

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, June 24, 2026 at the PWRL St. Marys Headquarters Library.
- CALL TO ORDER: Chairman Alice Hinck called the meeting to order at 5:30 p.m. Peggy Adams was Secretary. Lela Riley was appointed to act as Treasurer. Others present were Board Member Alicia Matson, Judith Cremer, Director, Terry Force, Pottawatomie County Commissioner.
- PUBLIC COMMENT: None.
- APPROVAL OF THE CONSENT AGENDA: Lela Riley moved that the Board approve the consent agenda with the addition of an executive session to discuss non-elected personnel under new business. Included was the approval of minutes of the May 27, 2026 board meeting, correspondence and communication, report of the treasurer, approval of the May financial reports and payment of the June bills. Alice Hinck seconded the motion and the motion carried.
- REPORT OF TREASURER: Acting Treasurer, Lela Riley, reported that the library received an Ad Valorem check from Pottawatomie County for \$303,000. Of this check, \$248,000 is for the general fund and \$55,000 is for the employee benefits fund.
- The library received an Ad Valorem check from Wabaunsee County for \$48,938.70. Of this check, \$39,896.43 is for the general fund and \$9,042.27 is for the employee benefits fund.
- NCKL REP. REPORT: The NCKL annual meeting will be held on August 27, in Manhattan. The NCKL 2027 Budget and System Plan will be on the agenda.
- DIRECTORS REPORT: Traci Sergent was hired as a Temporary Substitute for the St. Marys Headquarters Library. She will be working 15 hours per week and will primarily be helping with managing various Summer Reading Program events and activities.
- Katie Cailteux, the part time St. Marys Assistant Branch Librarian will be working some additional hours to help with staffing shortages at the St. Marys Headquarters Library.
- Judith told the board she has advertised the opening for a St. Marys Branch Librarian and will be gathering applications and scheduling interviews so that this open position can be filled as soon as possible. Emily Murphy, the previous St. Marys Librarian, ended her employment with the Library on June 10, 2026.
- One application has been received for the Alma Branch Librarian position that will be open at that location in September. Interviews for this job will be scheduled as soon as time allows.
- Multiple staff members have been out sick, on vacation, and out on funeral leave. Existing staff continues to be shuffled to cover open public service hours.

- The Library has been notified that the Kansas State Library has allocated some additional grant funding to the Statewide Courier Service. This will result in a \$720 savings on the total cost for PWRL's courier service in 2027.
- The large format roll printer at the St. Marys Headquarters Library malfunctioned due to a probable electrical surge. The St. Marys City crew replaced the breaker and electrical outlet but the printer was damaged. Salina Blueprint has been contacted and the Library will need to schedule a service call to have them come to repair the machine.
- Judith reported that she has submitted the federal e-rate application for reimbursement for the cost of Internet paid by the library for the period of July 2026 – June 2027. PWRL will be eligible for a 70% reimbursement if the application is approved. This will amount to \$8,070.22 for eight funding requests to five different Internet providers.
- PWRL Staff are working with our Auditor to complete the required 2025 financial audit. The audit information requests should be completed in July and the audit reports will likely be sent to the Board with the August Library Board Packet.
- UNFINISHED BUSINESS:
ST. MARYS - ADVISORY COMMITTEE: The St. Marys Advisory Committee met on Friday June 12, 2026. A complete set of all the Summer Reading / Summer Food Program flyers and calendars was emailed to the St. Marys City Clerk to be given the St. Marys City Commissioners.
- Judith gave the Advisory Committee an update on upcoming events planned at the Library.
- The next St. Marys Advisory Committee Meeting is scheduled for Friday, July 17.
- 2027 LIBRARY BUDGET: PWRL is in the process of updating the Tax Data Sheet for the 2027 Library Budget. The tax data sheet is designed to figure the amount each county needs to levy to fund the library budget approved by the Board. The cost is divided between Pottawatomie and Wabaunsee County based on a formula that figures the appointment based on the amount of the certified valuation and population reported for each county. The valuation for figuring the 2027 budget has been received from Pottawatomie County. The Wabaunsee County valuation will be received soon. The Kansas State Division of the Budget will release the certified population on July 1. Once that information is available, the tax data sheet can be finalized and submitted to each county for review.
- BOARD MEMBER POSITIONS: Peggy Adams moved that the Board approve the following slate officers to serve during the upcoming year on the Potawatomi Wabaunsee Regional Library Board of Trustees. Chairman-Alice Hinck, Vice Chairman-Alicia Matson, Secretary-Peggy Adams, and Treasurer-Bill Flannigan. Alicia Matson seconded the motion and the motion carried.
- Judith told the Board she is still working on recruiting someone to fill Position 1 from the Olsburg area on the PWRL Library Board of Trustees.

- Terry Force left the meeting at 6:00 p.m.
- **UNEARTHING A STORY @ THE LIBRARY SUMMER READING / SUMMER FOOD PROGRAM:** Six PWRL locations have been participating in the annual Summer Food Program, including Alma, Eskridge, Onaga, Harveyville, Olsburg, and Westmoreland. Food Service will be added at the PWRL Alta Vista location in July. To date 2,543 meals have been distributed to children 0-18 in Pottawatomie and Wabaunsee Counties with three sites yet to report this week.
- Program Statistics are incomplete, but staff at the four PWRL Branch locations have reported on hosted a total of 222 Summer Reading / Summer Food program events. 6,522 people have attended special Summer Reading Programs at these locations so far this year.

NEW BUSINESS

- **POLICY UPDATES:** Judith told the board that she will focus reviewing specific policy sections and will try to have a proposed draft ready to include with the July Board Packet. The staffing shortage combined with the increased activity generated by the Summer Reading / Summer Food Program has made it difficult to find time to work on this project.
- **EXECUTIVE SESSION TO DISCUSS NON-ELECTED PERSONNEL:**
- Alicia Matson moved that the Board go into executive session for 15 minutes with the Board only present to discuss non-elected personnel. Peggy Adams seconded the motion and the motion carried. The Board went into executive session at 6:15 p.m. and came out at 6:30 p.m.
- **BOARD MEETING DATES FOR 2026:** The regular July Library Board Meeting will be held at 5:30 p.m. at the PWRL Eskridge Branch Library on Wednesday, July 29, 2026.
- **ADJOURNMENT:** The Board Meeting was adjourned at 6:35 p.m.

Alice M. Hinck
Chairman

Alicia Matson
Secretary