

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, May 25, 2022, at the PWRL St. Marys Headquarters Library.
- CALL TO ORDER: Chairman Pam Bales called the meeting to order at 6:50 p.m. Peggy Adams was Secretary. Paulette Simecka was Treasurer. Others present were board members: Alicia Matson, Alice Hinck, and Joan Johnson; Judith Cremer, Director and Rain Schultz-Pruner, Assistant Director.
- ADOPTION OF THE MEETING AGENDA: Pam Bales moved that the agenda be approved as presented. Peggy Adams seconded the motion, and the motion carried.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE April 27, 2022 MEETING: Pam Bales moved that the minutes be approved as presented. Paulette Simecka seconded the motion, and the motion carried.
- CORRESPONDENCE AND COMMUNICATION: None
- REPORT OF TREASURER: None
- APPROVAL OF BILLS: After discussion, Pam Bales moved that the Board approve and pay the bills as presented. Alicia Matson seconded the motion, and the motion carried.
- NCKL REP. REPORT - DIRECTOR: The NCKL Executive Board Committee is scheduled to meet tomorrow, Thursday, May 26, 2022. The 2021 NCKL Audit, the 2023 Service Plan, and 2023 Budget Proposal are all on the agenda for discussion and approval.
- Judith reported that the new NCKL/MPA Director, Eric Norris, and Dawn Krause, the NCKL Assistant Director are scheduled to visit the St. Marys Headquarters for a tour of the Library on Friday, June 13, 2022.
- DIRECTOR'S REPORT: Judith reported on the progress building the new pocket park at the St. Marys Headquarters. Concrete was poured in a 12 x 12 area. The city crew brought in and laid down rock around the slab. They also assembled and installed the outdoor furniture. Library staff planted flowers in the new planters to complete the landscaping. The bench was installed under the carport next to the back door because the new concrete area was not big enough for it and the new picnic table. The city indicated that they may assist next year with pouring additional concrete and relocating the bench to the second pocket at the back of the building to further improve the area.

The city workers power washed the little storage building adjacent to this area. We have discussed with the city the possibility of painting a mural on this building. The City Council has requested that we submit designs for the mural prior to undertaking the work and this has been done.

- There was an unfortunate issue in regards to the picnic table umbrella that was purchased for the pocket park. Judith reported that a bolt holding the umbrella crank together apparently snapped. She has put in a call into the company asking for repair options.
- Judith reported that the lease agreements that have been approved and signed by the Board for our Onaga and Eskridge locations have been sent to the building owners for their signatures. The City of St. Marys has not yet sent a lease agreement for 2023, but the St. Marys City Clerk called to verify that they would not be asking for any increase in the rent amount for next year.
- Judith reported that new technology brochures and guides had been created and sent out to all locations during the past month. These resources will be added to other information being distributed to parents and families as they register for the upcoming Summer Reading Program. They will also be posted on the PWRL Facebook page to help increase the public awareness on the availability of Internet Connected Equipment available for loan at the Library.
- UNFINISHED BUSINESS
- LIBRARY BOARD/STAFF FUNCTION – MAY 25, 2022 (WED.) @ST. MARYS: The PWRL Library Board/Staff function was held tonight, Wednesday, May 25, 2022, at the St. Marys Headquarters Library. The function started at 5:00 PM and all locations closed early to allow for preparation and travel to the event. The Board agreed that the function went well and Judith thanked the Board for their continued support of the annual function.
- 2023 LIBRARY BUDGET: Copies of the approved 2023 Library Budget adopted at the April 28, 2022 Board meeting were distributed at the May Board meeting. Following the Board meeting in April a copy of the approved budget was sent to both Pottawatomie and Wabaunsee Counties sent to each county via email, as requested. Notes concerning the \$30,000 approved to be transferred from the Capital Improvement Fund for Library Materials, and the \$18,000 approved to be transferred from the Capital Improvement Fund for the General Fund Salaries & Wages line were added, but these amounts are not part of the Budget that will be levied by the Counties. The problem with this cycle is that at some point we will come to a time when there is not a sufficient amount of unexpended budget remaining at the end of the year to transfer into the Capital Improvement Fund which can subsequently be used to fill the gaps in underfunding that exist in the Library general fund budget.

- Judith reported that she presented the 2023 Library Budget to the Pottawatomie County Commission on May 2, 2022. Paulette Simecka and Pam Bales also attended the meeting to support the Library. The problem that PWRL has in attracting and retaining qualified staff without competitive salaries and health insurance options was discussed. The addition of Chromebooks and hotspots to PWRL's circulating collection were also included in the report to the commissioners.
- Judith presented the 2023 Library Budget to the Wabaunsee County Commission on May 9, 2022. Pam Bales also attended the meeting to support the Library.
- The county clerks will send the certified valuation from each county in June. The certified population will be released by the Kansas Division of the Budget on or before July 1, 2022. Once that information has been received, the tax data sheet that was included with the 2023 Library Budget Packet can be updated. At that point a final copy will be sent to each county outlining the apportionment between the two counties and the amount that each will need to levy to fund the approved 2023 Library Budget.
- ECF & OTHER GRANT OPPORTUNITIES: Judith reported that PWRL has received a \$4,000 disbursement from the ECF for the Data portion of the hotspots. This basically covers the cost for 4 months of service. The ECF has declined to reimburse the remaining \$8,000 until the time for which the library will receive the service has passed. Data service was prepaid through December 1, 2022. These funds will need to be recovered incrementally as time passes.
- The 3rd funding window for ECF funding opened April 28, 2022, and closed on Friday, May 13, 2022. It was a challenge to put together a new request, given the issues PWRL had with getting funds reimbursed from the first funding window.
- Judith reported that PWRL's application for this final ECF funding opportunity included a request to provide the funding needed to renew the data for the Mobile Citizen hotspots for the period from January 2023 – December 31, 2023. Judith recommended that the \$12,000 PWRL is currently seeking to have reimbursed from the first ECF funding window be used to renew the data contract. This will give PWRL an additional year of patron hotspot usage. If PWRL's application for additional funding is approved those funds can again be used to pay for another renewal of the data service for 2024. After discussion Pam Bales moved that the Board allow the \$12,000 to be reimbursed by the ECF for hotspot data be used to pay for a renewal of the data service in 2023. Peggy Adams seconded the motion and the motion carried.
- Judith reported that PWRL's third window ECF application also included a request for 100 additional Chromebooks through a new vendor. CDW is a large company that provides technology equipment to government and schools. They were able to provide a SPI letter that says if PWRL's application is approved they will seek reimbursement directly and the Library will not need to be involved in receiving or paying any funds.

Should our application be successful this should make the process much less stressful than we had the first time around.

- As mentioned at the April Board Meeting, PWRL was approved for regular E-rate category 1 reimbursement of the cost of Internet connections at each of our eight locations. Category 2 funding for wireless access points, cabling and installations was also approved. Work to install new external wireless access points at each PWRL Location will be scheduled with Computer Network solutions in July.
- The final report for the ARPA ILMS Grant Funding amounting to \$25,000 PWRL received in 2021 was due on March 30, 2022. Judith requested an extension to allow time to complete the 2023 PWRL Budget Proposal. The ARPA final report was submitted to the Kansas State Library on May 11, 2022. PWRL primarily gained online access to digital content with this grant funding. Purchase included access to the Hoopla eBook, audiobook, movie, TV, music, and graphic novel digital platform; access to the EBSCO Flipster Digital Magazine database; and Integration of the Overdrive Sunflower eBook & digital audiobook service with PWRL's Verso Online Library Catalog. ARPA funds were also used to purchase 12 Roku Streaming Sticks and 24 Fire HD 8 Kids Tablets that were added to PWRL stock of Internet Connected Equipment available for patron loan.
- PWRL received \$11,708 in 2021 through a Sharp Recovery Grant through Humanities Kansas funded by the National Endowment for the Humanities. These funds went toward reimbursing the Director / Project Manager Salary. Unexpended general fund money for salaries was then reallocated to pay for items that were required to prepare PWRL's new Internet Connected Equipment to be safely circulated to the public. This included boxes and cases for circulation, mobile charging boxes that could be locked and anchored to provide secure storage for the Chromebooks, hotspots, and tablets. Humanities Kansas extended the due date for the final report on the Sharp Recovery Grant. PWRL's final report was submitted online on May 12, 2022.
- The \$11,150 ARPA Grant that PWRL received from Wabaunsee County was used to fund the remaining cost of the Copernicus Mobile Charging Boxes purchased for each PWRL location. Each Branch received carts to hold their charging boxes. Each Mini location received trolleys to hold their charging boxes. Every location received one UV Sanitizing Box that can be used to clean devices that have been returned. Other items can also be sanitized as long as they fit inside the box. Judith provided numerous updates to Wabaunsee County concerning this grant and all reporting requirements have been met.

- PWRL received \$5,000 in 2021 from the Kansas Library Association Health and Wellness Grant. These funds were used to purchase the outdoor equipment and planters for the pocket park at St. Marys. Two additional security cameras were also purchased with this grant funding to monitor the exterior at this location. The final report for the KLA Health and Wellness Grant was submitted via email on May 12, 2022.
- BOARD MEMBER POSTIONS – SIGNATURE CARDS: The updated signature cards for the accounts maintained by PWRL at the St. Marys Bank of the Flint Hills and the Westmoreland Farmers State Bank were given to board members for final signatures.
- OCEANS OF POSSIBILITIES – 2023 SUMMER READING / SUMMER FOOD PROGRAM: Judith reported on how planning for the annual Summer Reading / Summer Food Program was progressing and how the different locations were advertising, planning, and coming up with ideas for their events. Examples of the many flyers and calendars that have been created for the 2023 Summer Program were shared with the Board. Details about the Catholic Charities Summer Food Program, upcoming food deliveries, and other programing logistics were also discussed.
- NEW BUSINESS
- ELECTION OF OFFICERS: Alicia Matson moved that the Board approve the following slate of officers for 2022-2023: Chair - Pam Bales; Vice-Chair – Alicia Matson; Secretary – Peggy Adams; and Treasurer – Paulette Simecka. Paulette Simecka seconded the motion and the motion carried.
- BOARD MEETING DATES FOR 2022: The next Library Board Meeting is scheduled to start at 5:30 p.m. at the St Marys Headquarters Library on Wednesday, June 29, 2022.
- ADJOURNMENT: Pam Bales moved that the meeting be adjourned. Alicia Matson seconded the motion and the motion carried. The meeting was adjourned at 7:58 p.m.



Chairman



Secretary