

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, June 25, 2025 at the PWRL St. Marys Headquarters Library.
- CALL TO ORDER: Chairman Alice Hinck called the meeting to order at 5:33 p.m. Others present were Board Members: Bill Flannigan, Alicia Matson, and Lela Riley; Terry Force, Pottawatomie County Commissioner; Judith Cremer, Director, Ashley Araiza, Assistant Director. Peggy Adams joined via telephone. Lela Riley was appointed to act as Secretary. Bill Flannigan was appointed to act as treasurer.
- ADOPTION OF THE MEETING AGENDA: Bill Flannigan moved to approve the meeting agenda with the addition of an executive session added under new business to discuss non-elected personnel. Lela Riley seconded the motion, and the motion carried.
- PUBLIC COMMENT: None.
- APPROVAL OF THE CONSENT AGENDA: Bill Flannigan moved that the Board approve the consent agenda, including the approval of minutes of the May 28, 2025 board meeting, correspondence and communication, report of the treasurer, approval of the May financial reports and payment of the June bills. Lela Riley seconded the motion and the motion carried.
- REPORT OF TREASURER: Acting Treasurer, Bill Flannigan, reported that the library received an Ad Valorem check from Pottawatomie County for \$258,000. Of this check, \$231,000 is for the general fund and \$27,000 is for the employee benefits fund.
- The library received an Ad Valorem check from Wabaunsee County for \$42,617.08. Of this check \$38,104.23 is for the general fund and \$4,512.85 is for the employee benefits fund.
- NCKL REP. REPORT: Judith reported that, per board consensus, PWRL Assistant Director Ashley Araiza's name will be added to the ballot to serve as the representative from Wabaunsee County on the NCKL Executive Committee Board.
- There will be a full system board vote to approve the members for the Executive Committee at the annual NCKL meeting on August 21st. The revenue neutral hearing and vote to approve the 2026 NCKL Budget system plan will also take place at that meeting.
- DIRECTORS REPORT:
- All PWRL Library locations are now heavily involved in Summer Reading Programs and activities. All staff, including the Director, spent the majority of their time this month at the service desk assisting with patron requests and helping to manage Summer Reading Program events.
- A complete collection of Summer Reading information and Flyers was added to the Library website at the end of May to promote the annual Summer Reading / Summer

Food Program. Summer Reading fliers were also released on PWRL's Facebook pages to advertise upcoming events. Information was also strategically shared to local Facebook groups at each location. Library staff held programs at each of the local schools to help promote the Summer Reading Program.

- A news release was also sent to all the newspapers published in Pottawatomie and Wabaunsee Counties giving information about PWRL's annual Summer Reading Program and specific details about the programs and events planned at each PWRL location. The full page story was published in the Wabaunsee County Signal Enterprise, the Pottawatomie County Times, Westmoreland Official Weekly, and the Prairie Post.
- Catholic Charities delivered a second shipment of food and milk to support the Summer Food program at seven of PWRL's eight locations during the third week of June. The Summer Food Program allows PWRL to offer children 0-18 a weekly supply of five shelf stable meals and milks using the preferred grab and go distribution model. Staff must document the number of meals distributed, record inventory information, and log all staff and volunteer time used to administer the program. All of this documentation is sent to St. Marys and must be submitted electronically to Catholic Charities by the end of each week. PWRL has served 1,894 meals and milk to children in Pottawatomie and Wabaunsee Counties through the Alma, Eskridge, Onaga, Harveyville, Olsburg, and Westmoreland locations as of June 24, 2025.
- **UNFINISHED BUSINESS:**
ST. MARYS ADVISORY COMMITTEE: The St. Marys Advisory Committee met on Friday June 13th. Bill delivered the monthly information packet to the city for the St. Marys City Commission. The packet included the new book list, statistics reports, and a complete set of Summer Reading Program calendars and flyers.
- The City of St. Marys is still negotiating with their insurance company on the roof repairs for the building housing the St. Marys Headquarters Library. The library roof was damaged, along with multiple other city buildings, during high wind storm that occurred in late April 2024.
- The St. Marys City workers, along with help from a local plumber, installed a new water fountain at the St. Marys Library. PWRL applied for and received a grant from the Jere F. Miller local charitable trust to purchase the new fountain.
- A patron asked library staff to evaluate a book by Deborah Hopkinson titled Cinderella and a Mouse called Fred. The St. Marys Advisory Committee reviewed and discussed the book. The Committee by consensus recommended that the book be moved from the St. Marys collection due to content.
- **2026 LIBRARY BUDGET:** Copies of the updated tax data sheet that includes the certified valuation from each county to use for 2026 budgets were distributed to the board. 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

certified population will be released by the Kansas State Division of the Budget on July 1st. Once that information is available the tax data sheet can be finalized and submitted to each county for review.

- E-RATE – HOTSPOT LOAN PROJECT: Judith updated the Board on the pending e-rate application requesting funding for the purchase of hotspots and data. This application is still under review and staff at the Universal Service Administrative Company (USAC) can give no indication when or if the application will be approved. The federal legislature is currently debating whether hotspots will remain on the list devices that are eligible for e-rate support.
- The pending e-rate application requests funding for 100 hotspots. This is the number of devices PWRL purchased in 2021 using Emergency Connectivity Fund (ECF) funding. The hotspot loan program using those devices had to be discontinued in December 2024 because ECF funding ended and there was no funding to pay for the unlimited data plan. The devices were also beginning to fail due to age.
- If PWRL's e-rate application had been approved the funding cycle for the new hotspots would have begun on July 1, 2025. The vendor, CDW, has offered to allow PWRL to purchase 30 devices now. The cost for the 30 hotspots and accompanying unlimited high speed data plans is around \$5,388. This purchase amounts to the 30% the Library would need to pay under the original funding request. If PWRL's e-rate application for hotspots is funded in the future the Library will get credit for already paying the required amount. The vendor will at that point supply the additional 70 devices and invoice e-rate for an additional \$12,572. If PWRL's e-rate application is ultimately denied the Library will at least still have 30 hotspots to loan to patrons who have a need for mobile high speed internet service.
- After discussion the board agreed by consensus to move forward with the purchase of 30 hotspots. Funding from the capital improvement fund will be transferred to cover this cost.
- COLOR OUR WORLD SUMMER READING: As mentioned above, considerable marketing was done to promote the annual Summer Reading / Summer Food Program. Attendance and participation was very high at St. Marys. This prompted the purchase of an electronic people counter to better document the flow of patron traffic at this location.
- Changing our Mental and Emotional Trajectory (Comet) was conducted as an adult Summer Reading Program by the Pottawatomie County Extension Office at the PWRL Onaga Branch. Judith and Colette Goldade, PWRL Collection Manager, attended the session to assist and support the Onaga Branch staff.
- PWRL presented the first Flint Hills Book bash author meet and greet event on Saturday June 21st. Judith and Collette again attended the session and managed the library information booth. The Onaga Historical Museum partnered with the library on the event and it was held on the Museum grounds. A dozen authors were there to talk with patrons and they all had copies of their books to sell and sign. More than 100 people attended the event.

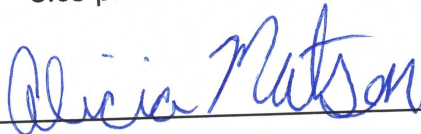
- The PWRL Alma Branch Library offered Summer Readers an art challenge that required participants to design a bookmark depicting the SRP Color our World theme. Lori Beth has asked that Library Board members help judge the contest. Age groups are 3-5 years old, 7-8 years old, 9-10 years old and 11-12 years old. Copies of the bookmarks entered in the challenge were distributed and Board members marked their favorites.
- A young patron at the PWRL St. Marys Library recently published her first book. St. Marys staff have arranged for her to offer a program to share her experience with writing and publishing. The event will be held on Thursday July 17th at 1 p.m.
- The PWRL St. Marys staff will be involved in the St. Marys Red, White, and Blue Fourth of July festivities on Saturday, June 28th. The St. Marys location will close at 11 a.m. to free up staff to participate in the community activities scheduled that day. The library will have a book sale set up at the Senior Center. Staff will decorate and drive the Library van in the parade and then set up a booth at Riverside Park and offer cotton candy. A free will donation will be requested for the cotton candy and proceeds will go toward buying pizza for an end of Summer Reading party celebration.
- Ashley Araiza, PWRL Assistant Director, has been traveling this summer with Shelby Curry, PWRL Mini Librarian / Route Drive, to assist with the Summer Reading / Summer Food Program at the Mini locations. The goal for this collaboration is to work on solidifying outreach efforts in each community to help increase patron attendance and engagement with the Library.

NEW BUSINESS:

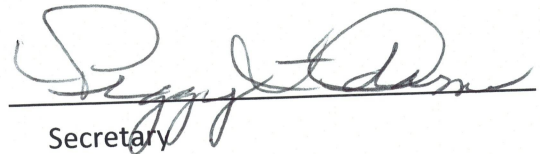
- Alicia Matson moved that the Board go into executive session for 15 minutes with only the Board present to discuss non-elected personnel. Bill Flannigan seconded the motion and the motion carried. The Board went into executive session at 6:42 p.m., and came out at 6:57 p.m.
- Bill Flannigan moved that the Board going into executive session for an additional 15 minutes to continue the discussion on non-elected personnel. Alicia Matson seconded the motion and the motion carried. The Board went back into executive session at 6:57 p.m. and came out at 7:12 p.m.
- TOPICS FOR BOARD DISCUSSION - DELEGATION OF DUTIES: The Board discussed staffing and brainstormed about different ways to streamline or reallocate responsibilities to reduce some of the workload for the Director. Patron and customer service are always first priority, followed by time sensitive administrative duties. Many tasks could be re-assigned, but with a small and remote staff this is difficult.
- The PWRL Assistant Director is currently engaged in a project to enhance operations at the mini locations. This makes it hard to reassign tasks at this time, but it was agreed that Judith would work with Ashley to begin shifting more responsibility for technology support to the Assistant Director. Technology issues currently take up a good amount of Judith's time, and the Job Description for the Assistant Director does include this responsibility. The library has more than 60 computers. Most can be updated remotely, but all do require regular maintenance. The Library also owns 200 Chromebook used for

patron loan which were purchased with ECF funding in 2021 and 2022. These machines have had minimal maintenance and could use more care. All locations have printers, scanners, fax machines, and other equipment that often need special attention as well.

- The Board agreed by consensus to continue the discussion on delegation of work responsibilities at the July Board Meeting. They would also like to look at job descriptions for all positions at the library.
- BOARD MEETING DATES FOR 2025: The regular June Board Meeting will be held at 5:30 p.m. at the PWRL Alma Branch Library on Wednesday, July 30, 2025.
- ADJOURNMENT: Bill Flannigan moved that the Library Board Meeting be adjourned. Lela Riley seconded the motion and the motion carried. The Board Meeting was adjourned at 8:05 p.m.



Chairman



Secretary