

A G E N D A
Wichita Public Library Board of Directors Meeting
Tuesday, November 21, 2023– 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: PBS Viewpoints and Strategic Agenda Update, Jaime Nix and Sean Jones
5. Minutes of the October 17, 2023 meeting
6. Unfinished Business
7. New Business

a) Wichita Public Library Foundation Endowment Policy

8. Finance Committee Report

a) October 2023 Bills and Finance Reports

General Fund Bills	\$1,969,468.91
Grant Fund Bills	\$16,402.51
Gift & Memorial Fund Bills	\$755,603.38
Total	\$2,741,474.80

9. Operations Committee Report
 - a) Enhanced Library Card and Policy Update: CIR-001 Customer Registration
 - b) Proposed 2024 Holiday Closure Schedule
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

October 2023

Service Highlights



A huge thank you to the Wichita Fire Department for making our fire safety week story time a huge success! Sparky and several firefighters brought a truck to let kids learn about the importance of staying safe. More than 80 families attended!

The Evergreen Branch hosted the premiere of the documentary “Mexican Americans Hit Home Runs in Kansas” on October 14, which was created by the North End Wichita Historical Society. The documentary traces the history of Mexican-American fast-pitch softball in

Kansas. Library staff member Derek Landwehr was the videographer on this project.

Initial meetings with Rainbows United have resulted in the possibility of providing home delivery of library books to selected Rainbows United clients.

In October, Wichita E-Reads usages increased by a total of 44,453 checkouts (a 60% increase from October 2022).

Derek Landwehr (Westlink) continues to digitize photographs from the Westlink Branch Collection and from the Arthur Kenyon Collection. Additionally, Melissa Fox (Special Collections volunteer) continues to research and write descriptions for photographs from the Edgar B. Smith Collection. These descriptions are added into the ContentDM site.

On October 14, several people visited the Rockwell Branch and other locations for short 30-minute Wichita Symphony Orchestra performances. These programs were originally scheduled to play at various parks, but the cold weather moved them indoors at library locations.

Katrina York (Rockwell) and Racine Zackula (Family Literacy Coordinator) represented the Library at Candy Crawl at Clapp Park, hosted by Park and Recreation. They handed out candy and bookmarks to more than 1,000 kids and teens.

Other News

Residents and District Advisory Board members in District 1 continue to ask wonderful questions about the expansion of hours at the Angelou Branch the City Council approved during the budget cycle. Staff is in the process of interviewing and selecting a new full-time librarian for both the Angelou and the Walters Branches, which will allow an expansion of four hours at both locations and the ability to adequately connect with communities being served for better services.

Library staff participated in a day full of learning at staff in service day on October 13. Staff could choose from several programs to attend that aimed to strengthen customer service, diversity awareness, and public safety skills across the library system. The day ended with a fire extinguisher training from Wichita Fire Department in which staff got to extinguish controlled burns.

Sean Jones (Communications Specialist) received the Wichita Business Journal's marketing award at a luncheon on Tuesday at the Hyatt. His efforts to raise awareness of Library and City Services is a great asset to the organization.

Eva Peacock (Westlink Branch) shared about Library services with visitors at the Green Acres Harvest Festival at 21st and Maize. She issued four library cards and two replacement cards and renewed two library accounts. People she spoke with raved about the Library's eBook service and technology training classes.

Jaime Nix (Director of Libraries) and Sean Jones (Communications Specialist) attended the Urban Libraries Council Annual Forum October 25-27 in Seattle, Washington. The program's theme – People, Power, Place: Today's Urban Public Library – empowered attendees to explore and expand the future role and position of the public library in an ever-changing world.

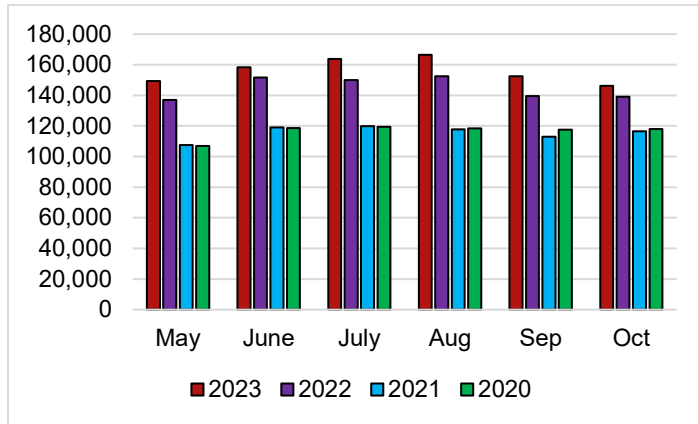
Savannah Ball (Education and Engagement Manager) was selected for the Wichita Business Journal's 2023-2024 Emerging Leaders program. The Emerging Leaders program is designed to provide participants with education and training opportunities that are valuable to understanding the Wichita market. This program also connects participants with the community and brings new networking opportunities to these professionals.

Racine Zackula (Family Literacy Coordinator) worked with several new and existing partners this month, including: Early Childhood Directors Organization, Theo's Theory Preschool, Aetna Insurance's Community Cares Team, Kansas Children's Service League, Rainbows United, Green Acres Market, Children First, ChildStart, Goodwill, Little Explorers Learning Center, Park and Recreation, USD 259 and USD 266.

Michelle Enke (Special Collections Manager) attended the Wichita Genealogical Society meeting and submitted a list of new books that can be published in their newsletter. She also staffed a vendor table at their annual meeting and showcased different genealogy databases.

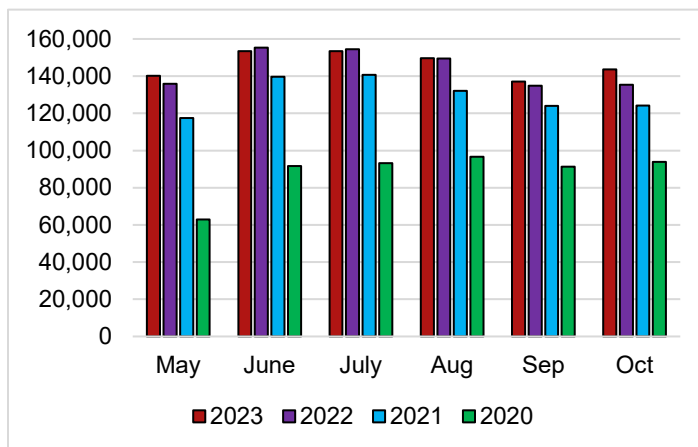
Service Dashboard

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

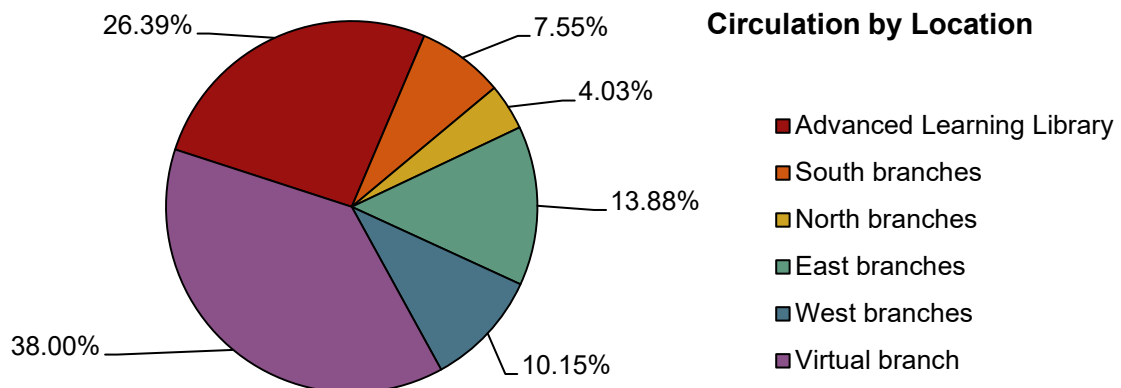


OCTOBER			
	2023	2022	% change
Door Counts	52,386	54,838	-4.47%
Catalog Log-ins	36,428	35,690	2.07%
Website Visits	56,818	48,542	17.05%
CONTENTdm Users	629	932	-32.51%
Total	146,261	140,002	4.47%

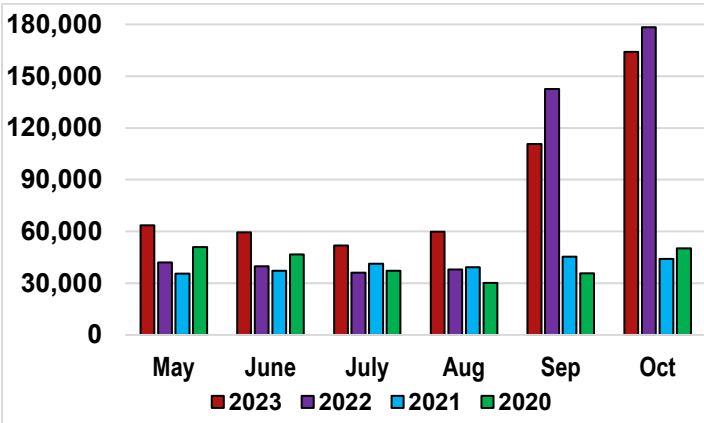
CHECKOUTS



OCTOBER			
	2023	2022	% change
Physical Circ	89,009	92,968	-4.26%
Virtual Circ	54,548	42,334	28.85%
WPL	47,293	34,637	36.54%
State	7,255	7,697	-5.74%
Total	143,557	135,302	6.10%

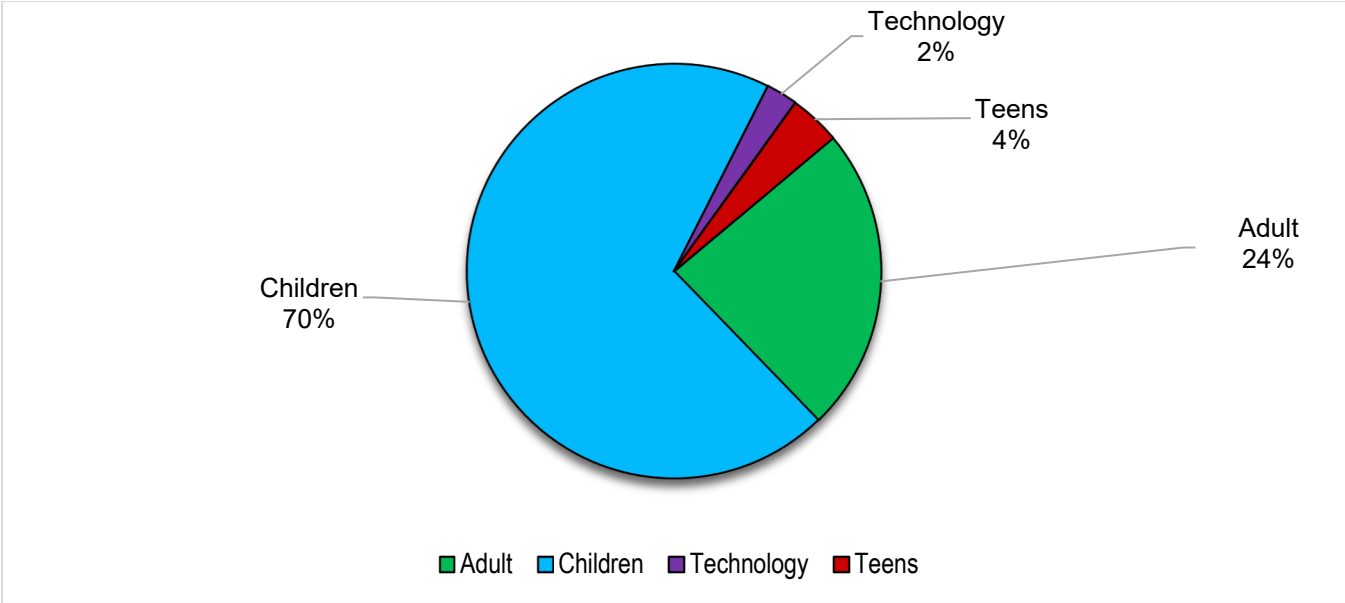


QUESTIONS ANSWERED (by staff in person/phone and through online services)



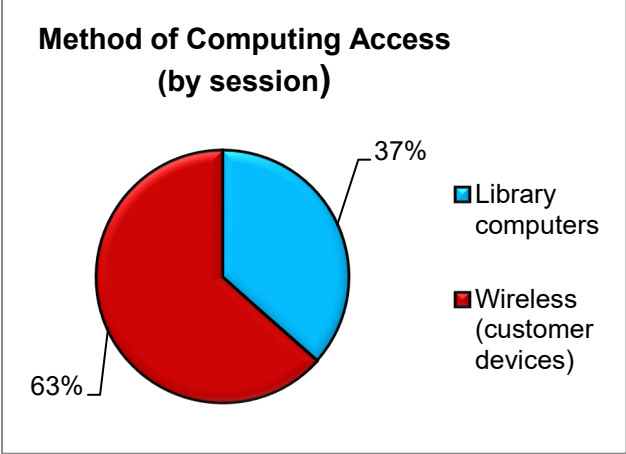
	OCTOBER		
	2023	2022	% change
Reference Questions	5,553	4,916	12.96%
Database Searches	155,418	170,415	-8.80%
Technology Assistance	2,843	2,808	1.25%
Book-A-Librarian Appointments	258	259	-0.39%
Total	164,072	178,398	-8.03%

PROGRAM ATTENDANCE



	OCTOBER ATTENDANCE		
	2023	2022	% change
Adult events	1,279	1,108	15.43%
Children's events	3,737	2,957	26.38%
Technology training	131	280	-53.21%
Teen events	214	219	-2.28%
TOTAL	5,361	4,564	17.46%

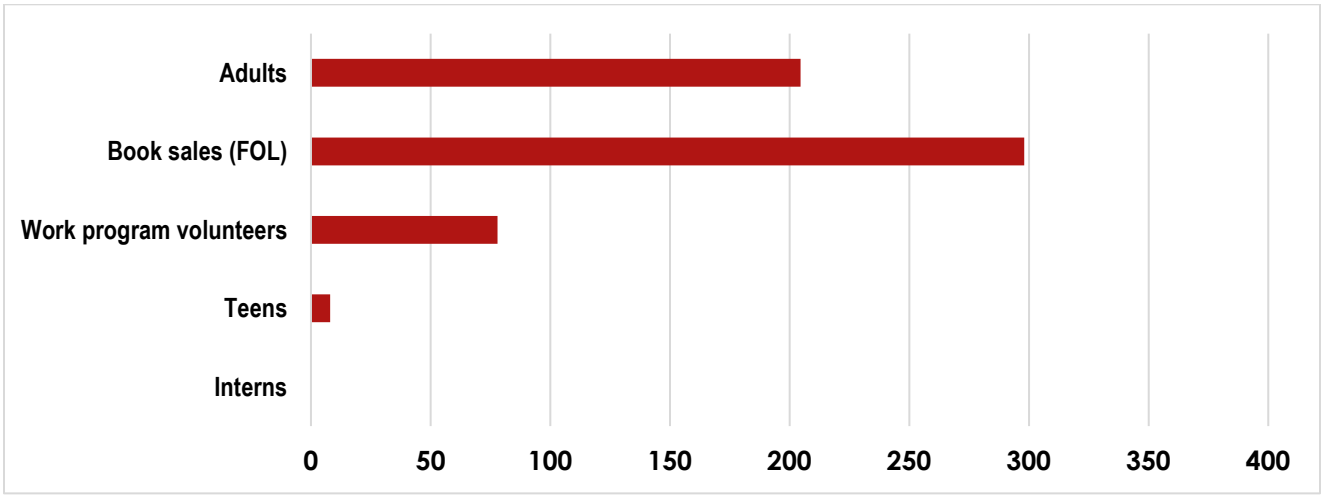
PUBLIC COMPUTING



OCTOBER

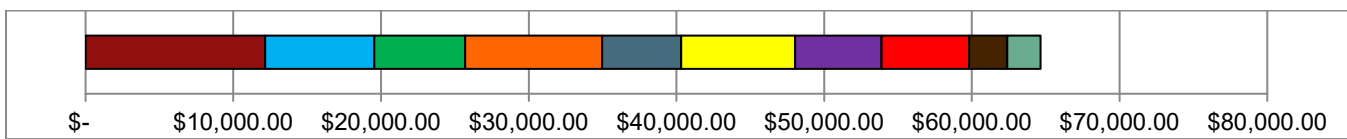
	2023	2022	% change
Workstation Sessions	6,344	5,382	17.87%
Wi-Fi Sessions	11,006	7,781	41.45%
Number of Users	1,455	1,464	-0.61%
Hours of Access	11,113	10,573	5.11%

VOLUNTEERS (hours of service)



Number of volunteers YTD = 123 Hours of service YTD = 6,819

MATERIALS DONATIONS (value if purchased)



Year to date total = \$64,655.69 Items added to Library collections YTD = 3,527

Service Snapshot: Recent Raving Fans Stories

Kelly Fabrizius (Advanced Learning Library) helped a customer who is wanting to perform charitable work in Namibia and was looking for grants that might be available to help fund his endeavors. He appreciated having an individualized tutorial of the Foundation Directory. They found several grants that looked promising and he was very excited about this valuable resource that the Library has, and was also appreciative of the provided assistance.

A student Jennifer Durham (Advanced Learning Library) was proctoring a test for told her how much she appreciated all of the assistance the library staff provided to help her get her test scheduled. There were numerous problems with her getting the organization requiring the test to send the information to the library, but she said the staff was amazing and kept her in the loop the entire time and made the process so much easier.

Ian Bailey (Advanced Learning Library) took a reference chat from an out-of-state customer who needed help locating an obituary. While the request was straightforward and simple to solve, the customer commented:” The chat feature is helpful, and I’m impressed that your library would provide such a service.”

A father and son visited the Learning Pavilion at the Advanced Learning Library and asked staff about the motor manual collection. The father was impressed by the size of the collection as well as the automotive databases available free of charge. As he was filling out a comment card, he told staff that he was teaching his son how to work on cars, and how valuable the library’s resources will be to them.

The library continues to be promoted through positive word of mouth by satisfied customers. On the Wichita subreddit, a person visiting Wichita asked about good places to study while in town. Nearly all suggestions were Wichita Public Library locations, with many people recommending the collaboration rooms.

A customer who regularly uses the collaboration rooms to meet with a group of her friends on Mondays said that she valued and appreciated staff. She thanked them for always making sure the room was ready for them when they arrived.

Sara McNeil (Evergreen) helped a customer download the Chrome browser and Zoom application on their mobile device to use for their upcoming school semester. She showed them some of the Zoom settings and features. The customer stayed to test the new applications on their device and thanked Sara for helping them be prepared for online schooling.

WICHITA PUBLIC LIBRARY

Minutes of a Meeting of the Library Board of Directors
October 17, 2023.

The hybrid meeting of the Library Board of Directors was held on Tuesday October 17, 2023 at the Advanced Learning Library with the following present in person: Ms. Abi Boatman, Ms. Donna Douglas, Ms. Shelby Petersen, Ms. Ericka Sauer, Mr. Chuck Schmidt, and Mr. Jonathan Winkler. The following attended virtually: Ms. TaDonne Neal and Dr. Maaskelah Thomas.

Call to Order

Chuck Schmidt called the meeting to order at 12:06 p.m. However, a quorum was not then present, making this an informational meeting only.

Staff Presentation

Collection Development Manager Sarah Kittrell outlined various ways in which the Library is improving access to its collections for members of the community. Baker & Taylor's DEI tool has been used to evaluate the collection, about 13.8% of which meets Diversity, Equity, and Inclusion standards across multiple categories of diversity. The Library has also purchased access to a number of new databases and programs for customers that help expand access to information: these include StackMap, Chilton, Consumer Reports, LinkedIn Learning, the New York Times, Newspapers.com, Reference Solutions, and more.

Finance Committee Report

There was not a quorum.

Operations Committee Report

There was not a quorum.

Planning & Facilities Committee Report

The committee did not meet.

Public Affairs Committee Report

Abi Boatman reported that attending members discussed upcoming programs at the library, plans for announcement and rollout of the bookmobile, and the planned kickoff for Kansas Reads to Preschoolers on November 4 with a storytime event at Alford.

Special Committee Reports

Friends of the Library – Amanda Shankle reported the Friends Board currently has only seven members, two of whom will be leaving at the end of the year. Recruitment of new members

continues. There will be a used book sale at the Advanced Learning Library on December 1-2.

Library Foundation - Jennifer Keller reported that over \$900,000 has been raised for the Capital Campaign so far this year. The Foundation is now readying its end-of-year mailings to library customers. Gratitude cards have been sent to large donors. The card design features an image of the new bookmobile. Kristi Oberg's last day as Foundation CEO will be November 17, 2023, and an offer has been extended to a potential successor.

Wichita Genealogical Society (WGS) – Fred Knoblauch reported that WGS membership continues to grow. However, the WGS board has been shrinking and the organization seeks to recruit new board members. The annual conference had good attendance and brought in 77 new paid memberships.

Tadonne Neal joined.

With the attainment of a quorum, official business started.

Approval of the Agenda

Shelby Petersen moved (Douglas) to approve the agenda as published. **Motion carried unanimously.**

Public Comment

None

Approval of Minutes

Minutes of the regular meeting held on September 19, 2023 were presented. Shelby Petersen moved (Boatman) to approve the minutes as included in board packets. **Motion carried unanimously.**

New Business

Director Nix summarized the WPL Foundation's request for access to names from the Library customer database for end-of-year fundraising purposes. The Foundation will create a mail merge letter that Library staff will then forward to the direct mail printer along with contact information for cardholders meeting the Foundation's selection criteria. This process ensures that the Foundation receives the names only of individuals who contribute or ask to be added to its mailing list.

Jonathan Winkler moved (Petersen) to authorize staff to support the Foundation's year-end solicitation by supplying the requested customer account information. **Motion carried unanimously.**

On behalf of the Finance Committee, Chuck Schmidt moved (Winkler) to approve the September General Fund bills in the amount of \$1,212,493.47. **Motion carried unanimously.**

On behalf of the Finance Committee, Chuck Schmidt moved (Boatman) to approve the September Grant Fund Bills in the amount of \$13,218.66. **Motion carried unanimously.**

On behalf of the Finance Committee, Chuck Schmidt moved (Sauer) to approve the September Memorial Fund bills in the amount of \$21,784.22. **Motion carried unanimously.**

On behalf of the Finance Committee, Chuck Schmidt moved (Winkler) to approve the EBSCO/Consumer Reports quote for \$15,450.00 as recommended by staff. **Motion carried unanimously.**

On behalf of the Finance Committee, Chuck Schmidt moved (Douglas) to approve the Communico quote for \$34,326.00 as recommended by staff. **Motion carried unanimously.**

Director of Libraries Report

Director Nix reported that staff has applied for a grant of \$201,000 that will enhance technology and the collections at the Maya Angelou Northeast Branch and the newly constructed Storytime Village Early Learning Center. The Alford and Evergreen branches will serve as polling places for the 2024 election season. The Leadership Team will attend a forum for homelessness and addiction that is being held through the Kansas Leadership Center and is expected to provide invaluable information on resources and city services available to assist the homeless.

Announcements

None

Adjournment

The meeting was adjourned at 12:58 p.m.


The next regularly scheduled meeting will be November 21, 2023.

Respectfully submitted,

Jaime Nix



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Jaime Nix, Director of Libraries 
SUBJECT: Wichita Public Library Foundation Spending Policies
DATE: November 6, 2023

Background: The Wichita Public Library Foundation adopts a spending policy to cover endowment funds as well as gift and memorial funds in a Foundation checking account managed by Library staff. Because the Library Board of Directors has oversight responsibility for spending from the checking account, the policy requires review and endorsement from the Library Board in addition to approval by the Library Foundation's Board of Directors.

Analysis: The proposed policy contains one update to endowment fund restrictions from the 2023 policy that dissolves the Employee Flower Fund, and combines the spirit of that fund – recognizing important milestones experienced by staff – into the existing Staff Association Fund. In addition, revenue sources received by the Library have been updated. An annual review is conducted to ensure good stewardship.

Financial Considerations: There are no changes to policies relating to distributions, oversight or use of any of the funds outlined in this spending policy.

Legal Considerations: None

Recommendations or Actions: It is recommended that the Library Board endorse changes to the Library Foundation Spending Policy as proposed by staff.

Attachments: WPLF Endowed Spending Policies

Wichita Public Library Foundation Endowed Fund Spending Policies As Endorsed by the Library Board of Directors

Updated **November 6, 2023**

ENDOWMENT FUNDS:

Beginning in 2021, the amount to create an endowment increased to \$20,000. Endowments not meeting this higher threshold are added to the Miscellaneous Donor Endowment Fund.

#Campaign for Books (CFB) Endowment Fund: The purpose of this permanently restricted fund is to provide broad support for collections, programs, and services in all public service sections of the library system. Distributions from this endowment may be used for the purchase of library materials, programming contracts, and supporting supplies, equipment to be used by the public or in the delivery of public service, or salaries for student interns or contractors working to promote or deliver library service to the community. This fund also includes the Beech Scholarship which is awarded to a library employee(s) pursuing a master's degree in Library Science or the equivalent. The scholarship distribution is currently \$4,000 per academic year and scholarship recipients are chosen by a WPLF Scholarship Committee.

General distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#National Endowment for the Humanities (NEH) Endowment Fund: The purpose of this permanently restricted fund is to support the Library's collections, programs, and services in the Humanities subject areas. Distributions from this endowment may be used for the purchase of library materials, programming contracts and supporting supplies, equipment to be used by the public or in the delivery of public service, or salaries for student interns or contractors working to deliver services relating to the subject areas of biography, fiction, genealogy, geography, history, language, literary criticism, local history or religion. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund, reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Miscellaneous Donor Endowment Fund: This fund consolidates a collection of permanently restricted general endowments, each of which has been created with a value of less than \$5,000. When contributions to any of the funds contained within this endowment exceed \$5,000, that fund is removed from the consolidated endowment and becomes a stand-alone named endowment. Beginning in 2021 the level for endowments has increased to \$20,000. Funds added to this fund in 2021 will need to meet this new higher threshold. Distributions from these endowments are used for the purchase of library materials. To expand the purchasing power of these small funds, the endowments are grouped into three categories: Donor Arts, Donor Children's, and Donor Miscellaneous. In this way, donor intent for these endowments is completed on a three-year rotation. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

NAMED ENDOWMENT FUNDS:

#Charles Driscoll Endowment Fund: This Foundation Board restricted endowment fund, established in 2020 through a transfer of unrestricted funds to Board endowed funds, is a general-purpose unrestricted endowment to be used to enhance the collections of the Library. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Cynthia Berner Endowment Fund: This Foundation Board restricted endowment fund, established in 2020 through a gift from the WPLF Board of Directors to honor Berner's years of service as Director of Libraries, is a general-purpose endowment to be used to enhance the collections of the Library. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Mary Jo Ohlmeier Endowment Fund: This Foundation Board restricted endowment fund, established in 2018 through a gift from the estate of Ms. Ohlmeier, is a general-purpose endowment to be used to enhance the collections of the Library. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Richard Rademacher Endowment Fund: This Foundation Board restricted endowment fund established in 2020 through a transfer of unrestricted funds to endowed funds is a restricted endowment to be used to support the Alford Branch and children's collections. The gift was initially made in 2000 by the WPLF Board of Directors to honor Rademacher's years of service as Director of Libraries. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Hattie Edwards Bright Memorial Endowment Fund: This permanently restricted endowment fund, established in 2013 by Jeanne Bright O'Malley in memory of her grandmother Hattie Edwards Bright is to be used to support Kansas history collections. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Carol & Ed Doherty Endowment Fund: This permanently restricted endowment fund, was established in 2010 by friends and family of Mrs. Doherty and then added to when Mr. Doherty passed in 2021. The fund is to be used for the purchase of spoken audio books and e-audio books. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund

reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Kendall Durst Endowment Fund: This permanently restricted endowment fund, established by the family of former Library employee Kendall Durst is to be used to support the Library's Durst Decorative Arts Collection. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Robert Edwin Fleischman Endowment Fund: This permanently restricted endowment fund, established by the family of Mr. Fleischman, is a general-purpose endowment to be used to enhance the collections of the Library. The fund became a stand-alone endowment in 2008. There are no restrictions on the subjects or formats that may be purchased using these funds. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Nancy C. Hinman Memorial Endowment Fund: This permanently restricted endowment fund, established in 2016 by the family of Nancy C. Hinman, is to be used for the purchase of books in the subject areas of genealogy, history, or science. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis. Distributions from this fund will begin in 2021, the year following the death of Ms. Hinman.

#Professor John Michael Hyde Endowment Fund: This permanently restricted endowment fund, established in 2012 by Professor John Hyde in memory of his mother Helen McCarthy Hyde ("Grandmother Hyde"), is to be used for the purchase of classic children's literature. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Jackman Endowment Fund: 75% of this permanently restricted endowment fund, established in 2010 as an estate gift from David and Sally Jackman, is to be used for the purchase of materials relating to the worldwide study of archaeology and anthropology. Precedence is given to the purchase of new titles relating to the study of archaeology and anthropology of the Americas prior to 1492. The remaining 25% of the fund is directed at the Library's discretion and in response to the Library's needs. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Keys Memorial Endowment Fund: This permanently restricted endowment fund, established in 2016 by Richard and Phyllis Keys in memory of Edna Carol and Joseph Franklin Keys, is to be used to support arts and business or technology book collections. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Jerry F. Kinzy Memorial Endowment Fund: This permanently restricted endowment fund, established in 2014 by friends and family of Jerry Kinzy, is to be used for the purchase of American and European history materials. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Edward V. Marnett Memorial Endowment Fund: This permanently restricted endowment fund, established in 2017 by the family of Edward Marnett, is to be used to enhance book collections at the Westlink Branch Library. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Mary Elizabeth Olson Memorial Endowment Fund: This permanently restricted endowment fund, established in 2017 by the daughter of Mary Olson, is to be used to enhance the library materials collections. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Shawver Endowment Fund: This permanently restricted endowment fund, initiated in 2019 through a gift from Kent and Martha Shawver, and will begin payouts upon the second death. Will disburse funds based on the current WPLF Investment, Payout & Spending Policy, with the exception that the disbursement to the activities listed below will be 2%. Any remaining investment earnings will be re-invested in the Shawver Endowment until it reaches \$2 million. At that time, the Shawver Endowment will increase its disbursement to 3.5%. The Foundation Board approved this exception on December 9, 2021.

The disbursement funds three areas: WPLF Board activities, WPLF CEO Community Outreach, and Library staff development. The annual disbursement will occur as follows:

- a) Not more than 25% will fund Board lunches and an annual Holiday party to recognize the service of Board members.
- b) Not more than 25% will fund a civic organization membership for the CEO.
- c) Not less than 25% will fund training to advance the Library staff's ability to serve the Library and its customers better.
- d) Not less than 25% will fund a scholarship for Library staff seeking a master's degree in Library of Science or related field.

AGENCY FUNDS:

***Gift and Memorial Fund:** This memorial fund receives contributions donated to the Wichita Public Library for materials to be purchased in honor or in memory of individuals or organizations in the community. In some cases, donors request specific titles, subjects, or locations for which materials are to be purchased using these memorial funds. In special cases, memorial funds may be designated for the purchase of equipment or to underwrite the delivery of a program or activity of the Library. All donor designations are subject to the Library's policies for gifts and donations. When donors do not designate a purpose for their donation, Library staff strives to make purchase selections that reflect the interests of the person being honored or memorialized as determined through consultation with the honoree or that person's family members. Expenditures of these gift and memorial distributions are authorized at the discretion of the Director of Libraries and approved by the Library Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***DAR Gift and Memorial Fund:** This fund receives donations to the Wichita Public Library from individuals and local chapters of the Kansas Society Daughters of the American Revolution wishing to honor or memorialize members. In some cases, donors request specific titles or subjects for which materials are to be purchased. In special cases, memorial funds may be designated for the purchase of equipment or to underwrite the delivery of a program or activity of the Library. All donor designations are subject to the Library's policies for gifts and donations. When donors do not designate a purpose for their donation, Library staff strives to make purchase selections that reflect the interests of the person being honored or memorialized as determined through consultation with the honoree or that person's family members. Expenditures of these gift and memorial distributions are authorized at the discretion of the Director of Libraries and approved by the Library Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***Local History Photo Fund:** The Local History Photo Fund is used to pay for processing and printing costs related to the copying of photographs from the Library's Local History collections. The fund is also used to support costs related to the Library's participation in the Wichita Photo Archives cooperative. In special circumstances, this fund also may be used to underwrite costs relating to special programs and services of the Edward & Elizabeth Burns Historical Research Pavilion. Revenue into the fund is derived from the pass through of reproduction costs for printed copies of images as well as from digital reproduction and publication use fees assessed for images as charged per Library policy. Expenditures of this fund are authorized at the discretion of the Director of Libraries and approved by the Library Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***Technology Enhancement Fund:** The Technology Enhancement Fund was established by the Library Board of Directors in 2010. Revenue into the fund is derived from universal service (e-rate) reimbursements for grant-funded purchases in past fiscal years. Expenditures from the fund are used for the purchase of digital resources and for projects and purchases relating to implementation of the department's Technology Plan are authorized at the discretion of the Director of Libraries and approved by the Library Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***Staff Association Fund:** The Wichita Public Library Staff Association Fund had its beginnings as a dues fund from which employees funded social events, including an annual holiday tea, retirement celebrations, flowers/plants and cards at the time of weddings, the birth of children, loss of immediate family members as well as for memorial gifts at the time of the death of an employee. After the demise of the Staff Association,

the fund has been maintained with revenues derived from **honorariums paid to staff for programs presented on behalf of the Library**, the Library's share of the revenue from vending machines in the staff room of the Advanced Learning Library and the public vending area at the **Advanced Learning Library**, Alford Regional Library, and **Westlink Branch Library** as well as from contributions from the Friends of the Library. The fund continues to be used to assist with costs related to social events and retirements. In addition, the fund supports *a service award program for Library employees in years when such recognition is not provided by the City of Wichita, welcoming new employees to the Library system and providing enjoyable and supportive activities throughout the year* such as the "Survivor" kits distributed to all staff members working during the COVID-19 pandemic. Expenditures of this fund are authorized at the discretion of the Director of Libraries and approved by the Library Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

~~***Employee Flower Fund:** Established with approval of the Library Board in 2009, the employee flower fund receives donations from employees to be held and used to provide cards and flowers/plants at the time of weddings, the birth of children, loss of immediate family members, etc. as well as for memorial gifts at the time of the death of a library employee. Expenditures from this fund are authorized by the Director of Libraries and approved by the Library Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.~~

***Employee Training Fund:** The Friends of the Library has provided a restricted fund to be used to assist with costs related to employee training. Funds are used to support costs related to period In-Service training days held for the Library's employees and volunteers as well as to assist with registration and travel costs for sending employees to special conferences and workshops. The fund is often used to pay initial registration fees for training activities, which are then reimbursed to the Library by the South-Central Kansas Library System. It is also used to pay registration fees for audio conferences sponsored by the Urban Library Council. Expenditures from this fund are authorized by the Director of Libraries and are reviewed and approved by the Library Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***Friends Project Funds:** By policy of the Friends of the Wichita Public Library, 50% of the proceeds of the Friends Used Bookstore revenue is donated to the Library for unrestricted use. In addition, the Friends Board of Governors regularly provides additional funding support for designated programs and projects. Friends' donations may be allocated into sub-funds to track more easily expenditures for special purposes. Expenditures from these funds are authorized by the Director of Libraries and are reviewed and approved by the Library Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***Miscellaneous Fund:** The Library maintains a miscellaneous fund that is used to receive and fund miscellaneous activities of the Library. Examples of expenditures include lunches and supplies for Library Board meetings, expenses for Library, Friends and Foundation board member participation in library association activities, business cards for branch and division managers, etc. Revenues come from reimbursements with additional support from the Friends of the Library. This fund may be allocated into sub-funds to track more easily expenditures for special purposes. Expenditures from this fund are authorized by the Director of Libraries and are reviewed and approved by the Library Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***Wichita Genealogical Society Grant Fund:** Through its role as a supporting organization of the Wichita Public Library, the Wichita Genealogical Society provides funds to enhance genealogy and local history collections and services of the Library. The Society's Board of Directors specifies the intended use of funds at the time grants are made to the Library. Expenditures from this fund are authorized by the Director of Libraries and are reviewed and approved by the Library Board of Directors. Reports relating to the use of these grant funds are also made to the Genealogy Society Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***SCKLS Facilities Improvement Fund:** The South-Central Kansas Library System (SCKLS) provides grants to member libraries to be used for library purposes only with no administrative fees allowed. This Facilities Improvement Fund, created by the Library Board of Directors in 2017, uses funds received from SCKLS to underwrite the purchase and support of furnishings, equipment, materials, programs, and services that benefit library customers as recommended in the building program for the Advanced Learning Library and the 2017 Wichita Public Library Branch Review. Expenditures from this fund are authorized by the Director of Libraries and are reviewed and approved by the Library Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***Levand Trust Fund:** As a beneficiary of the Leonard and Celia Levand Trust, the Library shares in annual distributions of the trust along with other public libraries serving Sedgwick County. The use of the trust distributions provided to the Library is negotiated with the fund trustees on an annual basis and the funds are distributed to the Wichita Public Library Foundation. Expenditures from this fund are authorized by the Director of Libraries and are reviewed and approved by the Library Board of Directors. An annual accounting of fund expenditures is provided to the Levand trustees as well as to the Foundation Board of Directors on a semi-annual basis.

GRANT FUNDS:

#Friends Marketing Fund: This grant, created in 2007 with proceeds generated from a permanently restricted endowment created by the Friends of the Wichita Public Library and held at the Wichita Community Foundation, is to be used for marketing and promotional activities surrounding Wichita Public Library programs and services. Expenditures from this fund are authorized by the Director of Libraries. An accounting of the expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Funds for which the Foundation Executive Director serves as fiscal agent

****Funds for which the Director of Libraries serves as fiscal agent***

Approved 2023 Policy by WPLF Board: December 8, 2022

*Approved by Library Board:

*approval pending

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Finance Committee Agenda
Tuesday, November 21, 2023, 11:30am
Collaboration Room 204
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

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

General Fund Bills	\$1,969,468.91
Grant Fund Bills	\$16,402.51
Gift & Memorial Fund Bills	\$755,603.38
Total	\$2,741,474.80

3. Other items from Committee Members
4. Adjournment

To attend virtually:

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

YTD

FOR 2023 10

JOURNAL DETAIL 2020 1 TO 2020 1

ACCOUNTS FOR:	ORIGINAL	REVISED					AVAILABLE	PCT
100 General Fund	APPROP	BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
10000080 Wichita Public Library								
422110 Library Desk Receipts (Fines)	0	-75,000	-81,766.88	-7,343.58	.00	6,766.88	109.0%	
422111 Library Desk - Faxes	-9,000	-9,000	-10,248.89	-1,130.89	.00	1,248.89	113.9%	
422112 Library Desk - Passports	-20,000	-20,000	-33,635.00	-2,940.00	.00	13,635.00	168.2%	
423030 Meeting Room Rentals	-28,000	-28,000	-12,297.50	-820.00	.00	-15,702.50	43.9%	
424011 Copy Charges	-10,000	-10,000	-12,435.85	-1,475.40	.00	2,435.85	124.4%	
424101 Public Computing Charges	-12,000	-20,000	-18,084.05	-2,554.15	.00	-1,915.95	90.4%	
429990 Other Operating Revenue	0	0	219.59	.00	.00	-219.59	100.0%	
645980 Sale of Scrap	0	0	-1,143.45	.00	.00	1,143.45	100.0%	
646981 State Setoff Collections	-70,000	-70,000	-39,728.57	-971.33	.00	-30,271.43	56.8%	
TOTAL Wichita Public Library	-149,000	-232,000	-209,120.60	-17,235.35	.00	-22,879.40	90.1%	
TOTAL General Fund	-149,000	-232,000	-209,120.60	-17,235.35	.00	-22,879.40	90.1%	

YTD

FOR 2023 10

JOURNAL DETAIL 2020 1 TO 2020 1

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	-149,000	-232,000	-209,120.60	-17,235.35	.00	-22,879.40	90.1%

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

YTD

REPORT OPTIONS

Sequence 1	Field #	Total	Page Break	Year/Period: 2023/10
Sequence 2	1	Y	Y	Print revenue as credit: Y
Sequence 3	9	Y	N	Print totals only: Y
Sequence 4	11	Y	N	Suppress zero bal accts: Y
	0	N	N	Print full GL account: N

Report title:
YTD

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

Carry forward code: 1
Print journal detail: Y
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	10000080
Object	
Project	
Rollup code	
Account type	Revenue
Account status	

General Fund Expenditures October 2023

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMB	AVAILABLE BUDGET	% USED
511000	Base Compensation	\$ 5,506,305.00	\$ 5,821,736.00	\$ 4,798,772.75	\$ 436,768.30	\$ -	\$ 1,022,963.25	82.40
511950	Year-End Payroll Accrual	\$ -	\$ -	\$ (144,136.87)	\$ -	\$ -	\$ 144,136.87	100.00
511999	Planned Savings	\$ (1,389,000.00)	\$ (225,161.00)	\$ -	\$ -	\$ -	\$ (225,161.00)	0.00
512000	Special Compensation	\$ 1,800.00	\$ 4,200.00	\$ 15,239.54	\$ 1,067.67	\$ -	\$ (11,039.54)	362.80
512051	Mileage Reimbursement	\$ -	\$ -	\$ 1,610.57	\$ 171.46	\$ -	\$ (1,610.57)	100.00
513000	Overtime Compensation	\$ -	\$ -	\$ 3,383.75	\$ 216.31	\$ -	\$ (3,383.75)	100.00
518200	Employer Wage Taxes & WC	\$ 483,529.00	\$ 503,580.00	\$ 398,608.27	\$ 36,207.68	\$ -	\$ 104,971.73	79.20
518300	Employer Share EE Insurance	\$ 1,060,907.00	\$ 1,018,362.00	\$ 843,003.28	\$ 80,907.95	\$ -	\$ 175,358.72	82.80
518400	Employer Share Pension/Retire	\$ 586,023.00	\$ 615,354.00	\$ 496,526.69	\$ 45,446.96	\$ -	\$ 118,827.31	80.70
	Personnel Services	\$ 6,249,564.00	\$ 7,738,071.00	\$ 6,413,007.98	\$ 600,786.33	\$ -	\$ 1,325,063.02	82.88
521011	Electricity - EDI	\$ 305,438.00	\$ 305,438.00	\$ 215,267.87	\$ 23,261.16	\$ -	\$ 90,170.13	70.50
521021	Natural Gas - EDI	\$ 41,824.00	\$ 41,824.00	\$ 74,083.48	\$ 3,064.44	\$ -	\$ (32,259.48)	177.10
521030	Water Service	\$ 12,738.00	\$ 12,738.00	\$ 16,679.53	\$ 2,238.89	\$ -	\$ (3,941.53)	130.90
521050	Trash Service	\$ 5,404.00	\$ 5,404.00	\$ 1,646.41	\$ 200.00	\$ -	\$ 3,757.59	30.50
521055	Trash Service - EDI	\$ -	\$ -	\$ 3,744.13	\$ 504.36	\$ -	\$ (3,744.13)	100.00
521060	Local Telephone Service	\$ 16,000.00	\$ 8,000.00	\$ 4,442.55	\$ 476.30	\$ -	\$ 3,557.45	55.50
522010	PBX Line Charges	\$ 11,172.00	\$ 11,806.00	\$ 10,226.12	\$ 1,026.00	\$ -	\$ 1,579.88	86.60
522020	PBX Instrument Charges	\$ 18,915.00	\$ 19,414.00	\$ 16,625.00	\$ 1,662.50	\$ -	\$ 2,789.00	85.60
522040	Long Distance & Teleconference	\$ 2,000.00	\$ 1,000.00	\$ 326.40	\$ 33.00	\$ -	\$ 673.60	32.60
522060	Air Cards (Mobile Connect)	\$ -	\$ -	\$ 229.83	\$ 35.00	\$ -	\$ (229.83)	100.00
522070	Voicemail	\$ 3,912.00	\$ 3,968.00	\$ 3,383.90	\$ 340.00	\$ -	\$ 584.10	85.30
522080	Automatic Call Distribution	\$ 786.00	\$ 786.00	\$ 655.00	\$ 65.50	\$ -	\$ 131.00	83.30
522990	Other Communications Charges	\$ -	\$ 197.00	\$ 1,690.00	\$ -	\$ -	\$ (1,493.00)	857.90
523010	Building & Contents Insurance	\$ 91,619.00	\$ 172,088.00	\$ 172,088.00	\$ 43,022.00	\$ -	\$ -	100.00
523020	Vehicle Liability Premiums	\$ 870.00	\$ 870.00	\$ 870.00	\$ 217.50	\$ -	\$ -	100.00
524010	Recruitment & Hiring	\$ 3,140.00	\$ 3,140.00	\$ -	\$ -	\$ -	\$ 3,140.00	0.00
524020	Employee Travel & Training	\$ 1,600.00	\$ 1,600.00	\$ 2,918.17	\$ -	\$ -	\$ (1,318.17)	182.40
525013	Drug Screening	\$ -	\$ -	\$ 3,754.00	\$ 371.00	\$ -	\$ (3,754.00)	100.00
525070	Background Checks	\$ -	\$ -	\$ 672.00	\$ 64.00	\$ -	\$ (672.00)	100.00
525080	Service Contractors	\$ -	\$ -	\$ 591.25	\$ -	\$ -	\$ (591.25)	100.00

525083	Textile Rental & Laundry Svcs	\$	2,925.00	\$	1,925.00	\$	1,355.58	\$	-	\$	-	\$	569.42	70.40
525990	Other Professional Services	\$	22,970.00	\$	31,361.00	\$	18,474.05	\$	2,513.95	\$	-	\$	12,886.95	58.90
526010	526010 Motor Pool Scheduled Ch	\$	3,720.00	\$	3,720.00	\$	3,100.00	\$	310.00	\$	-	\$	620.00	83.30
526020	Building Repair & Maint	\$	7,240.00	\$	7,240.00	\$	92.50	\$	-	\$	-	\$	7,147.50	1.30
526042	Pest Control Services	\$	13,000.00	\$	13,000.00	\$	7,259.04	\$	346.00	\$	-	\$	5,740.96	55.80
526044	Bldg Security & Fire Services	\$	-	\$	420.00	\$	1,171.00	\$	495.00	\$	-	\$	(751.00)	278.80
526070	Equipment Repair & Maint	\$	5,421.00	\$	5,421.00	\$	5,251.57	\$	-	\$	-	\$	169.43	96.90
526092	Rent-Real Property	\$	52,060.00	\$	52,060.00	\$	44,970.64	\$	4,088.24	\$	-	\$	7,089.36	86.40
529010	Bank Charges	\$	5,000.00	\$	5,000.00	\$	3,597.43	\$	296.01	\$	-	\$	1,402.57	71.90
529020	Postage	\$	4,000.00	\$	4,000.00	\$	4,260.70	\$	410.55	\$	-	\$	(260.70)	106.50
529030	Shipping & Freight	\$	-	\$	-	\$	25.00	\$	-	\$	-	\$	(25.00)	100.00
529040	Subscriptions	\$	-	\$	-	\$	9,876.68	\$	(3,098.52)	\$	-	\$	(9,876.68)	100.00
529061	Organizational Memberships	\$	10,960.00	\$	10,960.00	\$	10,500.00	\$	-	\$	-	\$	460.00	95.80
529070	Printing & Copying	\$	23,472.00	\$	23,472.00	\$	38,263.38	\$	6,837.88	\$	-	\$	(14,791.38)	163.00
529141	Software License & Maint Fees	\$	550.00	\$	550.00	\$	2,822.94	\$	(5,450.00)	\$	4,945.00	\$	(7,217.94)	1,412.40
529150	Data Center Charges	\$	1,148,795.00	\$	1,140,249.00	\$	951,211.80	\$	95,121.18	\$	-	\$	189,037.20	83.40
529990	Other Contractuals	\$	92,583.00	\$	109,111.00	\$	119,435.58	\$	524.64	\$	16,528.00	\$	(26,852.58)	124.60
	Contractuals	\$	1,908,114.00	\$	1,996,762.00	\$	1,751,561.53	\$	178,976.58	\$	21,473.00	\$	223,727.47	87.72
531010	Computing Supplies	\$	900.00	\$	900.00	\$	-	\$	-	\$	-	\$	900.00	0.00
531020	Office Supplies	\$	48,575.00	\$	50,575.00	\$	41,058.02	\$	4,843.73	\$	-	\$	9,516.98	81.20
531030	Custodial Supplies	\$	6,000.00	\$	4,000.00	\$	4,531.21	\$	539.40	\$	-	\$	(531.21)	113.30
532020	Automotive Parts & Supplies	\$	450.00	\$	450.00	\$	299.04	\$	22.89	\$	-	\$	150.96	66.50
539012	Gasoline	\$	4,134.00	\$	6,434.00	\$	3,093.91	\$	369.27	\$	-	\$	3,340.09	48.10
549010	Furniture & Fixtures <\$5k	\$	9,990.00	\$	9,990.00	\$	2,600.94	\$	-	\$	-	\$	7,389.06	26.00
549020	Data Processing Equip <\$5k	\$	9,665.00	\$	9,665.00	\$	1,251.93	\$	194.84	\$	-	\$	8,413.07	13.00
549030	Communication Equip <\$5k	\$	-	\$	-	\$	576.10	\$	114.80	\$	-	\$	(576.10)	100.00
549110	Library Materials	\$	982,530.00	\$	1,029,816.16	\$	637,203.96	\$	78,326.72	\$	556.61	\$	392,055.59	61.90
658999	Purchasing Card Clearing	\$	-	\$	-	\$	(19.98)	\$	-	\$	-	\$	19.98	100.00
	Commodities	\$	1,062,244.00	\$	1,111,830.16	\$	690,595.13	\$	84,411.65	\$	556.61	\$	420,678.42	62.11
	Grand Total	\$	9,219,922.00	\$	10,846,663.16	\$	8,855,164.64	\$	864,174.56	\$	22,029.61	\$	1,969,468.91	81.80

**Grant Fund Summary Report
October 2023**

Grant	10/1/2023	Revenue Received	Admin Charges	Contractuals	Materials	Supplies & Petty Cash	Equipment	Total Expenditures	Encumbrances	Remaining Balance 10/31/23
SCKLS 2023	\$ 191,442.29	\$ -	\$ -	\$ 4,488.38	\$ 6,327.05	\$ -	\$ -	\$ 10,815.43	\$ -	\$ 180,626.86
SA 2023	\$ 66,533.62	\$ -	\$ 120.93	\$ -	\$ 5,466.15	\$ -	\$ -	\$ 5,587.08	\$ -	\$ 60,946.54
Totals	\$ 257,975.91	\$ -	\$ 120.93	\$ 4,488.38	\$ 11,793.20	\$ -	\$ -	\$ 16,402.51	\$ -	\$ 241,573.40

Wichita Public Library General Fund Bills

October 2023

Org: 10000080

10001 - Library - Personnel

1B - Base Compensation

511000 Base Compensation

Payroll, PP10.13.23 \$218,430.49

Payroll, PP10.27.23 \$218,337.81

Total 511000 Base Compensation	\$436,768.30
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Total 1B - Base Compensation	\$436,768.30
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1F - Special Compensation

512000 Special Compensation

Payroll, PP10.13.23 \$631.61

Payroll, PP10.27.23 \$436.06

Total 512000 Special Compensation	\$1,067.67
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512051 Mileage Reimbursement

Payroll, 1101 \$72.36

Payroll, 660 \$32.94

Payroll, 772 \$66.16

Total 512051 Mileage Reimbursement	\$171.46
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Total 1F - Special Compensation	\$1,239.13
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1J - OT Compensation

513000 Overtime Compensation

Payroll, PP10.13.23 \$166.16

Payroll, PP10.27.23 \$50.15

Total 513000 Overtime Compensation	\$216.31
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Total 1J - OT Compensation	\$216.31
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1N - Employee Benefits

518200 Employer Wage Taxes & WC

Payroll, PP10.13.23 \$18,112.72

Payroll, PP10.27.23 \$18,094.96

Total 518200 Employer Wage Taxes & WC	\$36,207.68
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518300 Employer Share EE Insurance

Payroll, PP10.13.23 \$40,411.59

Payroll, PP10.27.23 \$40,496.36

Total 518300 Employer Share EE Insurance	\$80,907.95
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518400 Employer Share Pension/Retire

Payroll, PP10.13.23 \$22,702.30

Wichita Public Library General Fund Bills

October 2023

Payroll, PP10.27.23	\$22,744.66
Total 518400 Employer Share Pension/Retire	\$45,446.96
Total 1N - Employee Benefits	\$162,562.59
Total 10001 - Library - Personnel	\$600,786.33

10002 - Library - Contractuals

2B - Utilities

521011 Electricity - EDI

EVERGY KANSAS CENTRAL INC \$23,261.16

Total 521011 Electricity - EDI \$23,261.16

521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC \$94.01

ENCORE ENERGY SERVICES \$1,600.98

ONE GAS INC \$1,369.45

Total 521021 Natural Gas - EDI \$3,064.44

521030 Water Service

City of Wichita \$2,238.89

Total 521030 Water Service \$2,238.89

521050 Trash Service

INTERNATIONAL PAPER COMPANY \$200.00

Total 521050 Trash Service \$200.00

521055 Trash Service - EDI

WASTE CONNECTIONS OF KANSAS INC \$504.36

Total 521055 Trash Service - EDI \$504.36

Total 2B - Utilities \$29,268.85

2F - Technology Charges

521060 Local Telephone Service

City of Wichita \$427.00

T-MOBILE USA INC \$49.30

Total 521060 Local Telephone Service \$476.30

522010 PBX Line Charges

City of Wichita \$1,026.00

Total 522010 PBX Line Charges \$1,026.00

Wichita Public Library General Fund Bills

October 2023

522020 PBX Instrument Charges

City of Wichita \$1,662.50

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

City of Wichita \$33.00

Total 522040 Long Distance & Teleconference	\$33.00
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522060 Air Cards (Mobile Connect)

City of Wichita \$35.00

Total 522060 Air Cards (Mobile Connect)	\$35.00
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522070 Voicemail

City of Wichita \$340.00

Total 522070 Voicemail	\$340.00
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522080 Automatic Call Distribution

City of Wichita \$65.50

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

City of Wichita \$95,121.18

Total 529150 Data Center Charges	\$95,121.18
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Total 2F - Technology Charges	\$98,759.48
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2J - Insurance Premiums

523010 Building & Contents Insurance

City of Wichita \$43,022.00

Total 523010 Building & Contents Insurance	\$43,022.00
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523020 Vehicle Liability Premiums

City of Wichita \$217.50

Total 523020 Vehicle Liability Premiums	\$217.50
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Total 2J - Insurance Premiums	\$43,239.50
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2R - Professional Svcs

525013 Drug Screening

KELLY COMPLIANCE INC \$371.00

Total 525013 Drug Screening	\$371.00
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525070 Background Checks

TRUVIEW BSI LLC \$64.00

Total 525070 Background Checks	\$64.00
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525990 Other Professional Services

P-CARD ONE-TIME PAY \$530.00

Wichita Public Library General Fund Bills

October 2023

SIGN LANGUAGE INTERPRETING SERVICES \$84.00

UNIQUE MANAGEMENT SERVICES INC \$1,899.95

Total 525990 Other Professional Services	\$2,513.95
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Total 2R - Professional Srvcs	\$2,948.95
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2V - Bldg & Equip Charges

526010 Motor Pool Scheduled Charges

City of Wichita \$310.00

Total 526010 Motor Pool Scheduled Charges	\$310.00
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526042 Pest Control Services

P-CARD ONE-TIME PAY \$346.00

Total 526042 Pest Control Services	\$346.00
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526044 Bldg Security & Fire Services

SANDIFER ENGINEERING AND CONTROLS INC \$495.00

Total 526044 Bldg Security & Fire Services	\$495.00
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526092 Rent-Real Property

CO CO PROPERTIES LLC \$4,088.24

Total 526092 Rent-Real Property	\$4,088.24
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Total 2V - Bldg & Equip Charges	\$5,239.24
--	-------------------

2Z - Other Contractuals

529010 Bank Charges

City of Wichita \$296.01

Total 529010 Bank Charges	\$296.01
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529020 Postage

P-CARD ONE-TIME PAY \$410.55

Total 529020 Postage	\$410.55
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529040 Subscriptions

City of Wichita (\$10,042.75)

ONLINE COMPUTER LIBRARY CENTER INC \$6,944.23

Total 529040 Subscriptions	(\$3,098.52)
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529070 Printing & Copying

City of Wichita \$2,603.56

HOUCHEM BINDERY LTD \$1,889.15

P-CARD ONE-TIME PAY \$2,345.17

Total 529070 Printing & Copying	\$6,837.88
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Wichita Public Library General Fund Bills

October 2023

529141 Software License & Maint Fees

City of Wichita	(\$5,450.00)
Total 529141 Software License & Maint Fees	(\$5,450.00)

529990 Other Contractuals

P-CARD ONE-TIME PAY	\$469.64
UNIQUE MANAGEMENT SERVICES INC	\$55.00
Total 529990 Other Contractuals	\$524.64

Total 2Z - Other Contractuals	(\$479.44)
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Total 10002 - Library - Contractuals	\$178,976.58
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10003 - Library - Commodities

3B - Supplies

531020 Office Supplies

City of Wichita	\$2,064.64
P-CARD ONE-TIME PAY	\$2,779.09
Total 531020 Office Supplies	\$4,843.73

531030 Custodial Supplies

P-CARD ONE-TIME PAY	\$539.40
Total 531030 Custodial Supplies	\$539.40

Total 3B - Supplies	\$5,383.13
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3F - Components & Parts

532020 Automotive Parts & Supplies

City of Wichita	\$22.89
Total 532020 Automotive Parts & Supplies	\$22.89

Total 3F - Components & Parts	\$22.89
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3N - Fuel

539012 Gasoline

City of Wichita	\$369.27
Total 539012 Gasoline	\$369.27

Total 3N - Fuel	\$369.27
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4Z - Non-Capital Outlay

549020 Data Processing Equip <\$5k

City of Wichita	\$194.84
Total 549020 Data Processing Equip <\$5k	\$194.84

549030 Communication Equip <\$5k

P-CARD ONE-TIME PAY	\$114.80
Total 549030 Communication Equip <\$5k	\$114.80

Wichita Public Library General Fund Bills

October 2023

549110 Library Materials

City of Wichita \$15,492.75

P-CARD ONE-TIME PAY \$62,833.97

Total 549110 Library Materials	\$78,326.72
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Total 4Z - Non-Capital Outlay	\$78,636.36
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Total 10003 - Library - Commodities	\$84,411.65
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Grand Total

\$864,174.56

Wichita Public Library Grant Bills

October 2023

Y3800 - Library State Grants-in-Aid 2023

3 - Commodities

4Z - Non-Capital Outlay

549110 Library Materials

P-CARD ONE-TIME PAY \$5,466.15

Total 549110 Library Materials	\$5,466.15
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Total 4Z - Non-Capital Outlay	\$5,466.15
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Total 3 - Commodities	\$5,466.15
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5 - Library State Grants-In-Aid 23

5A - City Admin Charges

551010 City Administrative Charges

City of Wichita \$120.93

Total 551010 City Administrative Charges	\$120.93
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Total 5A - City Admin Charges	\$120.93
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Total 5 - Library State Grants-In-Aid 23	\$120.93
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Total Y3800 - Library State Grants-in-Aid 2023	\$5,587.08
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Wichita Public Library Grant Bills

October 2023

Y3801 - SCKLS 23-South Central KS Library S

2 - Contractuals

2N - Employee Development

524020 Travel & Training

P-CARD ONE-TIME PAY \$4,488.38

Total 524020 Travel & Training	\$4,488.38
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Total 2N - Employee Development	\$4,488.38
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Total 2 - Contractuals	\$4,488.38
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3 - Commodities

4Z - Non-Capital Outlay

549110 Library Materials

P-CARD ONE-TIME PAY \$6,327.05

Total 549110 Library Materials	\$6,327.05
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Total 4Z - Non-Capital Outlay	\$6,327.05
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Total 3 - Commodities	\$6,327.05
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Total Y3801 - SCKLS 23-South Central KS Library S	\$10,815.43
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Grand Total	\$16,402.51
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GIFT AND MEMORIAL FUND

RECEIPTS/REIMBURSEMENTS

Baird (interest)	\$11,282.92
CD Redeemed	\$212,000.00
Friends of the Library (July Booksales)	\$1,283.03
Friends of the Library (August Booksales)	\$2,148.53
Memorials	\$76.50
	<hr/>
	TOTAL RECEIPTS
	\$226,790.98

EXPENDITURES

4imprint (Inservice Day)*	\$394.51
Dr Steve Albrecht (Inservice Day)*	\$2,300.00
Amazon (Technology Supplies)	\$26.71
Amazon (Branch Programming)*	\$1,041.72
Amazon (Inservice Day)*	\$40.97
Zoe Burgess (Training)	\$65.00
CDs Purchased	\$738,000.00
Copp Media Services (Advertising)	\$1,600.00
Cricut Shop (Branch Programming)*	\$218.42
El Perico Informador	\$350.00
Hobby Lobby (Branch Programming)*	\$11.97
Ingram Library Services (Memorials)*	\$159.57
Ingram Library Services (Materials)*	\$609.53
Sean Jones (Travel Advance)*	\$212.25
MailChimp (Monthly Plan)	\$115.00
Midwest Tape (Materials)*	\$90.71
Nik-O-Lok (Bathroom Coin Lock)	\$542.00
PBS Kansas (Senior Wednesday)*	\$300.00
Tammy Penland (Inservice Day)	\$40.00
QuikPrint (1000 Books)*	\$1,096.87
QuikPrint (Branch Programming)*	\$205.51
Safelite Auto Glass (Half of Deductible for Staff)	\$286.20
Scholastic (Branch Programming)*	\$364.43
Schoolsin (Family Place)	\$171.48
Sky Contracting Company (ALL Door Repair)	\$6,400.00
The Spice Merchant (KLA Basket)	\$38.41
TCV Publishing (Advertising)	\$300.00
Unboxed (Inservice Day)*	\$21.99
Wichita Mom (Advertising)	\$500.00
Katrina York (Branch Programming)*	\$57.14
Zagg (Branch Programming)*	\$42.99
	<hr/>
	TOTAL EXPENDITURES
	\$755,603.38

*Reimbursed expenses

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Operations Committee Agenda
Tuesday, November 21, 2023, 11:30am
Collaboration Room 203
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order
2. Advanced Learning Library Space Management Update
3. Enhanced Library Card and Policy Update: CIR-001 Customer Registration
4. Proposed 2024 Holiday Closure Schedule
5. Other Topics from the committee
6. Adjournment

To attend virtually:

Join on your computer, mobile app or room device

[Click here to join the meeting](#)



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Jaime Nix, Director of Libraries
SUBJECT: Enhanced Library Card and Policy Update: CIR-001 Customer Registration
DATE: November 13, 2023

Background: The lack of photo identification is a real problem for many types of local residents, and especially for vulnerable populations for a variety of reasons. Individuals who are victims of domestic violence may not have documents needed to establish new residency. Photo IDs are needed to open bank accounts and to receive some medical and municipal services. More and more institutions are requiring photo IDs to prevent identity theft. In addition, two forms of identification are needed to conduct some forms of business. Obtaining a Kansas State ID can be a challenge for some individuals due to cost and multiple official documents are required, many of which have additional costs.

Analysis: Library staff have researched this program in multiple urban communities and determined that the most successful way this option can be available is for there to be a strong community partner involved, and that the service needs to be mobile so it can be offered at events or outreach efforts where the audience needs the assistance. Because of the broader implications for City services, a project team has been underway with the discovery and design of the service, which is expected to launch in 2024.

The Wichita Public Library and United Way are partnering to provide an Enhanced Library Card option to individuals in the Wichita community. The Enhanced Library Card is a library card with full library card benefits that will include a photo, name, birthdate, address and expiration date. The Enhanced Library Card is not a municipal ID and will not be able to be used to obtain a passport or for voter registration. The new library card type will be issued by the library who will collaborate with the United Way to assist individuals who are without identification take next step towards restoring their identification and/or navigating other basic needs they may have.

Financial Considerations: Preliminary budget estimates are \$5000 for the printer and updated supplies needed. Ongoing operational costs can be paid for from General Fund supplies.

Legal Considerations: The Law Department is reviewing the proposed language.

Recommendations/Actions: It is recommended that the Library Board adopt the modification to include Enhanced Library Cards in policy CIR-001 Customer Registration.

CIR-001 Customer Registration

A Library card will be issued to any registering customer who provides proof of identity with name and proof of current address, and who agrees to abide by the circulation policies of the Library.

A customer's first Library card is free. Replacement cards will be issued for lost, stolen or damaged cards at the cost of \$2.00 per card. Worn cards will be replaced with current cards free of charge. Customers must present some form of identification with documentation of a current address. Adults are required to show proof of current address for a library card for themselves and for any minor.

Library accounts that have been expired for three years with balances under \$10.00 and are free from messages that may prevent library use will be deleted.

There are different types of Library cards that may be issued to customers. Below is a list of these types and a brief explanation of each.

1. ADULT

An adult Library card is issued to any person living in Kansas who is 18 years of age or older or an emancipated minor.

An adult who is under legal guardianship or conservatorship or who is a resident of a residential facility for the developmentally disabled (such as KETCH) may obtain a library card with the consent of the person who has legal control of that adult's finances.

2. E-CARD

Adults over 18 years of age may receive an E-card in order to have access to computers, digital collections and electronic resources. An E-card may be issued by staff to groups or individuals for the purpose of paying meeting room fees online. E-cards do not permit a customer to check out physical material, place holds, or submit interlibrary loan requests. Address verification is not required for this card. Instead, photo identification and verification of birth date are required.

3. ENHANCED

Adults over 18 years of age may receive an Enhanced card that will provide all borrowing privileges, and the physical card will include the customer's library card number and scannable barcode, photograph, address, date of birth, and card expiration date. Individuals must be present to verify documents and have a photo taken.

4. FIRM

A firm card is issued to any business or organization that provides a written request on letterhead stationery. Firms must agree to be responsible for all items borrowed on the agency account. Only those persons authorized to use the card will be allowed to charge materials on the firm card. Firm cards are only issued at the Advanced Learning Library and will be kept at the Advanced Learning Library, although accounts may be created to allow borrowing privileges from any Library location.

4.5. HOMEBOUND

Acceptance of new customers into the homebound delivery program was suspended in 2016 but services continue to customers previously registered for this program.

5. INTERLIBRARY LOAN (ILL)

Libraries to which the Wichita Public Library sends materials through Interlibrary Loan protocols receive accounts with the ILL card type. Libraries within Sedgwick County receive a special subset of ILL

account to indicate that they make loan requests directly through the Library catalog rather than through traditional ILL protocols and systems.

67. MINOR

A minor card is issued to any person living in Kansas who is under the age of 18 and who has not been emancipated. An adult with a Library account in good standing may apply for the card. The card will be associated on issuance as a means to hold the adult financially responsible for the minor's debt. Minors who are 16 years of age or over who are or have been married may show a marriage certificate in order to receive a library card without an adult's signature. Minors who have been conferred the rights of majority by a District Court must present a copy of the court's order before receiving a library card.

78. MINOR E-CARD

Youth under the age of 18 may receive a Minor E-card in order to have access to computers, digital collections and electronic resources. E-cards may not be used to borrow physical material, place holds, or submit interlibrary loan requests. Any Internet access provided to Minor E-card account holders must be filtered per terms of the Children's Internet Protection Act. Address verification is not required for this card. Instead, photo identification of the minor or authorizing adult is required. Minor E-cards expire when the customer turns 18. Minor E-cards may be issued to students upon the request of their teacher (See CIR-004 Issuing Cards to Tour Groups and Classrooms).

89. NON-RESIDENT CARD

A non-resident card is issued to any customer who lives outside the state of Kansas. The customer will be limited to two physical items checked out at any time on their card and have access to all digital material.

910. OUTREACH

Outreach cards will be issued to groups, schools, or agencies that are receiving bulk loans. Outreach cards are issued through the Education and Engagement Division.

1011. SELF-REGISTERED

Customers who complete an online registration for a library card will be given a card type of Self-Registered until the registration process is completed with library staff. Self-registered accounts expire in six months if they are not updated.

1112. STAFF

A staff Library card is issued to any current Wichita Public Library staff member. New employees will not need to re-register, but will be changed to a staff account during employee orientation. Staff status is removed from accounts at the conclusion of an employee's last day in pay status.

1213. STUDENT E-CARD

Through a formal partnership with an area school district, a Student E-card can be issued electronically to provide access to online and digital resources, research, and reading material. Limited personal data is provided from the school, and the account is not associated with an adult account. Student E-Cards will expire after the student graduates from school. Card numbers assigned to this code will typically be the student ID.

1314. WICHITA WORK RELEASE

Inmates of the Wichita Work Release Facility (WWRF) have access to the Wichita Public Library collection as required by state statute. Accounts are limited to use at the Advanced Learning Library and are for the loan of books. WWRF documentation is used to create these accounts.

| **1415. BANNED**

The banned account type is used to document customers who have been permanently banned from Wichita Public Library facilities.

Related City Codes and Ordinances

City Code Section 5.92.020; City Ordinance No. 34-827 (part)

Related Forms

Registration Form; Internet Access Restriction Form

Updated: May 2023



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Jaime Nix, Director of Libraries
SUBJECT: Proposed 2024 Holiday Schedule
DATE: November 13, 2023

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 2024, Library Leadership recommends closing on Monday October 14 (observed Columbus Day) in order 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. Staff proposes that library locations close for service at 3pm on Tuesday, December 24 and at 5pm on Tuesday, December 31 due to reduced business.

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 2024 holiday schedule as proposed by staff.

2024 Library Holidays (PROPOSED)

City Holiday Closings:

Monday, January 1 – New Year’s Day
Monday, January 15 – Martin Luther King Day
Monday, February 19– President’s Day
Monday, May 27 – Memorial Day
Wednesday, June 19 - Juneteenth
Thursday, July 4 – Independence Day
Monday, September 2 – Labor Day
Monday, November 11 – Veteran’s Day
Thursday, November 28 – Thanksgiving
Friday, November 29 – Day after Thanksgiving
Wednesday, December 25 - Christmas

Additional Closings per Library Policy PER-005:

Sunday, March 31 – Board Designated Sunday Closing (Easter)*
Sunday, May 26– Memorial Day weekend
Sunday, September 1 – Labor Day weekend

Board Designated Closings:*

Monday, October 14 – Staff In-Service Training Day
Wednesday, November 27 – 5 pm closing for Thanksgiving Eve
Tuesday, December 24 – Christmas Eve
Tuesday, December 31 –New Year’s Eve

*require approval from Library Board of Directors

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Planning and Facilities Committee Agenda
Tuesday, November 21, 2023, 11:30am
Collaboration Room 206
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order
2. Westlink Branch Library Update
3. Alford, Angelou and Rockwell Branches Update
4. Outreach Updates
5. Other items from Committee Members
6. Adjournment

To attend virtually:
Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS
Public Affairs Committee Agenda
Tuesday, November 21, 2023, 11:30am
Collaboration Room 205
Advanced Learning Library, 711 W 2nd St, Wichita, KS 67203

1. Call to Order
2. Update on November Media Activities
3. Library Card Design Contest
4. 2023 Advocacy and Awareness Priorities – continued discussion
5. Other items from Committee Members
6. Adjournment

To attend virtually:

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Wichita Public Library Board of Directors
Public Affairs Meeting
October 17, 2023

1. Call to Order at 11:31 a.m.
2. Update on October Media Activities
 - a. Adult Spelling Bee media appearances
 - b. Book Bus launch November 2, 1:30 p.m.
3. 2023 Advocacy and Awareness Priorities – continued discussion
 - a. Library Card Design Contest: (22) adults, (6) kids, (36) teens
 - b. eCard website updates for USD 259 parents and teachers
4. Digital Equity Summit
 - a. Organizations to add to send list: Library board members, TMobile, Verizon, Spring, Visit Wichita, Girl Scouts, Council of Elders, Governor's Office
 - b. Shelby said there are press releases we can pull from through the Governor's office
 - c. Shelby asked how students at 259 use their devices if their homes don't have wifi or internet – does the school district issue hotspots?
5. Other items from Committee Members
 - a. Dr. Thomas said we should reach out to neighborhood associations and neighborhood resource centers when we begin promoting the Book Bus
6. Adjourned at 11:55 a.m.

Media Log: October 2023

- October 5: KSN, Adult Spelling Bee
- October 6: KSN, Westlink Construction
- October 10: The Wichita Eagle, Branch Renovations
- October 12: KAKE, Kids Corner – October Events
- October 16: KSN, Adult Spelling Bee
- October 17: KWCH, Spooky Stories for Grown Ups
- October 21: KWCH, Adult Spelling Be