

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, April 24, 2024 at the PWRL St Marys Headquarters Library.
- CALL TO ORDER: Chairman Pam Bales called the meeting to order at 4:30 p.m. Others Present were Board Members: Paulette Simecka, Alice Hinck, Joan Johnson, Alicia Matson, Peggy Adams, and Judith Cremer, Director. Pat Weixelman, Pottawatomie County Commissioner, Jim MacGregor, and Bill Flannigan were also present.
- Pam Bales moved to approve the meeting agenda, Paulette Simecka seconded the motion, and the motion carried.
- PUBLIC COMMENT: None.
- APPROVAL OF THE CONSENT AGENDA: Alice Hinck moved that the Board approve the consent agenda with corrections to the check register, including the adoption of the meeting agenda, approval of minutes of the March 27, 2024 board meeting, correspondence and communication, report of the treasurer, and approval of the financial reports and payment of the April Bills. Alice Hinck seconded the motion and the motion carried.
- NCKL REP. REPORT: Judith reported that the next NCKL Executive Committee Meeting is scheduled as a hybrid in person / zoom meeting on May 16th. Items to be discussed include a new budget line for staff health benefits following NCKL's break from Manhattan Public Library; Personnel Policy updates; Bylaw changes; a possible plan to move NCKL operations and staff out of Manhattan Public Library to a standalone office space located elsewhere; a plan for NCKL to change vendors for their online catalog system consortia from Auto-Graphics to the Koha system; and a discussion of the 2025 NCKL System Plan and 2025 Budget.
- DIRECTOR'S REPORT:
- Library held a staff meeting at Alma on Thursday, April 4th. Staff used the cricut sublimation printer, heat press, and sublimation oven to design and produce bags and tumblers branded with the Library logo that we can use as incentives for patrons participating in the upcoming annual Summer Reading Program.
- Two staff members, the Collection Manager and the Processing Clerk left their employment with the Library in April. This, in addition to the Assistant Director's Position which came open in March, leave the library with three critical administrative positions unfilled going into the busy Summer Reading Season. The Assistant Branch Library position at Onaga, and the Saturday Mini Librarian position at Harveyville as also still unfilled.
- The St. Marys Headquarters Library experienced damage from high winds on April 18th. The gas exchange unit from one of the heating and air units was blown off the roof. A passing Good Samaritan smelled the gas leak and was thankfully able to turn the gas off

at the meter. It subsequently became apparent that that a number of holes were punched in the roof as the unit came off the roof. A roof inspector came to take a look on Monday and an insurance adjustor is supposed to be over at some point. PWRL's insurance agent was notified of the event but because the damage was to the building itself, and not the contents, the claim will need to be made by the City of St. Marys on the insurance policy they carry on building.

- The IRS department that manages the volunteer income tax assistance program contacted Judith on April 16th to discuss options for PWRL to participate in the program during the next income tax season. The coordinator for the ARPA tax counseling for the elderly program in Manhattan subsequently called to get more details and tentatively offered to explore the possibility of extending their tax assistance program to offer assistance to eligible tax payers through PWRL's Alma and St. Marys locations.
- Judith updated the Board on the ongoing discussions with Catholic Charities regarding the upcoming Summer Food Program. Tighter restrictions and additional paperwork requirements have been implemented but we have been told that PWRL will be able to continue to offer Summer Food following the preferred grab & go model at Alma, Eskridge, Harveyville, Olsburg, and Westmoreland. Onaga will also likely be eligible to continue the program, but some clarification on what the school district is offering will be required. Alta Vista will not be eligible to offer the program in June because the school district will be providing the maximum number of meals to area children. We will be able to pick the service up at Alta Vista in July when the school districts ceases distributing meals to local kids. St. Marys will again be prohibited from offering a summer food program at the Library. The public school district is offering breakfast and lunch for seven days per week to all area children. This is the maximum allowed for any community so all the library can do is assist the public with connecting to that resource.
- Staff at each PWRL location has reached out to the local schools and scheduled time to talk with students about the upcoming Summer Reading / Summer Food Program. Calendars are in the process of being finalized and will be distributed. Local partnerships have been worked out to involve other organizations and business in our Summer Reading events and prizes and incentives are being prepared to maximize participation in the annual Summer Reading Challenge.
- The final report for the Kansas State Historical Society Digitization Grant which supported the scanning of the historical St. Marys College Record Collection was submitted on April 10th. A hard drive with the 23,013 images created by the project was hand delivered to staff at the KSHS on the April 17th deadline date. Judith was told that if these steps were completed on time then she would be allowed additional time to complete the required metadata descriptions for each of the 23,013 images. Once that project has been completed the metadata will be sent to the KSHS and they will upload it along with the images to the KSHS Kansas Memory web page where it will be freely available to researchers and the public in general.
- The library received a letter confirming that the Wabaunsee County Commission appointed Lela Riley to position three for Alma on the Pottawatomie Wabaunsee Regional Library Board at their April 8th County Commission Meeting. Lela will be taking the position held by Pam Bales who having served the maximum number of terms is not


eligible for further appoint to the Board. Judith commended Pam Bales and Paulette Simecka on their outstanding work done in their time on the Board. Pam and Paulette have both helped move the library through some very difficult times, and they will be missed. The Board as a whole expressed their great appreciation to the pair for all their efforts and support.

- UNFINISHED BUSINESS:
ST. MARYS ADVISORY COMMITTEE: The St. Marys Advisory Committee met on Friday, April 12th. Advisory Committee members discussed ideas for putting together the proposed seed library and ways to establish a new children's reading program.
- An individual emailed one of the committee members about a concern with the book Small Knight and the Anxiety Monster. Committee members are reviewing the book.
- Bill Flannigan has been appointed to position 6 for St. Marys by the Pottawatomie County Commission. He will be taking the spot vacated by Paulette Simecka as she ends her tenure on the PWRL Board of Trustees. A new chair for the St. Marys Advisory Committee was needed due to this change. Maria Drippe agreed to step into this position.
- Dennis Miller in his capacity as a liaison between the library and the City of St. Marys updated the Advisory Committee on what he knew about the storm damage to the build housing the PWRL St. Marys Headquarters Library. He also reported that the City Commission voted on a \$50.00 per month increase in rent for 2025.
- 2023 ANNUAL REPORT: After discussion, Alicia Matson moved that the Board accept the 2023 Annual Report. Peggy Adams seconded the motion and the motion carried. Judith told the Board that she would get the annual report posted on the Library website and sent to the locations for distribution.
- 2025 LIBRARY BUDGET: After lengthy discussion, the Board agreed to again reduce the amount budgeted for library materials line to \$15,000 for the 2025 Library Budget. The underfunding of Library materials was addressed by the Board's approval of the transfer of \$30,000 from the PWRL Capital Improvement Fund to make up the difference between the budgeted amount and the amount required for library material expenditures in 2025. Additional funds recommended in the draft budget to support the Hoopla digital service were considered but had to be deferred.
- The Board, for the 2025 Library Budget, included enough funding to give Library Staff a 3% salary increase. They also approved the transfer of up to \$16,410, if needed, from the Capital Improvement Fund to the General Fund in 2025 for termination pay. The Capital Improvement Fund balance is consequently projected to fall further that is seen as sufficient, making it difficult to manage the continued practice of making regular transfers from the Capital Improvement Fund to account for under budgeting in the general fund.
- The Tax Fund Data Sheet used for figuring the funding apportionment between Pottawatomie and Wabaunsee County was presented to the Board for Comparison

purposes only. PWRL has not yet received certified valuation from the Pottawatomie and Wabaunsee County Clerks. The population statistics used for preparing the 2025 budget will not be released by the Kansas Division of the Budget until July 1st. Once those figures are available, it will be possible to figure the final apportionment of the 2025 Library Budget between the two counties based on 50% population and 50% valuation in each county.

- After long discussion Pam Bales moved that the Board approved a 2025 Library Budget with a General Fund of \$638,339 and an Employee Benefits fund of \$77,875, representing a total 4.32% increase over the 2024 budget amount.
- The increase in the general fund allowed for a 4% increase in the salary amount approved for 2024. It was agreed that any changes to staffing hours or increases that may be needed to other general fund expense lines would reduce the amount of that increase in order to keep the overall general fund expense within the approved general fund budget amount of \$639,339.
- NEW BUSINESS
- NCKL CONTRACT: There will only be a small increase in the 2025 NCKL contract for the OCLC cataloging license, which is budgeted under contractual services in PWRL's general fund budget. The remainder of the NCKL Contract is paid with Library State Aid funding including a \$1,300 base fee, \$3,100 for the rotating book service received at the 4 PWRL Branch locations, and \$3,000 for the Sunflower eLibrary digital eBook and audiobook service. After discussion Pam Bales moved that the board approve the 2025 NCKL contract and allow the appropriate board members to sign the when it is received. Joan Johnson seconded the motion and the motion carried.
- ONAGA & ST. MARYS LEASE AGREEMENTS: After discussion, Paulette Simecka moved to approve the Onaga Lease Renewal as presented. The owner, Annette Cline, has not asked for a rent increase in 2024. The rental amount will remain the same at \$400 per month. Alice Hinck seconded the motion and the motion carried.
- Judith reported that the City of St. Marys has been notified in writing, as the current lease agreement requires, that the Library would like to renew the lease on the building housing the St. Marys Headquarters Library in 2025. A direct response has not yet been received, but members of the St. Marys Advisory Committee report that the St. Marys City Commission voted to increase the rent from \$600 to \$650 per month, in 2025. That was the amount that was included in the PWRL 2025 library budget proposal.
- RESOLUTION ON INCREASE: After discussion Alice Hinck moved that the Board approve the resolution on increase for the 2024 Library Budget and allow the appropriate officers to sign. Paulette Simecka seconded the motion and the motion carried.

- BOARD MEETING DATES FOR 2024:
- The Board / Staff Function will be held prior to the May Library Board Meeting and is scheduled to start at 5:00 p.m. at the St Marys Headquarters Library on Wednesday, May 29, 2024. The Board Meeting will be held immediately following the Board / Staff Function at 6 p.m.
- ADJOURNMENT: Pam Bales moved that the Board Meeting be adjourned. Paulette Simecka seconded the motion, and the motion carried. The meeting adjourned at 6:40 p.m.



Chairman



Secretary