

- The regular monthly meeting of the Board of Trustees of the Pottawatomie Wabaunsee Regional Library was held on Wednesday, September 29, 2021 at the PWRL Harveyville 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: Sandie Jensen and Paulette Simecka, Rain Schultz-Pruner, Assistant Director, and Judith Cremer, Director. Board member Alicia Matson was present remotely via telephone.
- ADOPTION OF THE MEETING AGENDA: Pam Bales moved that the agenda be approved as presented. Peggy Adams seconded the motion, and the motion carried.
- APPROVAL OR CORRECTIONS OF MINUTES OF THE AUGUST 24, 2021 MEETING: Paulette Simecka moved that the minutes be approved as corrected. Sandie Jensen 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 \$9,448.36. Of that amount, \$8,480.24 was allocated to the General Fund and \$968.12 was allocated to the Employee Benefits Fund.
- APPROVAL OF BILLS: After discussion, Pam Bales moved that the Board approve and pay the bills as presented. Peggy Adams seconded the motion, and the motion carried.
- NCKL REP. REPORT: The NCKL System Board and NCKL Executive Committee Board Meetings took place via Zoom on August 26, 2021.
- Linda Knupp will be retiring as the NCKL/MPL Director at the end of 2021. Eric Norris, who is currently serving as the State Librarian of Kansas, will be stepping into the Directors position for NCKL and Manhattan Public Library at that time.
- Marcia Allen, the NCKL/MPL Tech Services and Collection Manager has also announced she will be retiring in December 2021.
- The next NCKL Director's Meeting is scheduled for October 7, 2021 online via Zoom.
- DIRECTORS REPORT: Rain Schultz-Pruner, the new PWRL Assistant Director, was introduced to the Library Board of Trustees. Rain started work at the Library on Sept. 13, 2021, and has since visited seven of PWRL's eight locations. He has, among other things, been working with the Collection Management Team to inventory and review the collection at various PWRL locations as part of his introduction to PWRL.
- The microfilm scanner, computer and monitor which are to be purchased with memorial funds for the PWRL Eskridge Branch Library have been ordered. The computer is currently on backorder, but will hopefully be received soon so that the delivery, installation and training on the new Microfilm machine can be scheduled with Salina Blueprint.

- Judith told the Board that Library Staff Members have concerns about the copy machine at the PWRL St. Marys Headquarters Library. PWRL contracts with Logan Business in Topeka for service on the four copy machines, one for each Branch location, purchased from Logan in 2014. The copy machines at Alma, Eskridge, and Onaga have since printed 30,000 – 47,000 pages each. The machine at St. Marys has printed 241,000 copies over that same time period. The St. Marys copier now requires frequent service calls, and staff have been told that some parts are getting harder to find. A change in the service contract that requires PWRL to purchase the toner for the copy machines has also made running a high volume machine much more expensive. Salina Blueprint has provided the library with a quote for an Epson C869R Copier/Printer/Scanner/Fax. The reviews on this machine are good, and the Salina Blueprint Service Program would provide ink, parts, and service at the cost per click of .015 for black/white copies, and .07 for color copies. The cost for the Epson Printer is \$4,195, including delivery, installation, and training. After discussion, Pam Bales moved to approve the purchase of a new Epson Printer from Salina Blueprint for St. Marys Headquarters, using variance in the general fund budget to cover the cost. Sandie Jensen seconded the motion, and the motion carried.
- Judith reported on continued Internet and telephone service problems at the PWRL Eskridge and Harveyville locations after the change of service providers from CenturyLink to Mercury Broadband in July. Eskridge was without Internet or phones from August 27 – Sept. 3. Judith was out on vacation this week, but she worked at home on troubleshooting the problem. Duane Mayer, the NCKL Tech Consultant, was able to work onsite with Mercury Technicians to restore service late on Sept. 2. In the process the Static IP Addresses at both Eskridge and Harveyville were again changed. The change in the IP Addresses then meant that Judith had to again contact a dozen different vendors with this information so that patrons and staff could continue to have access to the database services that these vendors provide to the Library. Now that Judith has clear documentation on this update process, she feels confident that she will be able to hand the task over to Rain in the future, as he takes on more of the tech duties at PWRL.
- Currently the telephone connection with Mercury Broadband is the main service problem at Harveyville. Calls can often be made and received, but the connection will drop shortly thereafter. Mercury has been contacted several times, but has yet to resolve the problem. Because of this problem, it was not possible to call a second Board member during the September Library Board meeting held at Harveyville.
- The Hoopla digital eBook, audiobook, movie, TV show, graphic novel, and comic book database service has been set up for PWRL. This service was purchased with \$6,000 from PWRL's ARPA Grant, which is administered by the Kansas State Library and provided through the Federal Institute for Museums and Libraries (IMLS). Judith worked with Auto-Graphics, PWRL's online library catalog vendor to establish a real-time patron verification between Hoopla and PWRL's Verso database. Patrons in good standing can now use their PWRL library card barcode to set up their Hoopla account and check out up to five items from Hoopla's digital catalog each month. PWRL will be billed for each checkout.
- Judith has talked with Hoopla's Technical Services staff about the process involved with adding MARC Library Catalog Records for items in Hoopla's digital catalog to PWRL's Verso Online Library Catalog. One of the benefits to doing this is that it would make it easier for PWRL patrons to discover digital items that they would like to borrow. The staff time required to import and export MARC Records for digital materials to and from PWRL's Online Catalog does not at this time outweigh the benefits. PWRL can easily add records to the Auto-graphics Verso Online Catalog, but the Verso System does not have a clean way to remove batches of unwanted records. If PWRL agreed to proceed with this project it would require the individual deletion of potentially thousands of records each month. That process is simply unsustainable given PWRL's current staffing levels.

- New service brochures for Hoopla, Creativebug, Tumblebooks eBooks for Kids, and ComicsPlus / ComicsPlus for Kids have been designed and distributed this month.
- Creativebug, purchased by PWRL with grant funding in 2020, is a digital service that contains thousands of video tutorials on all topics related to arts & crafts. In 2021 NCKL has purchased system wide access for all NCKL Member Libraries. The updated flyer for this service contains the new NCKL URL and instructions on how to access the video content.
- Tumblebooks eBooks for Kids was previously provided as part of the statewide digital services managed by the Kansas State Library. The statewide contract for Tumblebooks was recently renewed and access will run through 2024. A previous restriction that prohibited the use of Tumblebooks in a school setting has also now been lifted, so the resource can be more widely marketed to this target audience.
- The Kansas State Library introduced a new statewide subscription to ComicsPlus and ComicsPlus for kids in September. The service offers a catalog of 20,000 comic books and graphic novels. Simultaneous checkouts are allowed, and there is no limit on the number of items a patron may borrow. Borrowed Items are added to a patrons account, and items placed on “my shelf” remain there until deleted by the patron. A Kansas Library eCard is required to register for the service. Patrons may request and receive a Kansas Library eCard at any PWRL Location.
- The City of Olsburg received funding to purchase a collection of Dala Horses which they have given to each local business to be custom painted for display in Olsburg. The Dala Horse for the PWRL Olsburg Mini Library was brought to the St. Marys Headquarters Library to be painted. Rochelle Chaney, the new Assistant Branch Librarian, designed and painted the Library Dala horse using traditional themes, but added a good measure of Library personality. The finished product looks fantastic. The Dala horse will now be returned to Olsburg and given a clear protective coat before being put on display outside the PWRL Olsburg Mini Library.
- Jo Nehring, the PWRL Mini Librarian, reports that all four mini locations at Alta Vista, Harveyville, Olsburg, and Westmoreland are nearing the completion of their renovations. Painting and redecorating projects have been accomplished at all these locations. Fundraising and donations are now being sought to replace the carpets and flooring.
- On September 13th, the Dodge City Public Library sent out an email offering to sell their old bookdrop to another Kansas Library. PWRL responded and offered \$150 to purchase the bookdrop, which if purchased new retails at around \$8,500. The offer was accepted and Melanie Smith, the St. Marys Branch Librarian, and Colette Goldade, the PWRL Collection Manager, borrowed a truck and picked up the bookdrop in Dodge City on Friday, Sept. 17th. The plan is to replace the bookdrop at the Alma Branch Library. The old bookdrop at Alma needs to be stripped and refinished, but once that is done it is possible that we can relocate it to Onaga. Onaga has not previously had an outdoor bookdrop, and PWRL will need to secure permission from the City of Onaga before we are able to place one in front of the Library at that location.
- Simplisafe refunded \$1,099.56 to the Library credit card in September. This transaction completes the problem of outstanding balances that PWRL has been disputing with this company.
- UNFINISHED BUSINESS:
- 2020 LIBRARY AUDIT: The Audit being done by Varney and Associated is still not completed. Our usual auditor has been out for some time, and we will continue to follow up now that she is back.

- **ARPA & OTHER GRANT OPPORTUNITIES:** ARPA – The Hoopla online digital loan system is set up and running. The check for \$6,000 taken from PWRL’s ARPA Grant, administered by the Kansas State Library and funded through the Institute of Museums and Libraries, is with the September bills.
- Staff will next look into the purchase of kiosk equipment to help staff and patrons access and manage new digital content, the renewal of Flipster digital magazine titles, and the purchase of additional content for PWRL’s Sunflower eLibrary digital service. PWRL’s ARPA Grant Application requested funding for all of these items and they will be paid for with the ARPA Funding which has now been awarded to the Library.
- **SHARP Kansas Humanities Grant:** PWRL received an email on Sept. 13th notifying the Library that the application submitted by PWRL was received and is in the review process. Final notification of grant awards are expected by Sept. 30th.
- **Emergency Connectivity Fund (ECF):** PWRL requested funding to support the purchase of 100 hotspots and 100 Chromebooks. Judith has called the Universal Service Administrative Company (USAC) several times to inquire about the status of PWRL’s application. The application is certified, and there was some communication between the reviewer and the Library, but a funding commitment decision has not yet been made. A second funding window for ECF applications opened to allow agencies another opportunity to request support for additional connected devices to fill unmet needs within schools and libraries. After discussion it was the consensus of the Board that PWRL double their initial request and seek funding for 200 hotspots and Chromebooks through the ECF.
- **KLA Health and Wellness Grant –** The Kansas Library Association (KLA) took applications from Libraries across the State of Kansas to receive a grant to fund Health and Wellness opportunities for local Library Staff. (3) \$5,000 grants, and (10) \$1,000 grants were made available through a competitive application process. The deadline for this grant was midnight on Sept. 15th. PWRL’s application requested funding to purchase a commercial grade outdoor table and bench, as well as two additional security cameras needed to monitor the area. These items will be used to furnish a “pocket park” area for the benefit of staff and patrons at the PWRL St. Marys Headquarters Library. Libraries who will be receiving the grant funding will be notified in October. An award presentation will be held during the annual Kansas Library Association meeting at the end of October for the winning Libraries.
- **Wabaunsee County Economic Development ARPA Funding:** Judith reported that she took some time during her vacation to meet with the Wabaunsee County Economic Development staff about the possibility of securing additional funding through that agency to help launch the Internet hotspot and Chromebook lending project that PWRL has requested funding for through the ECF. That agency has a new grant funded intern tasked with exploring ways to help support Internet connectivity and other digital access initiatives in small rural communities. Hopefully PWRL will be able to work with this intern to help implement and market the several new digital projects that PWRL is in the process of launching at the Library.
- **PANDEMIC ACTION PLAN:** The Board discussed the proposed update to the PWRL Emergency Policy section, which includes the Pandemic Action Plan, at the August Library Board Meeting. After discussion, Paulette Simecka moved that the Board approve and adopt the proposed changes to the PWRL Emergency Policy as presented. Alicia Matson seconded the motion, and the motion carried.
- **ST MARYS LEASE:** The lease for the building housing the St. Marys Headquarters Library was on the St. Marys City Council agenda for their September 21st council meeting. The proposal for 2022 asked for no change in terms, including a continued rent amount of \$600/month. Pam Bales moved to approve

the lease renewal and allow the appropriate officers to sign. Peggy Adams seconded the motion and the motion carried.

- KLA CONFERENCE [ONLINE] – WICHITA – OCT. 27-29, 2021: Six PWRL staff members are registered to attend the annual Kanas Library Conference. The meeting will be held in Wichita from Oct. 27-29, and there will be an in-person option this year. PWRL will again attend the conference virtually given the fact that several who will be attending have not yet received a Covid vaccination. It was judged that group travel still holds too many risks given this fact.
- Registration for the Online KLA Conference was \$65 per person. PWRL received Continuing Education Grant Funding from NCKL to pay for the cost of four registrations, one for each PWRL Branch Location, amounting to a total reimbursement of \$260.
- LIBRARY HOLIDAY HOURS: After discussion Pam Bales moved that the Board allow all PWRL Library locations to close at 3:00 p.m. on the day before Thanksgiving. PWRL will also be closed on Thursday and Friday to allow staff to participate in the holiday. Paulette Simecka seconded the motion and the motion carried.
- BOARD MEETING DATES FOR 2021: The next Library Board Meeting will take place Tuesday, October 26th at the St Marys Headquarters Library. Judith reminded the Board that Colette Goldade, PWRL Collection Manager, has requested time at this meeting to speak to the Board about the issue of Health Insurance for Library employees.
- ADJOURNMENT: Pam Bales moved to adjourn the meeting. Paulette Simecka seconded the motion and the motion carried. The meeting was adjourned at 7:09 PM.

Chairman

Secretary