

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, August 31, 2022 at the PWRL Alta Vista Mini Library.
- CALL TO ORDER: Chairman Pam Bales called the meeting to order at 5:30 p.m. Peggy Adams was Secretary. Others present were board members: Alicia Matson, Paulette Simecka, Alice Hinck and Joan Johnson; Judith Cremer, Director, Rain Schultz-Pruner, Assistant Director, and Christine Jenkins, Alta Vista Substitute Librarian, was also present. Lori Beth Terrell, the Alma Branch Librarian, stopped in to share some pictures of the repairs that are ongoing at the PWRL Alma Branch Library following the ceiling collapse at the end of July.
- ADOPTION OF THE MEETING AGENDA: Pam Bales moved to approve the meeting agenda with the addition of a discussion of a patron request for reconsideration of library materials at the St. Marys Headquarters Library under new business. Paulette seconded the motion and the motion carried.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE July 27, 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: None.
- APPROVAL OF BILLS: After discussion Peggy Adams moved that the bills be approved as presented. Paulette Simecka seconded the motion and the motion carried.
- NCKL REP REPORT: Judith reported that the planned NCKL annual budget meeting had to be rescheduled. It has been postponed until Tuesday, September 20, 2022. Changes in Kansas Legislation requires that entities with taxing authority hold a revenue neutral rate hearing if the amount of property tax revenue needing in the next budget year will be increased. Prior to the hearing it is required that each entity inform the public on the details of their revenue neutral rate hearing and invite them to make public comment at that time.
- NCKL receives revenue from twelve counties in Kansas that go toward providing for library services to the residents of those counties. When the notice of the revenue neutral rate hearing was advertised, the notice failed to be posted in one of these counties. As this public notice is required by Kansas State Statute, NCKL had no

choice but to reschedule the hearing and repost the notification in each of the counties prior to the new meeting date on Sept. 20th.

- Judith reported that NCKL provided a good deal of support following the ceiling collapse at Alma. Judith also consulted with them when the questions about a proposed change to the lease for the St. Marys Headquarters Library occurred earlier this month. Through this connection Judith was able to speak with other library professionals in order to get information needed to help with this situation.
- DIRECTOR'S REPORT: There have been a number of challenges at the library in recent days. PWRL purchases most regular print books from Baker & Taylor. Earlier this month this vendor was the victim of a cyber-attach. PWRL had a dozen carts of books ready to order from Baker & Taylor prior to the attack. We are now waiting to see if that order information is recoverable once the company is able to re-open.
- PWRL also purchases books from Ingram. The library has maintained a current popular adult fiction standing order with Ingram for many years. This has been very convenient because all books that are published by the selected authors come automatically and staff are not required to intervene in this process. The library also usually received a 38%-40% discount on these titles. Last week Ingram notified customers that due to increasing prices they would be adding an additional surcharge on items they ship to customers. This increase will basically wipe out any savings the library enjoyed through the discount.
- PWRL participated in the Pottawatomie County Fair during the first week of August. Library staff stocked the library fair booth with 700+ books that were either donated or weeded from the library collection. The booth was not manned and all the books were offered to the public for free during the event. PWRL service brochures, resource guides, bookmarks, and buttons were also made available. The booth was stocked and decorated by Colette Goldade, PWRL Collection Manager, Shelby Curry, PWRL Mini Librarian / Route Driver, and Rain Pruner-Schultz, PWRL Assistant Director.
- A Staff meeting with St. Marys Headquarters Staff and all Branch Librarians was held on Friday, August 19, 2022 at the St Marys Headquarters Library. Unfortunately both the PWRL Assistant Director and the Processing Clerk had to miss the meeting as they were out due to Covid. Two other St. Marys Staff members also contracted Covid and were out in the following weeks.
- Hannah Harper, the Onaga Branch Librarian, attended the staff meeting, but following the meeting her doctor recommended advancing her scheduled birth plan. She delivered her first child, a little girl they named Josephine Erv Harper, on Monday, August 22, 2022. Hannah plans to take six weeks maternity leave and then return to the library with the baby.

- A Statewide Interlibrary Loan Training Session has been scheduled for Wednesday, September 16th in Topeka. This is the first large in person meeting we have attended since 2019 due to Covid restrictions in the intervening years. Judith and three of the four PWRL Branch Librarians will attend the training session.
- The annual Kansas Reads to Preschoolers events is now in the planning stage. This One-Book / One State program sponsored by the Kansas State Library is scheduled each year during the first part of November. This year's Kansas Reads to Preschoolers book selection is "*Not a Box*" by Antoinette Portis. NCKL donated 10 copies of the book to PWRL to be used to create a set of story walk posters for each branch, plus one set for the Mini Libraries.
- PWRL was notified earlier this month that Catholic Charities of Northeast Kansas, with whom the Library partners each year to offer the Summer Food Program, has recently changed their volunteer training requirements. They are asking that all volunteers undergo a new background check and attend a training session to help recognize and manage cases of child sexual abuse. Catholic Charities Staff have agreed that only Library Staff who supervise a Summer Food Site will be required to take these additional training steps. All staff at the Staff Meeting on Aug. 19th viewed the training video, but unfortunately this group effort will not satisfy the requirement. Each staff member must create an individual account and login to document their training experience. Staff will have until Sept. 15th to complete this online process. After that time the training will return to an in person format and the time required will increase from 1 hour to 3 hours.
- PWRL Staff are planning to participate in the upcoming Olsburg Festival events planned for Saturday, September 10, 2022. Shelby Curry, the PWRL Mini Librarian / Route Driver and Rain Pruner Schulz, the PWRL Assistant Director will offer a beanbag toss game for kids. They will also be making cotton candy and offering prize books to festival goers.
- Fall Storytime Sessions will be starting in September at both Branch and Mini Locations. The preschool storytime fall session runs through November, breaks for the Holidays, and restarts in January for the Spring Session. All of our libraries are excited and getting ready for the return of their Storytime kids this fall!
- UNFINISHED BUSINESS:
- 2023 LIBRARY BUDGET. Pottawatomie County held the required Revenue Neutral Rate Hiring that would cover the PWRL 2023 Library Budget on Monday, August 22, 2022. They hold one hearing that covers the many individual budgeting entries that fall under their umbrella. PWRL's Library Board is by Kansas Statute responsible for setting a Library Budget, but the library itself does not have tax levy authority. Pottawatomie and Wabaunsee Counties are responsible for levying the tax amounts needed to fund the

budget set by the PWRL Board. Last year Pottawatomie County worked out the process for covering all the required statutory public notifications for all County entities and combining them all into one Revenue Neutral Rate Hearing. The Library was not required to attend this meeting so it was decided at the July Board Meeting that we would not go. Judith told the Board that she had contacted Heather Gladback, the Pottawatomie County Financial Officer, following the meeting to confirm that everything went smoothly and that there were no concerns. She said there were not specific questions about the library and the PWRL budget was approved as per the Boards request.

- **2023 SUMMER READING / SUMMER FOOD PROGRAM:** The 2022 Summer Reading / Summer Food Program was very busy and active at most PWRL locations. A collection of reports have been created to help measure that activity and put it into some kind of perspective. The monthly statistic reports for June and July show large gains in social media activity. This can be attributed to increased efforts by Library Staff to publicize library events online. Rain has been focusing on this effort and creating new content for the Library Facebook account that can be set to post strategic updates at scheduled times to focus public attention toward selected events and resources. Facebook analytics has tools now too that can help track Facebook traffic and help determine which posts are more or less effective.
- Computer and Internet use at the library continues to increase at all locations. Wireless access points capture usage data even when the library is physically closed. Usage will likely grow even more once the new external wireless access points that were approved through PWRL's current e-rate application are installed at each PWRL location. The public will then be able to get a strong and stable connection both inside and outside of the Library.
- Circulation during the Summer Reading Program was steady. The Summer Reading reports show increases in the use of eBooks and digital audiobooks through PWRL subscription to Overdrives Sunflower eLibrary. The total usage is almost certainly higher because these figures do not include statistics for a number of other PWRL digital resources including Hoopla, Flipster, and the statewide database.
- 355 hours of volunteer time was logged during June and July covering all PWRL Location. PWRL would not be able to continue the high volume of activity created by the Summer Food Program without the help and assistance of our amazing volunteers. PWRL served 19,788 meals to children (0-18) in Pottawatomie and Wabaunsee Counties this summer. We could not have accomplished that on our own. The independent sector estimates that volunteer time has a value equal to \$29.95 per hour. 355 hours x \$29, 95 is equal to

\$10,632.25. To our Library Staff, and to the children and families that we serve, that time is priceless!

- The report on Summer Reading Participation shows that the number of patrons who registered for the annual program is slightly down, but participation in activities and events shows an increase. This discrepancy can probably be attributed to the fact that it is sometimes difficult to get patrons to follow through on documenting their progress, even if they are there every day enjoying the activities. All we can do is try our best to capture as many statistics as possible, but realize that its summer, and kids mostly just want to have fun!
- The 2023 Sumer Reading Theme has been announced as “All Together Now”. The Programming focus will be on teamwork and teambuilding. Here’s hoping we can get it all together for another great Summer Reading / Summer Food experience.
- E-RATE & INTERNET CHANGES: The forms required to request partial reimbursement for the cost of Internet Services provided to the Library from July 2021 – June 2022 were submitted on July 28, 2022. In August PWRL received a disbursement from e-rate amounting to \$6,129.79. These funds will be deposited into the PWRL Capital Improvement Fund under Previous FY–E-rate.
- PWRL’s Category Two e-rate application for the purchase and installation of internal and external wireless access points hit a snag. The internal access points for Alma and St. Marys that were listed in the application are no longer available. This means a Service Substitution request must be filed with e-rate to approve the purchase of a different part number. A check for \$1,762.23 was included in the August Library bills. This amount is the 30% of the total cost of the category two project. The project will now need to be put on hold until e-rate gives approval for the substitution. The Library will hold the check until the matter is resolved.
- Following the collapse of the ceiling at the PWRL Alma Branch Library on July 22, 2022, the Library has been in recovery mode. Judith created a lighting and electrical map to assist the contractors with replacing all the electrical and lighting that was damaged in the fall. Judith used file information, hundreds of programming pictures, and measurements taken prior to the move out, to create a comprehensive lighting and shelving map that includes both electrical and internet outlets and drops. The map was forwarded to the contractors to use as they progressed with the reconstruction.
- Judith and Lori Beth surveyed the condition of the furniture in the fire station and the books’ boxes stored at the Alma Community Center. A map of the 698 boxes of library materials at the Community Center was made. Cleaning materials, magnetic cleaning cloths, bushes and a shop vacuum with a hepa filter was ordered.

- Over the course of the past month Judith worked with a representative from ServiceMaster to create an estimate that could be submitted to the library's insurance company to replace or recover items lost in the collapse of the building. Funds will also be needed to pay the contractors for their labor in assisting the library with the move out of the library. The claim process has been bumpy so far. Judith submitted 100+ photos of the damage to an insurance adjustor working on the case. Input from the contractors did assist with clarifying the cause of the allowing the Library to qualify for a lower deductible amount.
- The interior of the library building has been painted, and new carpet squares were being installed this week. The original electricians were not able to take the job so new electricians have been hired. The contractors are estimating that the work on the building will be completed by the 3rd week of September. Cost for the work on the building is reported to be much higher than expected. The Alma Area Foundation have been very supportive about the idea of adding some additional electrical and internet connections, but the cost an ongoing concern.
- Last week a new SEED Grant Opportunity was announced. Judith is working with Wabaunsee County Economic Development to explore whether the library could apply for some of the funds to replace items that are worn or damaged at the Alma Branch Library. All interested agencies in Wabaunsee County will have to share this funding so it may be difficult to make the funding stretch as far as we might like. The Alma Area Foundation has asked to also be included in this grant pool. Their hope is to cover the cost overages they have run into on repairs to the library building. This creates a dilemma because any funds the Library receives will take away from what the Foundation can get to support their work on the building. Judith told the Board she would follow up with on the grant and coordinate with the foundation to try to do what was best for all parties.
- NEW BUSINESS:
- LIBRARY STAFFING: Judith worked the second week of August to start training new staff to filling in at the PWRL Onaga Branch Library while Hannah is out on Maternity leave. Lester Jennings was hired, with the Board's approval, as a Substitute Librarian for Onaga. Judith was also able to interview and hire Jordan Abitz as another Substitute for that location. Lester started work at the Library on August 10th, and Jordan was trained on August 17th and August 23rd.
- Both Lester and Jordan learned quickly and are doing an excellent job. Jordan will be working Monday, Tuesday, and Friday. Lester will cover Wednesday, including the evening hours. Janet Hulinsky, who also works at the PWRL Westmoreland Mini Library, will continue to work on Fridays with Jordan. This will allow them enough staff coverage

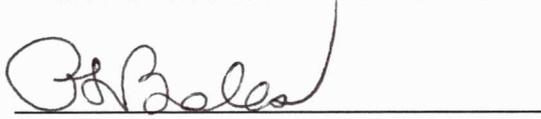
on that day to begin the preschool storytime sessions that will be starting shortly. Emma Schreiber, who is just returning from maternity leave, will come in and work 4-7 on Monday nights. It was close, but we managed to just get those plans in place before Hannah's baby arrived.

- Sheila McKinze, the Bookkeeper / Secretary and Harveyville Mini Librarian, gave her notice on Aug. 18, 2022. Sheila's last day was Thursday, August 25, 2022. Job ads have been sent to be published in the Wabaunsee Signal Enterprise, Onaga Herald, Wamego Times, and Smoke Signal newspapers. The announcement has been sent out on the Library email list and Rain created a colorful ad to post on Facebook. Two people have requested copies of the Job application, but no applications have been returned as of yet.
- There is a written procedure for the Bookkeeper position. Judith told the Board that she would do her best to cover the position until it can be filled. She is very familiar with the general process, but has not done the day to day of this job. Also she has never personally used the accounting software, so it will defiantly be a struggle.
- Sheila has also resigned from her position at the Harveyville Mini Library on Saturday's from 9-12. Judith said she would cover this as well, but the workload is overwhelming at the moment. She has spent a lot of time working at this location and is familiar with the patrons. Again the problem is that the time spent there will take away from time spend somewhere else. This job has also been advertised, but it is a difficult one to fill with so few hours available and a limited number of people available to take the job.
- There have also been problems with the plumbing and bathroom at the PWRL Onaga Branch. Hannah reported on Aug. 18th that the pipes had been plugged and the plumber at that time believed that clay pipes under the library had collapsed. Annette Cline, the building owner, was suggesting at that point that the solution might be to build a new bathroom closer to the front where the water pipes enter the building. To have a bathroom in front of the front door, across from the staff and circulation area, was not too appealing to staff.
- Further investigation proved that the Library has cast iron and not clay pipes. The collapse is outside under the handicapped accessible ramp in front of the Library. The sidewalk will need to be dug up to repair the problem. We have not been told when this will happen. In the meantime the Library has no running water and no toilet. Thankfully the café owner next door has allowed staff to share her bathroom. We have offered gifts of toilet paper to our neighbor, but the situation is difficult for everyone.
- LEASE AGREEMENT – ST. MARYS: As was mentioned in the director's report Judith was informed by a local reporter that the St. Marys City Council has discussed a proposed change to the lease agreement between the city and the library. The Library lease

agreement was not on the City Council Agenda and no one from the City discussed the possibility with the Director.

- At the meeting a St. Marys City Council Member proposed adding a clause to the library lease agreement stipulating that the library must agree to a broad set of prohibitive directives based on race and gender. Judith told the Board that she has consulted with both NCKL and State Library Staff about this situation. She has also spoken with the Pottawatomie County Commissioner who referred the question to the Pottawatomie County Attorney. Judith sent the attorney copies of the lease agreement, the proposed clause, and copies of relevant library policies for review.
- Judith was referred to the ALA Office of Intellectual Freedom for further assistance. Staff from the Freedom to Read Foundation provided some clarifying information that provided some perspective on the library lease situation. It was noted that the language proposed by the city could be viewed as a requirement that the library engage in unconstitutional viewpoint discrimination against specific categories of the population. Courts have not looked favorable on such practices and have ruled against government entity that engage in this type of discrimination or require others to do so. The language could also be seen as an effort to overrule the decisions of board members appointed and charged according to statutory requirement to make those decisions... Such action would likely open both the City and the Library to the litigation that comes with such violations.
- The Board discussed the possibility of attending the St. Marys City Council Meeting on Sept. 6th in order to answer any questions or concerns about the library. The Board asked Judith to contact the St. Marys City Manager and discuss the situation with him. She was then to contact the local Library Board Members and work out the logistics for attending the meeting if decision is made that this would be helpful.
- On Tuesday, August 30th, the patron that had previously expressed concern about a book in at the St. Marys Library did finally return a completed Reconsideration of Library Materials Form for the book "*George*," by Alex Gino. The submission of this form, under PWRL Policy for challenged materials triggers a set process that now requires the creation of a materials review committee to evaluate the book. The Board discussed the process and considered potential candidates to fill the local at large position on the committee. The Board agreed by consensus that Paulette Simecka, who is the Board member appointed from the St. Marys area, would help guide Judith in the selection and recruitment of this potential committee member.
- The discussion on the both the book challenge and the proposed change to the library lease agreement was long. The Board was in agreement that they could not accept the terms of the proposed change to lease, but they acknowledged that the way forward was not clear.

- BOARD MEETING DATES FOR 2022: The next Library Board Meeting will be held on Wednesday, September 28, 2022, at the PWRL Westmoreland Mini 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. Alice Hinck seconded the motion and the motion carried. The meeting was adjourned at 8:41 p.m.



Chairman



Secretary