


- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, July 31, 2024 at the PWRL Alta Vista Mini Library.
- CALL TO ORDER: Chairman Alice Hinck called the meeting to order at 5:32 p.m. Peggy Adams was Secretary. Others present were Board Members: Alicia Matson, Bill Flannigan, Lela Riley and Judith Cremer, Director. Staff Member Christine Jenkins was also present.
- Alicia Matson moved to approve the meeting agenda, Bill Flannigan seconded the motion, and the motion carried.
- PUBLIC COMMENT: None.
- APPROVAL OF THE CONSENT AGENDA: Peggy Adams moved that the Board approve the consent agenda with corrections, including the adoption of the meeting agenda, approval of minutes of the June 26, 2024 board meeting, correspondence and communication, report of the treasurer, approval of the financial reports and payment of the July bills. Alicia Matson seconded the motion and the motion carried.
- NCKL REP. REPORT: The NCKL Annual Meeting is scheduled for Aug. 22nd in Manhattan. On the agenda is the approval of the 2025 NCKL Budget and the Revenue Neutral Hearing required for that budget.
- The NCKL Rotation was completed this week. For this rotation NCKL staff delivers a small collection of new adult fiction, adult nonfiction, young adult fiction, junior fiction, and junior easy materials every other month to each of the four PWRL branch libraries. PWRL staff must manually added records to our online catalog to allow the materials to be circulated. All items being returned must also be deleted from the online catalog. The collection is very popular with PWRL patrons. Materials from the collection can be easily identified by the bright yellow tape over the spine labels.
- DIRECTOR'S REPORT:
- Melanie Smith, the St. Marys Branch Librarian, represented the library by staffing a cotton candy booth at the St. Marys Community Fourth of July Event. Library staff also participated in the St. Marys Fourth of July parade. Remaining staff were required to double up to cover the service desk.
- Vacations and absences due to illness required remaining staff to continue to fill in at the service desk at St. Marys for a number of days in July. Judith reported that she worked a total of 389 hours this month to cover open service hours while also completing necessary administrative duties.
- Roberta Summers began work as the new Processing Clerk at the St. Marys Headquarters Library on July 10th. It was necessary for her to almost immediately jump in to help fill some of the staffing gaps. Her added help was very much appreciated.

- The 2023 Library Audit is still pending. Judith and Genevieve spoke with the auditor last week and he is in the process of revising the draft so that the fund balances are easier to compare with the local reports completed as part of the monthly financial process.
- The Kansas State Library is in the process of revising the Standards for Public Libraries for 2025-2029. A draft copy of the revised guidelines has been released and is available to download and review online.
- The Kansas State Library has scheduled an update to the Kansas Library eCard. These cards are used by Kansas residents to access a collection of statewide digital resources including databases, digital eBooks and audiobooks. The administrative module for the Kansas Library ecard will be moved to the Koha online catalog system in August. The State Library has developed a set of resource guides for library staff to use to help them with the upcoming administrative change.
- Staff at the St. Marys Headquarters Library are working on a new public display. This display features information about the Berlin Wall and an exhibit opening has been planned for Tuesday, August 13, 2024, at 5pm. August 13th is the anniversary date of the first installation of the barbed wire that marked the beginning of the Berlin Wall.
- Midwest Dream Car Collection in Manhattan has agreed to loan a BMW Isetta to the library for the evening of the Berlin Wall Exhibit opening. A short video titled the "Small Escape" which dramatizes the true story of a man who first modified and used an Isetta to assist his friend in escaping from East to West Berlin will be shown as part of the display.
- A reading resource list, diorama, and other informational content will also be made available to the public as part of the display. Work on this exhibit is currently in progress. Staff hope to follow this opening event with other programming opportunities leading up to a celebration commemorating the fall of the Berlin Wall which occurred on November 9, 1989.
- Judith, Lori Beth Terrell, the Alma Branch Librarian, and Debra Osif, the Alma Assistant Branch Librarian represented the Library and drove in the Wabaunsee County Fair Parade on Saturday, July 27th.
- Lester Jennings, the Onaga Substitute Librarian, came to St. Marys last week to assist with labeling donated books to be given away in the library booth at the upcoming Pottawatomie County Fair. 40+ boxes of materials have been prepared for distribution and staff worked today to set up the Library booth at the Onaga Fair Grounds. The 2024 Pottawatomie County Fair theme is dancing with the steers. The Library used this theme in the booth design which features a dancing cow in a tutu reading a book.
- Judith and Jordan Abitz, the Onaga Branch Librarian, will represent the Library and drive in the Pottawatomie County Fair Parade on Sunday, August 4th. Following the parade they will dismantle the library fair booth and pack up any remaining books.
- Lori Beth Terrell, the Alma Branch Librarian, is scheduled to have a booth at the St. Johns Lutheran School back to school registration on Aug. 5th and 6th. She plans to welcome students back and collect contact information from parents. The St. Johns School has a standing date for each class to visit the library every Friday during the school year.

- Alma will host an adult program on Monday, August 19th at 10 am. The speaker, Deborah McGregor, will share her family's experiences living off the grid in rural Wabaunsee County during this presentation.
- USD 321 will be hosting a session of their Play Café Program for families with preschoolers at the St. Marys Library on Tuesday, August 20th. The Play Café initiative encourages parents to come and actively engage in play with their children.
- There will be a dedication ribbon cutting for a new memorial bench in memory of local patron Evelyn Zeckster at the PWRL Alma Library at 2pm on Tuesday, August 20th. A memorial plaque for the bench is being made by Westside Stamp in Topeka. The community, along with Evelyn's family and friends, have been invited to the dedication celebration.
- Judith gave the Board an update on the library insurance policies. PWRL's insurance coverage renews on August 4th. Premiums for 3 of the 4 policies have been received. At this point it appears that the cost will be slightly over the amount budgeted for 2024. More detailed information will be available at the August Library Board meeting.
- UNFINISHED BUSINESS:  
ST. MARYS ADVISORY COMMITTEE: The St. Marys Advisory Committee continues to meet regularly on the third Friday of each month. This month the group met on July 19th.
- Advisory member Dennis Miller suggested that it might be helpful to schedule a regular walk through of the library with the city maintenance department to address ongoing repair issues. Judith worked with St. Marys staff to put together a rough maintenance log and a lighting map to help focus the discussion on specific problem areas. Dennis is working on arranging a meeting date for the walk through.
- A final version of a parent's guide brochure was completed and distributed to the advisory committee for comment.
- There was a discussion and review of the book a home for goddesses and dogs by Leslie Connor. The story is about a child dealing with the loss of a parent and the absence of the other parent. During this difficult time the child goes to live with an aunt and her wife. The book was added to the collection in 2020 and has not circulated at St. Marys. The recommendation was to rotate the item to another location where it may find a bigger circulation.
- 2025 LIBRARY BUDGET: The PWRL Tax Data Sheet used to figure the amount of the tax levy needed to fund the 2025 Library Budget was sent to each County following the receipt of the certified valuation and population for that budget year. Copies of this information was also included in information sent to the Board with the July Library Board Packet.
- The Wabaunsee County Commission has asked that representatives from the Library attend the Wabaunsee County Revenue Neutral Hearing on Monday, September 9th, at 10am. Judith will attend this meeting, along with any available Library Board Members.

- Judith consulted the Pottawatomie County Administrator and he did not believe it would be necessary for the Library to attend the Pottawatomie County Revenue Neutral Hearing. It is also scheduled for Monday, September 9th.
- ADVENTURE BEGINS @ THE LIBRARY SUMMER READING / SUMMER FOOD PROGRAM:
- Each PWRL location scheduled end of Summer Reading Parties to celebrate the successful completion of two months of reading activities and events.
- St. Marys Staff held an end of Summer Reading Pizza Party at the St. Marys Headquarters Library on Thursday, July 25th. The feast consisted of 20 pizzas, chips, water, and more cotton candy. Donation money patrons gave for cotton candy at the July 4<sup>th</sup> celebration was used to fund the party. 70+ children, along with 30+ adults, enjoyed the meal. Water wars and wading pools at the bottom of the hill rounded out the day of fun. The kids had a great time, the staff was plain worn out!
- The Alma Signal Enterprise printed an article with a several photos about the Drone Program the Library sponsored at Harveyville at the end of June. The Harveyville community senior group has been consistently supportive of the library and continues to be good library partners.
- The final statistics for the Summer Food program conducted during June and July at seven PWRL locations were submitted on Monday, July 29th. 4,476 meals with milk were served by library staff and volunteers to children 0-18 in Pottawatomie and Wabaunsee Counties during the course of the 2024 Summer Reading / Summer Food Program. Staff is now working on gathering all the remaining meals and milk at the St. Marys Headquarters Library. Once that job has been completed we will make arrangements with Catholic Charities for a final pickup.
- NEW BUSINESS
- STAFF UPDATES:
- Two new admin staff members were offered positions at the Library in July. Ashley Araiza has been hired as the new PWRL Assistant Director. Ashley will be scheduled to work 35 hours each week, including 3 hours each Saturday at Harveyville. She is scheduled to start on Monday, August 5th.
- Alicia Unru has been hired as the new PWRL Collection manager. Alicia worked at the Colby Pioneer Memorial Library for 15 years and has experience supervising the circulation, interlibrary loan, collection development, and cataloging departments. She is scheduled to start on Tuesday, August 6th.
- E-RATE UPDATES: Judith updated the Board on the progress for filing annual E-Rate applications.
- PWRL's 472 e-rate forms required to request partial reimbursement for the cost of Internet Services provided to the Library from July 2023 – June 2024 were submitted on July 21, 2024. PWRL has been approved to receive a disbursement from e-rate for this period amounting to \$7,606.48. These funds will be deposited into the PWRL Capital Improvement Fund under Previous FY–E-rate.

- PWRL’s 486 e-rate forms were also submitted on July 21st signaling the start of the new e-rate fiscal year that runs from July 1, 2024 – June 30, 2025.
- PWRL’s category 1 application for internet reimbursement has no changes in internet providers, costs, or speed at PWRL’s eight locations for the 2024-2025 e-rate year.
- PWRL’s category 2 application for network updates at the St. Marys Headquarters Library includes approval for network wiring and equipment with a total cost of \$25,145.50. E-rate will cover 70% of that cost amounting to \$17,601.85. PWRL will be responsible for the remaining 30% amounting to \$7,543.65.
- After discussion Bill Flannigan moved that the Board approved the transfer of the required 30% of the cost of PWRL’s proposed category 2 network upgrade project for the St. Marys Headquarters Library from the capital improvement fund using amounts received from previous FY-E-rate. Lela Riley seconded the motion and the motion carried.
- BOARD MEETING DATES FOR 2024:
- The August Library Board Meeting is scheduled to start at 5:30 p.m. at the PWRL Olsburg Mini Library on Wednesday, August 28, 2024.
- ADJOURNMENT: Bill Flannigan moved that the Board Meeting be adjourned. Lela Riley seconded the motion, and the motion carried. The meeting adjourned at 7:36 p.m.

  
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Chairman

  
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Secretary

