained that she is homeschooling for the first time and wanted the kit for her next lesson plan. Sam answered her questions and shared about the Library's Experience Passes, giving her the opportunity to choose additional fun learning activities for her children. She decided on checking out the Sedgwick County Historical Museum pass in addition to the Bird Watching Kit. Before she left, she praised the Library of Things collection stating it was amazing and that she was so grateful for the additional educational opportunities that are available through the Wichita Public Library.

Empowerment Librarian Kelly Fabrizius recently met with a couple from Colby, Kansas who were looking to start a family recreational facility in their community and needed help researching funding opportunities. Since they live several hours away and are not able to access the Foundation Directory from anywhere in their vicinity, Kelly met with them over Zoom, shared her screen, and together they researched potential grant opportunities. Kelly also told them about other resources the Library has that could help them continue their research and write grants. They were very happy with everything they found and all the resources that are accessible to them, even though they live so many miles away.

Tech Trainer Alex Chiem assisted the local National Weather Service office with a 3D-printed model of a hail stone for their educational talks they present to local school children. To thank him for his help, the entire team left him the following note:



WICHITA PUBLIC LIBRARY

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

The hybrid meeting of the Library Board of Directors was held on Tuesday December 16, 2025 at the Advanced Learning Library with the following present in person: Ms. Sarah Balderas, Ms. Lauren Hirsh, Mr. Kurt Oswald, Ms. Andrea Scarpelli, Mr. Chuck Schmidt, Ms. LewJene Schneider, Ms. Susie Ternes, and Mr. Jonathan Winkler. The following attended virtually: Ms. Brandi Newry and Ms. Karyn Shorter.

Call to Order

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

Approval of the Agenda

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

Introductions

Director Nix introduced Andrea Scarpelli, who has been appointed to the Board by Councilmember Ballard and will join the Finance Committee.

Staff Presentation

Director Nix advised board members that the library has historically faced challenges funding furniture and certain technology replacements. In the past, the library has relied on annual grants to support amenities not covered by system maintenance funds overseen by the Public Works Department.

Following completion of the Branch Master Plan, library staff were tasked with developing a funding model to address operational needs not covered by any City of Wichita departmental budget. In the absence of an updated Facilities Master Plan, a defined budget strategy is necessary to sustain both public and private investments.

In late 2023, the Wichita Library Foundation entered into a Memorandum of Understanding with the City of Wichita, undertaking to contribute \$200,000 upon completion of a funding plan to ensure library facilities continue to provide quality furnishings and equipment. Research conducted in collaboration with staff from Public Works, IT, and the City Manager's Office resulted in a proposed ten-year plan covering library furniture, audiovisual systems, and security technologies.

Library leadership has consulted with the City Manager and Finance Director regarding the plan's methodology and has been directed to incorporate it into upcoming budget cycles for both the Library's General Fund budget and the Capital Improvement Plan. The plan gives \$3,873,197 as the estimated amount necessary to carry the identified expenses across seven library locations for the coming decade.

Approval of Minutes

Minutes of the regular meeting held November 18, 2025 were presented. Kurt Oswald moved (Schmidt) to approve the minutes as included in board packets. **Motion carried unanimously.**

Unfinished Business

None

New Business

Jonathan Winkler moved (Oswald) to endorse the Library Funding Plan as provided in board packets. **Motion carried unanimously.**

Director Nix provided the Board with new descriptions and draft 2026 action identified for three board committees: Advocacy, Finance, and Operations. Board members were encouraged to review the body of work for each committee in advance of the annual meeting, when officers will be elected and committee assignments will be made. **No action taken.**

Finance Committee Report

On behalf of the Finance Committee, Chuck Schmidt moved to approve the November 2025 finance report and supplemental bills in the following amounts: General Fund bills of \$1,003,772.46; Grant Fund bills of \$14,598.04; and Gift bills of \$103,862.47, for a total of \$1,122,232.97. **Motion carried unanimously.**

Operations Committee Report

No meeting.

Planning & Facilities Committee Report

No meeting.

Public Affairs Committee Report

No meeting.

Special Committee Reports

Friends of the Library – Erin Shields reported that the Friends have brought in more income than expected for 2025, so their contribution to the library will be more than originally envisaged. A new board president and slate of officers for 2026 has been elected. The 2026 budget has been approved, and the organization’s investment portfolio is being re-evaluated.

Library Foundation – Kourtney Carson reported that the year’s last letter to potential donors has been mailed and focuses on how libraries can assist with crime prevention in communities.

The Foundation is close to reaching its fundraising goals of the year. An event featuring author Kate Quinn is being planned for February 2026 as part of the WPL 150th anniversary celebrations.

Wichita Genealogical Society (WGS) –

No report.

Sarah Balderas left
Chuck Schmidt left

Director of Libraries Report

Director Nix reported that the materials circulation statistics from last year were met and exceeded in October. The Angelou branch has seen a significant increase compared to past reporting periods.

The city has hired a new City Manager, who will receive an orientation to the library and its services from Director Nix in January.

A recent program titled Art Connecting Hearts was held in the Children's Gallery at the Advanced Learning Library. It included an art sale, the proceeds of which come directly back to the library to support youth art activities.

In addition to the Kate Quinn event, the Library is partnering with Watermark for another in February that will feature Mychal Threats, the new host of "Reading Rainbow" and a viral librarian known for his engaging storytelling and advocacy for literacy.

The Wichita Journalism Collaborative will focus on literacy for their 2026 project.

The 2026 Library Work Goals will be presented to the Board at the January meeting to inform members about the work planned for staff in the coming year.

Announcements

None

Adjournment

The meeting was adjourned at 1:02 p.m.

The next regularly scheduled meeting will be January 20, 2026.

Respectfully submitted,

Jaime Nix



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Jaime Nix, Director of Libraries
SUBJECT: Wichita Public Library 2026 Action Plan
DATE: January 13, 2026

Background: Wichita Public Library staff creates an annual plan to outline the projects that will be made to programs and services. This plan assists in distributing budgets, tracking progress timelines, evaluating performance, and managing overall organizational capacity. For 2026, WPL Leadership refers to this as an action plan in lieu of a workplan.

Analysis: The design of the plan integrates the Strategic Direction and elevates the actions from specific projects or tasks to the outcome or change we are trying to make. Wichita Public Library has multiple overarching plans, for example the City of Wichita Strategic Plan and the WPL Technology Plan, that are referenced without including the details identified in this document. Each division of the library has contributed efforts to the body of work intended to be accomplished over the course of 2026, taking into consideration grants and timeline requirements. For most of Wichita Public Library staff in 2026, the focus will be on operationalizing how services are delivered in new and updated spaces with updated technology and an emphasis on reaching non-users of the library.

Financial Considerations: Wichita Public Library will work within its City of Wichita allocated budgets, grants, as well as the distributions and donations from the Wichita Public Library Foundation and Friends of Wichita Public Library.

Legal Consideration: This is an internal plan and any/all contracts will be reviewed by City of Wichita Law Department individually.

Recommendations or Actions: It is requested that the Library Board endorse the Wichita Public Library 2026 Action Plan.

Attachments:

Wichita Public Library 2026 Action Plan

WPL Mission: Connect. Discover. Learn. Thrive.

WPL Vision: Inclusive. Responsive. Collaborative. Your Library makes your community limitless.

STRATEGIC DRIVERS

DRIVER #1	DRIVER #2	DRIVER #3
<p>Advance literacies for life to empower residents.</p> <p>Key Performance Indicator: Percent of programming aligned with strategic driver.</p>	<p>Elevate awareness of library resources to empower residents.</p> <p>Key Performance Indicator: Increased website traffic, social media metrics, and new users.</p>	<p>Build partnerships to expand impact.</p> <p>Key Performance Indicator: Increase the number of strategic partnerships.</p>
Improve early childhood literacy.	Invest in diverse marketing and engagement strategies.	Develop strategic partnerships.
Address low literacy for adults.	Expand technology applications to reach diverse populations.	Amplify impact of advocates.
Increase digital literacy.	Leverage expertise of library staff.	Dedicate staff to building community partnerships.
Increase literacies in other areas of empowerment.	Reduce barriers for library services access.	Define partnership expectations.
Support literacy creators.	Develop multiple options for customers to access information.	

Literacies	Develop a literacy-centered program strategy that deepens impact for youth, teens, and adults; strengthens Family Place and partner efforts; and explores a programming model that enhances systemwide offerings.
Awareness	Launch a new Library brand with messaging and tools that help staff, boards, and community advocates raise awareness and support for our services and programs.
	Increase awareness of library services among non-English-speaking residents through partnerships, multilingual communications, and expanded culturally and linguistically responsive collections and programs.
	Celebrate Wichita Public Library's 150th anniversary with a year-long series of events and experiences that highlight the library's role in learning, discovery, and civic engagement.

Strategic Partnerships	Create and implement a scalable volunteer framework that strengthens technology assistance, Summer Reading, literacy initiatives, outreach, and collections, while building staff capacity to engage residents as active partners in Wichita’s educational success.
	Create and implement a scalable volunteer framework that strengthens technology assistance, Summer Reading, literacy initiatives, outreach, and collections, while building staff capacity to engage residents as active partners in Wichita’s educational success.
	Strengthen partnerships that support low-literacy adults and non-English speakers by integrating library services with partner activities, establishing clear expectations, and training staff for effective collaboration.
	Collect community feedback on technology and digital education needs, parent and caregiver support, collection performance, and future service needs to inform ongoing planning.
Operations	Strengthen WPL’s workplace culture through full implementation of the Customer Experience Model; expand staff capacity through multiple projects; launch an internal CARE Team (Culture, Appreciation, Recognition, Engagement); and enhance supervisory development.
	Implement technology improvements—including a new catalog, mobile app, and upgraded messaging—to improve online customer experience.
	Update operational procedures for cash handling, purchasing, and timesheet entry to comply with City of Wichita requirements.
	Modernize conference room technology and A/V and develop a space improvement plan at the Advanced Learning Library; and establish a City CIP path for ongoing facility maintenance to ensure welcoming, functional spaces.
	Plan for alternative service delivery at Planeview Recreation and Community Center and explore additional models and partners for future opportunities.



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Jaime Nix, Director of Libraries
SUBJECT: REF-009 Meeting Room Updates
DATE: January 13, 2026

Background: Wichita Public Library updated the meeting room policy in late 2025, with modifications to spaces and rental fees. Two details were overlooked when the policy was brought to the board and this work will update the policy to reflect the intended practice. Public feedback has been positive overall, and staff are helping educate meeting room users to the new process and policy.

Analysis: The policy is being brought back to the board to make three adjustments:

- A library card is required to mediate the number of active bookings for any group. This language has been added for clarification.
- The Allison Dondlinger Children’s Gallery and Reading Theatre is primarily used as a library programming space to support the early learning initiatives underway. Amenities in this space are different than in other public meeting spaces and require additional support for public use. The proposed change will prioritize this space for library and partner activities.
- The outdoor terrace at the Advanced Learning Library is listed as a public rental space but is not used by the public for this purpose. The proposed change removes this space for bookings but maintains access to the space for all.

Financial Considerations: N/A.

Legal Consideration: This change is being reviewed by City of Wichita Law Department.

Recommendations or Actions: It is requested that the Library Board approve proposed changes to policy REF-009.

Attachments:

REF-009 Meeting Room Revision

Wichita Public Library Policy Manual

REF-009 Meeting Room Facilities

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

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

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

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

WPL's meeting rooms are not available for:

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

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

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

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

Amenities

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

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

Groups reserving the rooms at branch locations are responsible for setting up and restoring the room to its original condition. Library staff will assist with room sets at the Advanced Learning Library.

Reservations, Damages and Cancellations

Wichita Public Library Policy Manual

Meeting room use will be made available at no cost to groups who meet eligibility criteria. Donations are always welcome.

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

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

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

Other Library Spaces

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

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

The AV Studio at the Advanced Learning Library may be reserved on a first-come, first-served basis up to seven days in advance. Reservations are made for one three-hour session. To use this space, users must have a library card in good standing. Customers under the age of 14 must be accompanied by a responsible adult.

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

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

When not previously reserved, rooms are available on a first-come/first served basis. Groups meeting at the Advanced Learning Library may specify a room set up when reserving the room.

Room Capacities

Meeting Room	Capacity
ALL Conference Room (single)	Est 100
ALL Conference Room (double)	Est 200
ALL Conference Room (triple)	Est 300
ALL Allison Dondlinger Children's Gallery	Est 50
ALL Allison Dondlinger Children's Reading Theatre	Est 50
ALL Dondlinger Children's Gallery AND Reading Theatre	Est 100
ALL Rolland Eakins TEC-Novation Room	Est 30
ALL Keeney Stevens Board Room	Est 30

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Outdoor Terrace (regular hours)	N/A
Alford Branch	Est 130 people
Alford Conference Room	Est 12 people
Angelou Northeast Branch	Est 40 people
Evergreen EverDream Classroom	Est 40 people
Evergreen Unidos Conference room	Est 15 people
Evergreen Cirilo Arteaga Empowerment Multipurpose room (full space)	Est 154 people
Evergreen Arteaga A – Multipurpose room (west only)	Est 89 people
Evergreen Arteaga BC Multipurpose room (east only)	Est 65 people
Evergreen Arteaga B or C Multipurpose room (1/4 only)	Est 32 people
Rockwell Branch	Est 88 people
Walters Branch	Est 43 people
Westlink Conference Room (single)	Est 60 people
Westlink Conference Room (double)	Est 120 people
Westlink Classroom	Est 16 people

Related Form

Meeting Room Terms and Conditions

Revised: ~~August 2025~~ January 2026

**Wichita Public Library Board of Directors
Advocacy Committee**

January 8, 2026

Keeney Stevens Board Room – Advanced Learning Library

To participate virtually

[Join the meeting now](#)

1. Call to Order
2. 2026 Advocacy Activities Draft
3. Library Legislation Day Planning (January 27)
4. WPL Logo Discussion
5. Adjourn

Media Log: December 2025

- December 8, KWCH, Art Connecting Hearts Event Promotion
- December 11, KAKE Kids Corner, Winter Break Youth Programming Promotion
- December 15, KSN, Accessing Digital Materials
- December 26, The Wichita Eagle, #ReadICT Challenge Announcement
- December 26, KMUW, #ReadICT Challenge Announcement
- December 27, KAKE, Robert Layton Family Place Library