

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, June 29, 2022, at the PWRL St. Marys Headquarters Library.
- CALL TO ORDER: Chairman Pam Bales called the meeting to order at 5:40 p.m. Paulette Simecka was Treasurer. Alicia Matson was appointed to act as Secretary. Others present were board members: Alice Hinck (via phone); Judith Cremer, Director and Rain Schultz-Pruner, Assistant Director.
- ADOPTION OF THE MEETING AGENDA: Pam Bales moved that the agenda be approved as presented. Paulette Simecka seconded the motion, and the motion carried.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE May 25, 2022 MEETING: Pam Bales moved that the minutes be approved as presented. Alicia Matson seconded the motion, and the motion carried.
- CORRESPONDENCE AND COMMUNICATION: None
- REPORT OF TREASURER: Paulette Simecka, Board Treasurer, reported the Library received ad valorem funds from Wabaunsee County in the amount of \$36,931.05. Of that amount, \$33,044.06 was allocated to the General Fund and \$3,886.99 was allocated to the Employee Benefits Fund.
- APPROVAL OF BILLS: After discussion, Alice Hinck moved that the Board approve and pay the bills as presented. Alicia Matson seconded the motion, and the motion carried.
- NCKL REP REPORT: Judith reported that Eric Norris, the New NCKL/MPL Director, and Dawn Krause, the NCKL Assistant Director, visited the St. Marys Headquarters Library on Monday, June 13th, for a tour of the Library.
- The NCKL Executive Committee Meeting was held online via Zoom on May 26, 2022. Judith attended, and continues to serve as President and Chair of that Committee.
- Membership changes to the NCKL Executive Committee Board were approved.
- The Draft of the NCKL 2023 System Plan of Service and 2023 Budget Proposal were presented and approved by the Executive Committee. These documents will now be sent to the full system Board who will consider it for approval at the NCKL Annual Meeting of the full system Board which will be held via Zoom on August 25, 2022.
- A New Competitive Grant for Taxing Libraries was presented and approved. The new funding opportunity will consist of \$3,000 - \$5,000 grants to be used toward specific

purposes that will be announced annually. The 2022 Competitive Grant will be focused on funding facilities maintenance and improvements.

- The Kientz and Penick Certified Accounting Firm completed the audit of the NCKL 2021 financial year and presented their audit report to the Executive Committee. They provided NCKL with a clean audit report.
- A plan to increase the subsidy that NCKL provides to Taxing Libraries to 80% of the cost to participate in the Kansas Library Express Interlibrary Loan Courier Service was introduced and approved by the NCKL Executive Committee. PWRL, as a contracting library, would not be eligible to receive this subsidy.
- The NCKL Executive Committee approved some streamlining to the processing and cataloging fees that NCKL charges member libraries. PWRL has over time moved away from having NCKL provide processing services. We now depend fully on In-House Staff and/or Vendor provided cataloging and processing, so this change should not affect our Library.
- DIRECTOR'S REPORT: Judith reported on PWRL's efforts to improve communications through an expansion of the Library's social media presence. PWRL purchased some additional software to help with this process and Rain, PWRL's Assistant Director, is taking the lead to get content created and posted on a regular schedule. Analytical reports show growth in both the reach and engagement that these posts are generating. Each PWRL location has numerous programming opportunities each week during our Annual Summer Reading Program. The trick is getting the word out into the communities about these opportunities and encouraging people to take advantage of them. That is where we are hoping that social media will give us a boost.
- Judith reported to the Board on current staffing issues. Vacations and illness has disrupted the regular staffing flow at several locations. Other staff has been shifted to cover when possible. The Alma, Eskridge, and St. Marys Branch Librarian all have time scheduled off in July and August. Judith has worked the past three Saturdays at Harveyville to cover that location. She and Rain, as well as some other staff, will continue to fill in where and when needed.
- Destiny Brooks, the part time Assistant Branch Librarian at St. Marys, will be leaving the Library in August. She will be adjusting her schedule in order to attend college full time. We will need to fill this part time position at that time.
- Emma Schreiber, the Onaga Substitute Librarian, is currently out on maternity leave. She delivered her fifth child, Leland Judah Schreiber, on May 25, 2022. She is planning to return to the Library to work her Monday evening shift as soon as she is able.
- Hannah Harper, the Onaga Branch Librarian, is expecting her first child in August. Hannah would like very much to return to her job at the Library following her maternity leave. To make this possible she has requested that she be allowed to bring her baby

with her when she returns to work. Judith told the Board that in this instance she is willing to allow Hannah to follow through with this plan. Hannah is excellent at her job, and extremely conscientious. Judith is confident in her ability to manage this situation and feels comfortable working with her through this process. After discussion the Board agreed by consensus to support the proposed working arrangement for the Branch Librarian at Onaga. If issues come up along the way, the situation will be re-evaluated, but at this point everyone was comfortable with giving it a try.


- PWRL is preparing to participate in several local celebrations and festivals as we move toward the end of the summer. Library Staff is getting ready for the Pottawatomie County Fair scheduled for the first week of August. The Library will have a booth at the fair and will offer a selection of donated and weeded books for free to fairgoers. The Library will also participate in both the Wabaunsee and Pottawatomie County Fair Parades.
- The Library will have a booth at the Spirit of St. Marys 4th of July Celebration scheduled for Saturday July 2nd. A bean bag toss, book sale, and cotton candy treats will be offered. Free will donations to the Library will be happily accepted.
- The PWRL Eskridge Branch has been participating in the monthly Eskridge Farmer's Market. Popcorn, monster bubbles, and kids' games are being offered. The Library has also been able to circulate some of the Library hotspots to Farmer's Market vendors who needed them.
- The Library will participate in the Westmoreland Car Show festivities scheduled for Saturday July 23rd. A beanbag toss, prize baskets, crafts, and cotton candy will be offered to the public at the PWRL Westmoreland Mini Library from 9 a.m. – 2 p.m. that day.
- All four PWRL Mini Libraries enjoyed popcorn and movies during the third week of June. There will be snow cones and cotton candy at all locations in July as the Library moves toward the annual wrap up of the Summer Reading / Summer Food program.
- A special program on learning to play Dungeons & Dragons is scheduled at 1:30 pm on Friday, July 15th at the St. Marys Headquarters Library. A local youth has expressed interest in leading the session. Rain will organize and assist with the presentation.
- The Northeast Kansas System Library recently announced that they are hosting a database called Recollections: Kansas. The database is managed by the Regional System Libraries and is designed to store local history information that has been converted to a digital format. Libraries from across Kansas have been invited to add their local content to this database in order to make it easier to access and share the information. PWRL has applied and been registered for a free account on the site. As time allows Library Staff will explore the options and determine what local content can be saved and shared through the site.

- UNFINISHED BUSINESS:
- 2023 LIBRARY BUDGET: Copies of the approved 2023 Library Budget, the updated tax data sheet, and the valuation sheets received from both counties for 2023 budget calculations were distributed. The 2022 Library Budget and valuation sheets were also provided for comparison. The method for calculating the tax levy and funding levels provided by each county to fund the PWRL's Library Budget was discussed.
- ECF & OTHER GRANT OPPORTUNITIES: PWRL's 2022 funding request submitted to the Emergency Connectivity Fund (ECF) included support for another year of data for the 100 hotspots PWRL was able to purchase with ECF funding in 2021. The application also requested funding for an additional 100 Chromebooks that could be circulated to the public with a need for Internet Connected Devices. Judith was able to work out more details on these potential Chromebooks with the vendor this past month. PWRL's initial 100 Chromebooks are HP Chromebook x360 machines. The new machines, if funding is approved by the ECF, will be ASUS CR1100 Chromebooks bundled with a Management License. The machines are supposed to be built to withstand deployment for circulation and educational purposes. If PWRL's application is approved, the vendor will supply the machines to the Library and seek reimbursement directly from the ECF. We will just need to wait now to see if the ECF issues a funding commitment letter for this request.
- PWRL applied for a grant through the Jere F. Miller Charitable Trust to help fund the completion of the pocket park at the St. Marys Headquarters Library. The Library asked for \$1,200. The application included \$700 to pay the City of St. Marys for half of the cost of the concrete poured for this project. It also asked for an additional \$300 for stepping stones and \$200 for an outdoor rug for the back door. PWRL was awarded a grant of \$700 this month as a result of our application. A check for the \$700 to reimburse the City of St. Marys for the concrete work has already been sent.
- OCEANS OF POSSIBILITIES – 2023 SUMMER READING / SUMMER FOOD PROGRAM: PWRL's participation of the above mentioned celebrations and festivities are a natural offshoot of the general activities that surround the Annual Summer Reading / Summer Food Program.
- Staff from the Milford Nature Center presented programs at the PWRL Onaga and Westmoreland locations on June 20th. They are also scheduled to present programs at the PWRL Eskridge and Alma locations on July 5th, and they will be at the St. Marys Headquarters Library on July 12th.
- PWRL has partnered with the Wabaunsee County Extension this summer. They have a 4-H Intern who has been made available to present a series of STEM based educational programs at PWRL's Alma and Eskridge location. Topics include computer coding, galactic quest, robotics, and a session focused on baby chicks!

- The Riley County WIC Department has partnered with our PWRL St. Marys Headquarters Library to provide mothers and families with additional information about their services. They will be joining the line at the Tuesday Grab & Go Lunch Line on June 28th and July 26th.
- St. Marys has offered a series of interactive after hours' movies at that location this summer. The PWRL Eskridge Branch has been offering movies and popcorn for kids each Friday at 11:00 am. Onaga has hosted its movie events on Wednesday afternoons.
- PWRL again purchased access for our patrons to the Page Turner Adventures Online Summer Reading video series. The series includes five videos each week for four weeks. The content is funny and educational, and very much focuses of the importance of Reading. Patrons can access the videos as an activity option listed in the Beanstack Summer Reading online App. They have also been posted to the PWRL Library Programs website page so anyone that views that page can get free access to the videos.
- The Library created and distributed flyers highlighting the Sunflower Summer Program offered again this year by the Kansas Department of Education. Through this program Kansas children from preschool – 12 grade, along with two accompanying adults, can secure free tickets through an online app. The tickets will allow free entrance for the family to a wide selection of Kansas attractions including zoos, museums, and parks across the state. The opportunity for large families to visit a variety of quality education and entertainment site together is something to get excited about!
- PWRL is also participating in the pilot project managed by the Kansas State Wildlife and Parks. NCKL purchased 100 park passes which have been divided between PWRL's eight locations. These will be given to families on a first come basis throughout the summer.
- Each PWRL location has put together craft packets that they are distributing each week, along with the grab & go lunches we are able to provide through our ongoing partnership with Catholic Charities of Northeast Kansas.
- During the last week of July each location has end of Summer Reading Parties planned to recognize the kids' reading efforts and offer more opportunities for Summer Fun. The Library will offer snow cones, cotton candy, popcorn, boat races, water wars, and lots of loot!
- PWRL, with Olsburg and Onaga still to report, has served a total of 9,250 meals to children in Pottawatomie and Wabaunsee Counties. The help of volunteers has been invaluable in making this possible, particularly the Knights of Columbus at St. Marys, the volunteers at the Methodist Church in Harveyville, and the regular group of volunteers at our Alma Branch.
- **NEW BUSINESS:**
- **NCKL CONTRACT – 2023:** As was discussed at a previous Board Meeting, there will be no change in the terms or cost for the NCKL Contract in 2023. This annual contract allows

PWRL to receive a bimonthly collection of rotating books delivered to each branch location. The Library also received consulting, technology support, continuing education, and much more from NCKL. Their support is critical for maintaining a consistent link to professional contacts and resources. The contract also ensures that any resident of PWRL's 1612-mile service area is eligible to receive reciprocal borrowing and access privileges at any other NCKL member library. The North Central Kansas Libraries System has member libraries in Washington, Clay, Dickinson, Marion, Marshall, Riley, Pottawatomie, Geary, Wabaunsee, Morris, Chase, and Lyon Counties. The \$4,400 cost of the contract is budgeted to come from PWRL's annual State Aid funding allocation. After discussion, Pam Bales moved that the Library approve the 2023 NCKL Contract and allow the appropriate officers to sign it. Paulette Simecka seconded the motion and the motion carried.

- **BOARD MEETING DATES FOR 2022:** The next Library Board Meeting will be held on Wednesday, July 27, 2022, at the PWRL Alma Branch Library and is scheduled to start at 5:30 p.m. Carpooling for the Board to the meeting was discussed.
- **ADJOURNMENT:** Pam Bales moved that the meeting be adjourned. Paulette Simecka seconded the motion and the motion carried. The meeting was adjourned at 6:55 p.m.



Chairman



Secretary