

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Tuesday, August 29, 2023, at the PWRL Onaga Branch Library.
- CALL TO ORDER: Chairman Pam Bales called the meeting to order at 5:36 p.m. Peggy Adams was Secretary. Others present were Board Members: Paulette Simecka and Joan Johnson via telephone; Alicia Matson arrived at 5:45 pm; Judith Cremer, Director, and Rain Schultz-Pruner, Assistant Director; Bill Flannigan was also present.
- PUBLIC COMMENT: None.
- APPROVAL OF THE CONSENT AGENDA: Peggy Adams moved that the Board approve the consent agenda as presented, including the adoption of the meeting agenda, approval of minutes of the July 26, 2023 meeting, correspondence and communication, report of the treasurer, and approval of the financial reports and payment of bills. Paulette Simecka seconded the motion and the motion carried.
- Approval of June Financial Reports and August Bills: there was some questions about the Visa bill and why the library received a late charge. Judith reported that this was due to changes in the billing cycle and that the library is working with the credit card and with vendors to correct the problem.
- NCKL REP. REPORT: NCKL held their annual meeting on August 24, 2023. NCKL held both their Revenue Neutral and 2024 Budget Hearings. The approved 2024 NCKL Budget of \$1,645,536 includes a 14.75% increase. The additional funds will be used to pay for the increased costs that will be incurred as NCKL moves forward with a plan to separate operationally from the Manhattan Public Library. This separation is set to be completed by June 2024.
- DIRECTOR'S REPORT:
- Judith reported that the new auditor has requested the documents needed to complete the 2022 Audit. The deadline to submit this information is set for the end of September. Similar information was submitted to complete the 2021 audit earlier this year.
- The Pottawatomie County Revenue Neutral Hearing was held on Monday, Aug. 28, 2023. Pottawatomie County, as PWRL's home county, has made it a practice to include the library budget along with other counties' entities as part of a combined Revenue Neutral Hearing. Following the hearing the Pottawatomie County Finance Officer confirmed that there were no concerns to report about PWRL's 2024 Library Budget.
- Wabaunsee County also included PWRL's 2024 Library Budget in the notice of their Revenue Neutral Hearing scheduled for Sept. 11, 2023. Judith told the Board she would talk with the County Clerk to see if there is anything further that the Library needs to do prior to the Wabaunsee County Revenue Neutral Hearing.

- Judith reported that Auto-Graphics, PWRL's online library catalog vendor, had completed the software update which adds the ability to search for Hoopla digital materials using our existing online library catalog. Patrons and staff can now do one search in the catalog to discover both items in our physical collection and digital items in the Hoopla and Sunflower eLibrary electronic collections.
- A Library Staff Meeting was held at St. Marys on Friday, Aug. 25th. Staff were asked to re-imagine their staffing areas and think of ways to make them more welcoming to their patrons. Judith reported that staff had many good suggestions, and staff will be working at each location to incorporate as many as can be managed. Some ideas may take longer to plan and implement, but it was a good exercise to get things started.
- It was noticed this month that there has been a slowdown in the internet speed at the St. Marys Headquarters library. The NCKL Tech Consultant determined that the location of the router and possibly some aging network wiring could be the problem. Staff will work with NCKL and Wamego Teclco in the next months to address and correct the issue.
- PWRL received a very large donation of educational materials from the Onaga School District this month. Included were text books, teacher's guides, lesson plans, multiple copies of recommended books, flash cards, complete sets of student worksheets, and more. Staff has been networking with homeschool families at all PWRL locations hoping to get the materials into the hands of those who can use them. Donations will be accepted in exchange for the materials. Organizing the collection was a big job so that seems fair, but we really just want the materials to go to someone who will use them.
- PWRL staff have made it a practice to separate the DVD discs from the cases ever since the Library began adding DVD's to the circulating collection. The discs are stored behind the circulation desks and the cases are shelved for patrons to browse. After discussion at the staff meeting on the 25th it was agreed that changes needed to be made to this procedure. It was subsequently decided that the majority of the DVD collection should be moved from behind the desk out to the regular stacks. The time saved by staff in the processing and labeling of the materials is expected to be significant. The time patrons are required to wait while staff retrieve discs prior to every checkout will also be greatly reduced. The goal is to generally streamline the circulation process, and also allow staff to free up some desperately needed space behind the desks. Staff felt that the accomplishment of these outcomes would far outweigh any loss or damage to the collection that might occur due to the change.
- An application for a Digital Preservation Grant was submitted to the Kansas State Historical Society on Wednesday, Aug. 16th. The grant application requests funding to pay for the digitization of a unique collection of historical materials produced by the College of St. Marys during the years it was managed by the Jesuits. The items in this collection are very fragile and steps need to be taken to both preserve the documents and increase PWRL's ability to share the information with the public. The total cost for the project is \$10,100. The grant requires a 50% match in kind or cash. PWRL's application asks for \$5,000 to begin the project. PWRL will need to find sources to fund the cost of the balance of the project.


- The St. Marys Headquarters Library had problems with the air conditioning this month. The issue surfaced in the midst of the recent heat wave. The city was quick to respond to the call for help, and repair people were quickly onsite. It took a few days for repairs but the units seem to be functioning again. St. Marys city workers also assisted with hanging new blinds purchased by the Library this month.
- Several other maintenance issues are still outstanding at the St. Marys location. These include a lack of air conditioning coming through the vents in the office area, the need for replacement of about 30 light bulbs throughout the Library, a problem with carpet throughout the building that is coming apart at the seams and causing a trip hazard, and several stained ceiling tile indicating possible water leaks.
- St. Marys Staff installed a new security key box in the staff area. The job was more complicated than anticipated. Jerry Eichem, Deborah's husband, came to the rescue and helped finish the project.
- The Library was very busy with the Summer Reading / Summer Food Program during June, July, and August. Staffing during that time was also quite challenging. Over this time period there were more than 100 changes to the regular staffing schedules across PWRL's eight locations due to vacations or sickness. Depending on the location the logistics needed to cover service hours at short notice can get very complicated. Staff absences in general make it very hard for remaining staff to keep up. Thankfully, our staff continues to remain flexible and has as much as possible made it all work.
- Judith reported that she has hired Rebecca Wahl to fill the Assistant Mini Position open at PWRL's Westmoreland Mini Library. She will be working Thursday evenings from 4 pm – 7 pm and Saturdays from 9 am – 2 pm at that location. Judith will begin training with Rebecca next Saturday.
- PWRL still has a part time Assistant Position open at the PWRL Onaga Branch Library.
- UNFINISHED BUSINESS:
- ST MARYS – ADVISORY COMMITTEE: Bill Flanagan attended the Board meeting and gave a report on the progress made by the St. Marys Library Advisory Committee. Bill explained the methods and criteria currently being used by the Advisory Committee to examine the materials collection at the St. Marys Headquarters Library.
- Judith noted that she has continued send packets of information to the St. Marys City Commission on a monthly basis. Copies of this packet will be included as part of the regular PWRL Board monthly Board Meeting Packet. It is also being forwarded to each member of the St. Marys Advisory Committee. The August packet included a letter asking that the Commission appoint one of their members to serve as a point of contact. Representatives from the Advisory Committee could then communicate directly with this City Commissioner about issues concerning the Library. No response has been received from the city about action taken on this request.

- **INSURANCE:** The premiums for the 2023-2024 Insurance coverage were discussed. The cost for the General Liability, Auto, and Directors & Officers coverage increased by just over 10%. The cost for the workers comp portion of the insurance came in somewhat under budget. When our insurance agent came to deliver information on the policy renewal she mentioned that the insurance market is very volatile at the moment and there were many policies that saw much bigger increases this year. Staff will work on collecting information about options for the 2024-2025 insurance renewal, but in the meantime the service the library is getting from our current agent continues to be excellent.
  
- **PROGRAMS & PROMOTIONS:**
- A second Wardrobe Swap event has been scheduled at the St. Marys Headquarters Library for Saturday, Sept. 2nd from 9 am – 1 pm. The home school materials received from the Onaga School District will also be available for patrons to browse.
- The Library Fall Storytime Sessions for pre-school children are scheduled to start soon at all PWRL locations in September. Several of the Branches will begin the weekly sessions on Sept. 12th. St. Marys will start on Sept. 26th.
- PWRL will be partnering with local astronomer Jerlyn Ramirez to offer programs using a digital planetarium borrowed from Fort Hays University. The planetarium is 11 feet tall and 16 ft. wide when fully inflated and includes digital equipment capable of displaying simulations of all the constellations. St. Marys is the only PWRL location with the space to accommodate the planetarium dome. The public school will bus students to the library on Monday, Sept. 11<sup>th</sup> for special programs. Programs for the general public will be offered on Tuesday, Sept. 12th.
- Jeryln has already presented programs at most PWRL locations in preparation for the Annular Solar Eclipse that will occur on October 14, 2023. PWRL is still waiting for the 2,000 pairs of eclipse glasses that the library was approved to receive through a grant offered by Starnet. In the meantime Jeryln has shared some of her stock of eclipse glasses with our patrons who attended programs at the library.
- Staff have begun working on storywalk posters for the 2023 Kansas Reads to Preschoolers event scheduled for November. The book chosen for this event is My Heart Fills with Happiness by Monique Gray Smith.
- Judith, Lori Beth Terrell, and Debra Osif drove the Library van in the Wabaunsee County Fair Parade on Saturday, July 22nd. Judith, Genevieve, and Genevieve's daughter Joanna drove the van in the Pottawatomie County Fair on Sunday, August 6th. Judith and Genevieve took down the PWRL fair booth following the parade. Staff stocked the fair booth with 10 boxes of books at the beginning of the fair to offer to the public for free from the Library fair booth. All but a few of those books found new homes with fair goers this year.

- Genevieve made a giant set of books to put on top the van for the Alta Vista Old Settlers day parade. Judith and Christine Jenkins, the Alta Vista Substitute Librarian, drove in the Old Settlers Day parade on Saturday, August 12th.
- Judith was able to add vinyl logos to the Alta Vista bookdrop while she was there for the parade. Christine had previously striped and repainted the book drop, and Alta Vista storytime kids decorated the box with their handprints. Staff at St. Marys cut the logos needed using the library's cricut cutting machine. The new vinyl logos successfully completed the project.
- NEW BUSINESS:
- 2023 SUMMER READING / SUMMER FOOD PROGRAM STATS: Most PWRL locations wrapped up their Summer Reading programs at the end of July. Eskridge, Onaga, and Westmoreland continued their Summer Food Program through August 15th. Staff recorded statistics both manually and digitally through desk tracker over the course of the summer. It is taking longer than expected to reconcile the numbers generated this way at all of PWRL's eight locations. The Summer Reading Statistics report is due to be submitted to NCKL, and the Kansas State Library, by Sept. 1st. Judith said staff would work to meet that deadline and she would plan to present the statistics results to the Board in September.
- E-RATE & INTERNET: The forms required to request partial reimbursement for the cost of Internet Services provided to the Library from July 1, 2022 – June 30, 2023 were submitted on Aug. 14, 2023. Notification has been received from Farmers State Bank that \$7,643.89 has been deposited in PWRL's Capital Improvement Fund as a result of this application. The amount will be shown on the August Financial Report as income for previous FY E-Rate.
- An application was also submitted to the Emergency Connectivity Fund (ECF) asking for the \$12,000 PWRL paid for hotspot data when the contract came up for renewal on Dec. 2, 2022. Those funds were provided by a previous ECF Grant process. Communication was almost immediately received from reviewers at the ECF stating that reimbursement could not be given for months of service that have not yet passed. This is despite the fact the funds were required to be paid in full before the service could be started. Judith said she would work through the process and she was confident that the library would eventually get the full reimbursement. It will just take some time.

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- **2024 NCKL CONTRACT:** After discussion Peggy Adams moved that the Board approve the 2024 NCKL Contract and allow the appropriate board members to sign the contract. Alicia Matson seconded, and the motion carried. The contract amount remained at \$1,300 for the base fee and \$3,100 for rotating books at the four branch locations. The \$3,000 previously paid directly to Overdrive for PWRL's participation in the Sunflower eLibrary eBook and digital audiobooks consortia was added to the NCKL contract amount. \$1,719.66 was also added for the OCLC license that PWRL uses to download cataloging records. These records are added to PWRL's online library catalog to describe the books and other materials we add to the collection.
- **BOARD MEETING DATES FOR 2023:** The September Library Board Meeting will be held on Wednesday, September 27th, at 5:30 p.m., at the PWRL Eskridge Branch Library.
- **ADJOURNMENT:** Alicia Matson moved that the meeting be adjourned. Peggy Adams seconded the motion, and the motion carried. The meeting was adjourned at 7:38 p.m.



Chairman



Secretary