



Imagine Your Story

2020 ANNUAL REPORT

<http://www.pottwab.org>



POTTAWATOMIE WABAUNSEE REGIONAL LIBRARY

306 N. 5th Street, St. Marys, Kansas, 66536 | (785) 437-2778 | pottwab.org

DIRECTOR'S REPORT

Like most of the rest of the county, and the world, Pottawatomie Wabaunsee Regional Library was forced to close the doors at all eight PWRL locations in Pottawatomie and Wabaunsee Counties on March 18, 2020 due to the "Statewide Stay- At-Home Order" that was just going into effect. This closure temporarily stopped library business in the small rural communities of Alma, Eskridge, Onaga, St. Marys, Alta Vista, Harveyville, Olsburg, and Westmoreland. The PWRL Board of Trustees had approved a Pandemic Action Plan in February 2020 in anticipation of such an event. Following the shutdown, PWRL immediately applied to the Kansas Department of Health and Environment (KSHE) for an Essential Service status designation, so that the Library could begin to offer a curbside pickup service so that residents would have some access to library materials during the shutdown. PWRL received notification from the KDHE that the library had been given the essential service status on April 6, 2020.

I am proud of the hard work our Library Staff put in as they were forced to work from home during the lockdown, and proud too that the library was actually only fully locked down for less than three weeks before curbside service was put into place at all eight PWRL locations. PWRL reopened with face to face services and public browsing, with some restrictions in place, on May 18, 2020. This was the earliest date that the Library was able to get approval from the local health authorities to do so.

PWRL moved forward, even when many libraries across the country were hesitant to reopen to the public, because of the risks involved. At the time, the Board and Staff felt it was critical for our communities to reopen the Library so that we could continue to provide access to the materials and services that were now in high demand. We wanted to offer our patrons what resource options that we could, and knowing that the sudden upheaval was particularly hard for the oldest and youngest of our customers we particularly wanted to reach out and support these groups.

In making the decision for PWRL to take the necessary steps to reopen, the Library Board felt it necessary to implement a few precautions to help mitigate the risks for both the staff and the public. Handwashing, social distancing, and wearing a mask were, after some initial confusion, identified by the CDC and the KDHE as being among the few tools available to help slow the spread of the COVID-19 Virus. This being the case, the PWRL Board of Trustees included these measures in the PWRL Pandemic Action Plan, and all PWRL staff members have since been required to follow and enforce these measures, despite some pushback in the St. Marys Community that disagreed with the mask policy adopted by the Library Board.

In the midst of the Pandemic PWRL Staff managed the Library's first virtual Summer Reading Program for children and adults. The Library secured a grant to finance the purchase of a virtual online reading challenge software package. PWRL again partnered with the Catholic Charities of Northeast Kansas, and various local volunteer groups including the St. Marys Knights of Columbus, to provide a drive through Summer Food program during June and July 2020 at all PWRL locations. Staff and volunteers handed out a total of 18,202 meals to children 18 years and under during the course of the program. 8,474 of those meals were distributed at the St. Marys Headquarters Library alone.

PWRL purchased a new Library subscription to JoAnn's Arts and Crafts Creativebug video crafting database and encouraged patrons to be creative where they were, and to share their creative projects back to the Library community.

The Library added additional networking equipment to extend the high speed Internet wireless service so it could be more easily accessed from outside the Library. The public wireless Internet networks were also reconfigured so that they no longer require a password at each location. This was done to remove barriers and make it easier for residents to access the free high speed Internet service. PWRL started a YouTube Channel so that Library Staff could post virtual storytimes and other video content for residents to watch, both to entertain and to inform. Staff used the Library Facebook account to increase communication with patrons. Library Staff also placed a good deal of old fashioned telephone calls to keep patrons connected to both the Library, and the community as a whole.

Personal contacts, particularly phone calls, were very important to keeping the community engaged with the Library. We will be maintaining those connections moving forward. The expansion of our digital footprint, including the Beanstack Summer Reading Challenge software, Creativebug virtual craft instruction, and the Flipster digital magazine service will be maintained. Virtual programming, Zoom meetings, even curbside and home delivery have the potential to become mainstream library services.

Our goal throughout the pandemic was to remind folks that the Library is here to help, and to let them know that we care about them, especially if they are alone during this difficult time. Our Library Staff does everything possible to stay relevant, and to keep our patrons in the community loop. I am most proud of the little successes and quiet words of comfort that we shared along the way as we worked together to weather the storm of the Pandemic. Hopefully the pandemic will be under control soon, and we will all have the time to figure out how to live in the world together again, having come out the other side a little stronger.

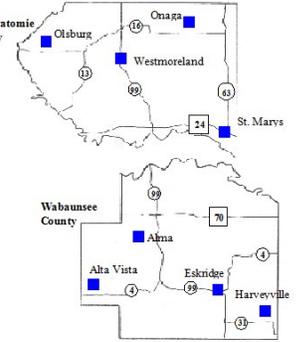
The Library is still standing, and our Library Staff are still here waiting to help. We hope to see you soon at the Library. Thanks for letting us be part of your journey :-)



Judith, Cremer,
Director

POTTAWATOMIE WABAUNSEE REGIONAL LIBRARY

The Pottawatomie-Wabaunsee Regional Library began as a demonstration project conducted by the Kansas Traveling Libraries Commission headquartered at the State Library of Kansas. The project ended on November 6, 1962, with the voters of Pottawatomie and Wabaunsee Counties approving the establishment of the first Regional Library in Kansas by a 2 to 1 margin. The Pottawatomie Wabaunsee Regional Library is today still the only two-county Regional Library in Kansas.



The St. Marys Branch Library became the headquarters for the Regional Library, and the Onaga Library was established as a Branch in 1962. The Alma Branch Library was added in 1963, and the Eskridge Branch was added in 1967.

PWRL originally operated a bookmobile that stopped at many of the rural communities in both counties. The Bookmobile service declined, and finally ceased operation in 1995. The Board determined that a new means to provide Library service to the rural areas was needed. As a result, three Mini Libraries were established as Library service outlets in Harveyville, Olsburg, and Westmoreland in 1981. A fourth Mini Library was opened at Alta Vista in 1996.

Mini Libraries are access points for Library service. Their purpose is to provide residents in more remote areas of the two counties with direct Library service on a regular weekly schedule. Materials at Mini locations are rotated each month from PWRL’s shared collection so that a fresh and balanced selection is always available. Patrons can also make requests to borrow other materials at any time.

PWRL strives to provide free and open access to information, and to deliver the best possible library services to the residents of Pottawatomie and Wabaunsee Counties. The Library is committed to continuing to maintain the libraries in the rural communities of Alma, Alta Vista, Eskridge, Harveyville, Olsburg, Onaga, St. Marys and Westmoreland with this purpose in mind.

CHARACTERISTICS OF LEGAL SERVICE AREA

The Pottawatomie Wabaunsee Regional Library is established under K.S.A. 12-1231 et seq. The Library is supported by a mill levy on the two counties, excluding Wamego and the part of Manhattan in Pottawatomie County. The division of the budget is based on population and valuation in each county, per K.S.A. 12-1234(b)

Legal Service Area		
Pottawatomie County	820 square miles	
Wabaunsee County	792 square miles	
2020 Legal Service Population - From the KS Office of the Director of the Budget for prep. of 2021 Budgets		
	Pottawatomie County (Within Library District)	19,646
	Wabaunsee County	6,931
	Total in PWRL Service Area	<u>26,577</u>
2020 Tangible Valuation - From County Clerks Offices as of July 31, 2020		
	Pottawatomie County (Within Library District, excluded Wamego & Manhattan)	\$607,942,861
	Wabaunsee County	\$ 95,113,408
Total valuation for PWRL Service Area		<u>\$703,056,269</u>

BOARD MEMBERS AS OF DECEMBER 31, 2020

Position 1	Sue Jenkins Olsburg, 66520	May 1, 2018 - April 30, 2022
Position 2 Vice -Chair	Sandra Jensen Eskridge, 66423	June 22, 2015 - April 30, 2018 (Un-expired term) May 1, 2018 - April 30, 2022
Position 3 Chair	Pam Bales Alma, 66401	May 1, 2016 - April 30, 2020 May 1, 2020 - April 30, 2024
Position 4	Alicia Matson Onaga, 66521	May 1, 2019 - April 30, 2023
Position 5 Secretary	Nina Imthurn Maple Hill, 66507	May 1, 2017 - April 30, 2021
Position 6 Treasurer	Paulette Simecka St. Marys, 66536	Dec. 7, 2015 - April 30, 2016 (Un-expired term) May 1, 2016 - April 30, 2020 May 1, 2020 - April 30, 2024

2020- Ex-Officio Member

Joel Fager, Chair Wabaunsee County Commission Alma, KS 66401	Pat Weixelman, Vice-Chair Pottawatomie County Commission Westmoreland, KS 66549
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As specified by Kansas State Statutes, the Pottawatomie Wabaunsee Regional Library Board of Trustees is composed of eight members. The Pottawatomie and Wabaunsee County Commissions each appoint three members to serve on the Library Board. The County Commission Chairman from each county is also charged with appointing a member of the Commission to serve as an ex-officio voting member of the Board.

Library Board members can serve a maximum of two consecutive four-year terms. The regular monthly meeting of the Library Board is generally held on the last Wednesday of each month at 5:30 p.m. at the St. Marys Headquarters Library, unless otherwise ordered by the Board.



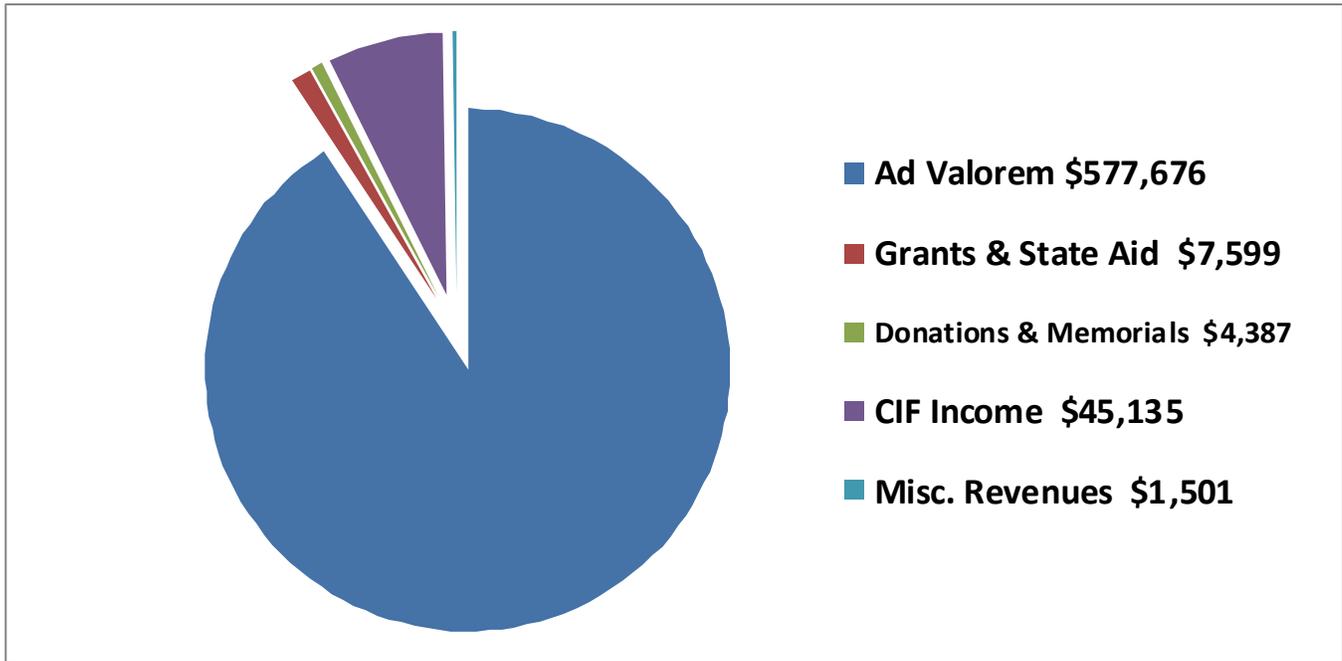


FINANCIAL REPORT

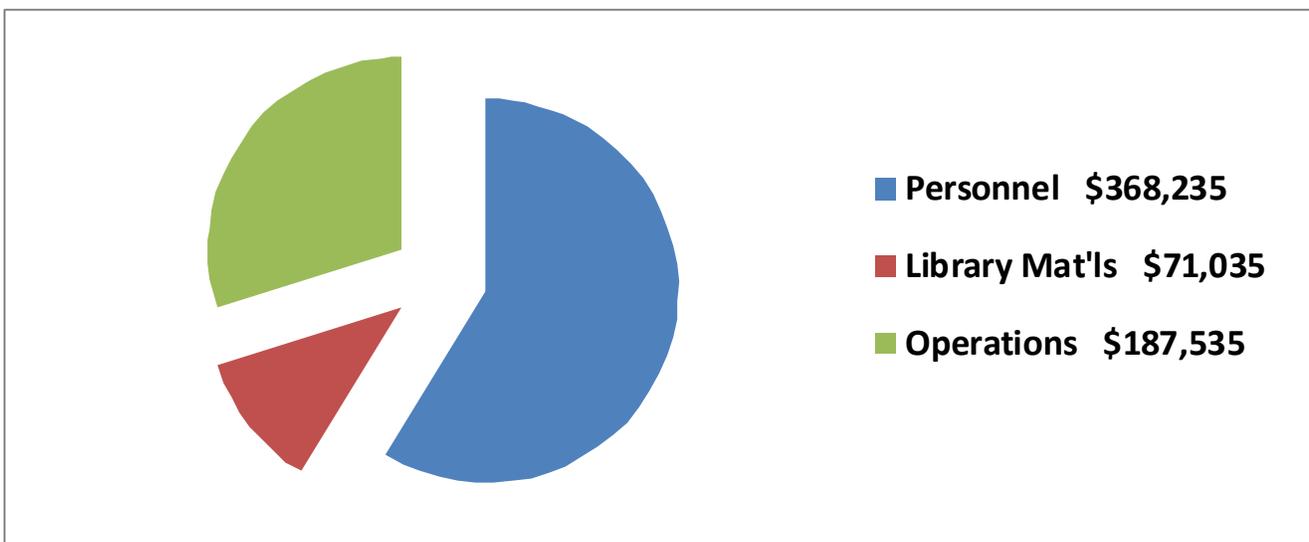
<p><u>Revenues 2020</u></p> <p>The apportionment of Ad Valorem taxes collected to fund the PWRL Budget is based on the certified population and valuation in Pottawatomie & Wabaunsee Counties, per K.S.A. 12-1234(b)</p>		
<p>PT Co. Ad Valorem Taxes Includes General Fund & Employee Benefit Fund</p>	<p>\$462,470.00</p>	
<p>WB Co. Ad Valorem Taxes Includes General Fund & Employee Benefit Fund</p>	<p>\$115,206.00</p>	
<p>Grants-in-Aid (State Aid to Libraries)</p>	<p>\$7,598.52</p>	
<p>Donations and Memorials</p>	<p>\$4,386.58</p>	
<p>CIF Income Includes Previous FY Budget Transfers, E-Rate , Interest</p>	<p>\$45,134.87</p>	
<p>Miscellaneous Revenues Includes Book Sales & Interest</p>	<p><u>\$1,500.86</u></p>	
<p><u>Total Revenue</u></p>	<p><u>\$636,296.83</u></p>	
<p><u>Expenditures 2020</u></p>		
<p>Personnel (Salaries & Employee Benefits Fund)</p>	<p>\$368,234.58</p>	
<p>Library Materials: \$15,000.00 - General Fund Budget for Library Materials \$22,682.61 - Additional from the General Fund Budget \$30,000.00 - Capital Improvement Fund Transfer \$198.52 - State-Aid Funding for Books \$2,000.00 - State-Aid Funding for eBooks \$1,153.81 - Memorials & Donations</p>	<p>\$71,034.94</p>	
<p>Operations Includes: Rent, utilities, supplies, equip., etc.</p>	<p><u>\$187,534.51</u></p>	
<p><u>Total Expenditures</u></p>	<p><u>\$626,804.03</u></p>	



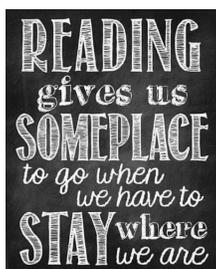
REVENUES 2020 \$636,297



EXPENDITURES 2020 \$626,804



RETURN ON INVESTMENT



MATERIALS AND SERVICES PROVIDED	NUMBER PROVIDED	COST PER ITEM OR INTERATION	VALUE OF MATERIALS AND SERVICES
Adult Books Borrowed	15,783	\$25.00	\$394,575
Children & Teen Books Borrowed	17,133	\$25.00	\$428,325
Audio Books & Music CD's Borrowed	628	\$25.00	\$15,700
Interlibrary Loan Requests Sent & Received	3,166	\$25.00	\$79,150
E-Books / Audio Books Downloaded	8,300	\$15.00	\$124,500
Magazines Borrowed	440	\$5.00	\$2,200
Videos Borrowed	5,266	\$14.00	\$73,724
Special Material Requests Handled and Sent	17,714	\$25.00	\$442,850
Number of meals served to children (0-18) during the Summer Food Program	18,202	\$5.00	\$91,010
Attendance at Adult Programs	2,376	\$8.00	\$19,008
Attendance at Teen & Children Programs	11,333	\$6.00	\$67,998
Computer Uses	31,571	\$12.00	\$378,852
Patron Reference Questions	20,531	\$10.00	\$205,310
Total Value	152,443		\$2,323,202





POTTAWATOMIE WABAUNSEE REGIONAL LIBRARY
(EIGHT LOCATIONS IN POTTAWATOMIE & WABAUNSEE COUNTIES)

Pay to the

ORDER of Pottawatomie Wabunsee Regional Library Patrons

\$2,323,202.00

Two million three hundred twenty three thousand two hundred two and no/100 -DOLLARS

In 2020 PWRL patrons used.....16,223 adult books & magazines with a value of \$ 396,775
17,133 young adult & children's books with a value of \$ 428,325
628 audio books & 8,300 e-Books with a value of \$ 140,200
3,166 interlibrary loan items with a value of \$ 79,150
 ..18,202 meals were served to children in the Summer Food Program with an average value of \$ 91,010
5,266 movies with an average value of \$ 73,724
2,376 Adults & 1,333 Children & Teens Attended Library Programs with an average value of \$87,006
31,571 hours of computer time with an average value of \$ 378,852
Staff handled..17,714 special requests for materials with a value of \$ 442,850
Patrons Asked...20,531 reference questions for an average value of \$ 205,310



For: Value Check - for Library Materials & Services - 2020

Ann Lee, Director

Calculations based on the following Consumer Cost Values

- Library Expenditures in 2020 = \$626,804
- Value of Materials & Services to Community = \$2,323,202
- (Books, Audios, Requests, ILL) = \$25; Magazines = \$5
- E-Books = \$15 ; Movies = \$14; Computer Time = \$12
- Reference Questions = \$10 ; Adult programs = \$8
- Children/Teen Programs = \$6; Summer Food Meals = \$5

PWRL LIBRARY MATERIALS

	2015	2019	2020
Adult Books	27,856	29,668	29,692
Large Print	9,420	11,101	11,131
Young Adult Books	3,123	3,616	3,811
Children's Books	23,022	28,735	26,669
Rotating Books (NCKL)	6,036	5,913	3,828
Audio Books & Music CD's	4,448	1,927	1,921
Videos	2,694	4,991	5,302
Newspaper Subscriptions	22	22	22
Magazine Issues	8,283	8,304	8,415
Microfilm	536	547	547
Digital Audiobooks, Video & E-Books - Sunflower eLibrary and Creativebug	11,662	53,140	53,496
Digital Audiobooks & E-Books - Statewide Collection	922	139,364	146,931
Local Digital Magazine Subscriptions	82	0	33
Total Library Materials	98,106	287,320	291,798

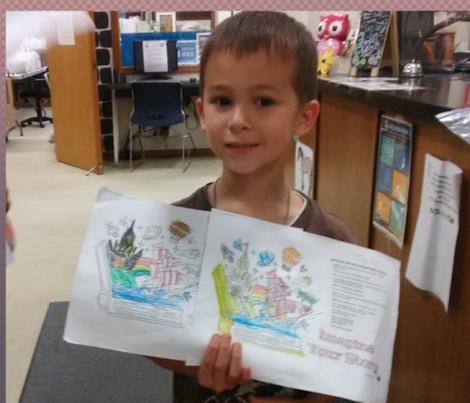


TOTAL NUMBER OF ITEMS BORROWED

	2015	2019	2020
Adult Books	21,888	26,851	15,727
Children's Books	25,833	23,250	14,721
Young Adult Books	3,636	3,085	2,412
Audio Books & Music CD's	1,488	861	628
Periodicals	909	650	440
Videos	7,065	7,762	5,266
Digital E-Books / Digital Audiobooks	1,470	6,235	8,300
Total Borrowed	62,289	68,694	47,494

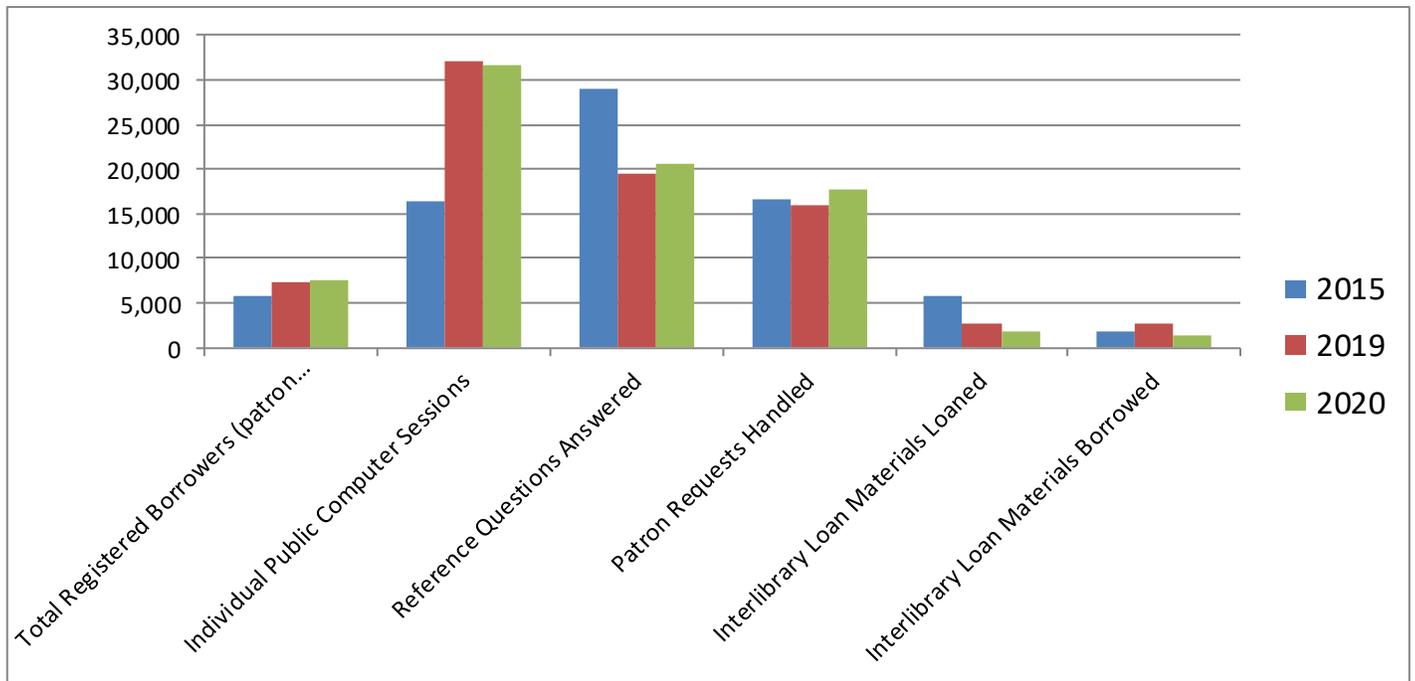
PATRON VISITS IN 2020

Location	Total Hours 2015	Patrons 2015	Total Hours 2019	Patrons 2019	Total Hours 2020	Patrons 2020
Alma	1,664	7,758	1,664	6,978	1,391	3,674
Eskridge	1,690	8,382	1,690	3,921	1,415	2,387
Onaga	1,742	4,337	1,742	5,886	1,458	2,684
St. Marys	2,574	24,003	2,834	21,965	2,146	14,036
Alta Vista	416	666	416	927	352	572
Harveyville	390	530	390	794	327	429
Olsburg	364	728	364	662	301	374
Westmoreland	390	582	806	1,216	674	396
TOTAL	9,230	46,986	9,906	42,349	8,064	24,552



Other Statistics—2020

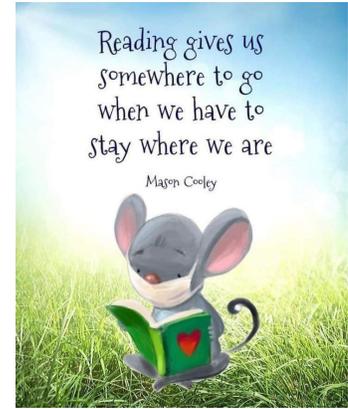
	2015	2019	2020
Total Registered Borrowers	5,827	7,242	7,620
Individual Public Computer Sessions (wired & wireless)	16,376	31,982	31,571
Reference Questions Answered	29,047	19,591	20,531
Patron Requests Handled & Sent by Staff	22,497	16,006	17,714
Interlibrary Loan Requests Sent	1,863	2,681	1,848
Interlibrary Loan Requests Received	1,620	2,678	1,318



The **MORE** that you
READ, the more things
 you will **KNOW**.
 The **MORE** that you
Learn, the more places
 you'll **GO**.

Dr. Seuss

Director (+)
Judith Cremer



Processing Consultant (+)
Deborah Eichem



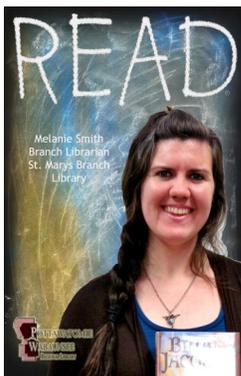
Secretary/Bookkeeper (+)
Harveyville Substitute
Sheila McKinzie



Collection Manager (+)
Colette Goldade



St. Marys Br. Librarian (+)
Melanie Smith



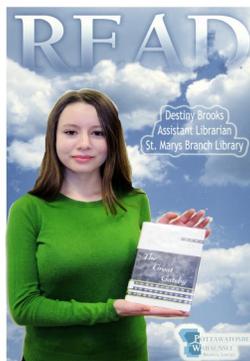
Processing Clerk (+)
Frances Garcia



St. Marys/Alma Assistant (+)
Lorelei Wilson



St. Marys Assistant
Destiny Brooks



Alma Branch Librarian
Lori Beth Terrell



Alma Substitute
Julia Anderson



Alma Substitute
LaNelle Oney



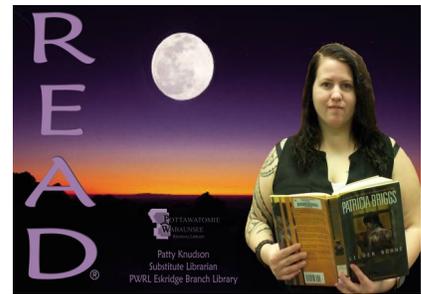
Eskridge Branch Librarian
Jan Brown



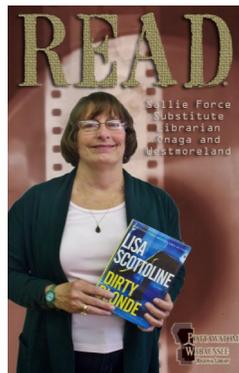
Eskridge Assistant
Judy Morton



Eskridge Substitute
Patty Knutson



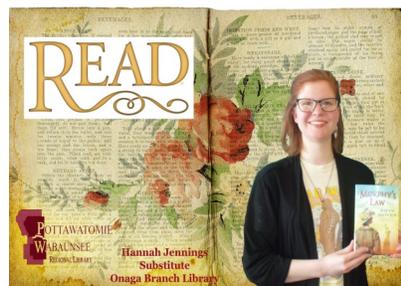
Onaga Branch Librarian (+)
Sallie Force



Onaga Assistant /
Westmoreland Substitute (+)
Janet Hulinsky



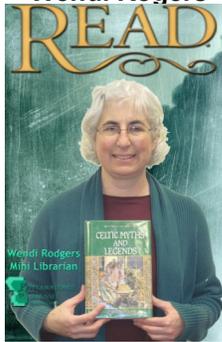
Onaga Substitute
Hannah Jennings



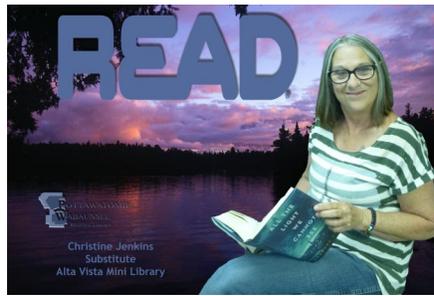
Onaga Substitute
Emma Schreiber



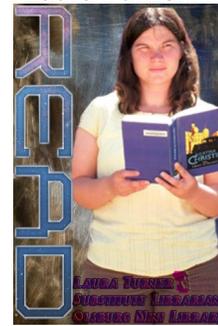
Mini Librarian (Alta Vista, Harveyville Olsburg, Westmoreland(+)
Wendi Rogers



Alta Vista Substitute
Christine Jenkins



Olsburg Substitute
 Westmoreland Substitute (+)
Laura Turner



Olsburg Substitute (+)
Becky Avery



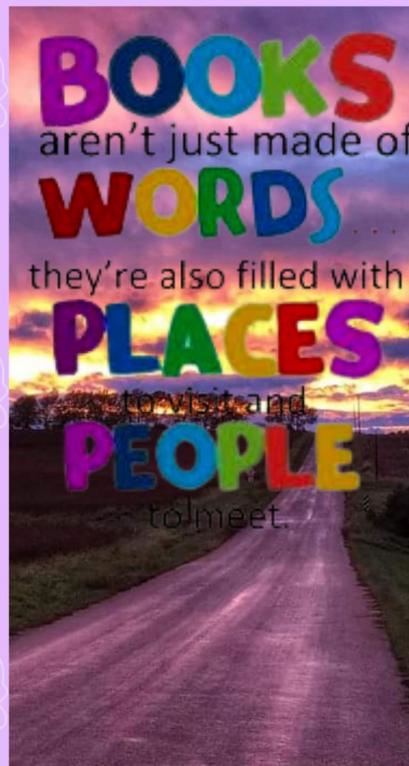
Onaga Assistant /
 Westmoreland Substitute (+)
Janet Hulinsky



Westmoreland Substitute
Shana Schmidt



(+) Indicates staff has responsibility for working or completing tasks at more than one PWRL location.



SERVICES AVAILABLE

Books

Adult, young adult, and children's books are available for checkout at all locations in regular & large print formats. Materials from any location may be easily requested and borrowed by patrons at any other location. Items are delivered for patron use through a regular weekly route that runs between all PWRL locations.

Audio Books

Books on tape & CD, both fiction and non-fiction, are available at all locations.

Magazines and Newspapers

Approximately 100 different periodical subscriptions are regularly received.

Videos

The library has a collection of popular movies on DVD available for check-out.

Digital Services

Patrons may borrow e-Books and Digital Audio Books through PWRL's subscription to Overdrives Sunflower eLibrary. Library staff can also assist patrons with checking out digital audiobooks and e-books from the State Library of Kansas Statewide collection. JoAnn Fabric's Creativebug database of craft videos was added in 2020. A subscription to the Flipster digital magazine service offering 33 popular magazines free to download by PWRL patrons was also added at the end of the year.



Reference

Trained staff members are ready to help citizen resolve problems. If the answer to a question is not readily available, Library staff will assist patrons with research, or refer them to other experts, to find an answer.

Interlibrary Loan

PWRL can get materials for local patrons from other libraries in Kansas through a statewide borrowing network. Items are quickly delivered for patron use by a statewide courier service.

Story Time

A story time for toddlers and pre-schoolers is held at each Branch location every Tuesday morning from September through April. Mini locations also conduct storytimes during their scheduled service hours. During the pandemic PWRL has offered virtual storytimes through the Zoom online meeting software.

Summer Reading Program

During the summer months the library conducts an eight week Summer Reading Program (SRP) offering many special programming opportunities, especially for younger readers, to help encourage and sustain lifelong reading habits. PWRL also partners with Catholic Charities of Northeast Kansas to provide a Summer Food Program in conjunction with our Summer Reading Program. In 2020 PWRL secured grant funds to set up an online reading challenge using the Beanstack online reading software to add virtual signup and online tracking to our regular Summer Reading Program.

Newspaper On Microfilm / Digital Newspapers / Local History

PWRL owns microfilm copies of all newspapers published in our legal service area. PWRL also has birth, death, and marriage indexes for many of the newspapers. Patrons can use the microfilm at each Branch Location. The Kansas State Historical Society, in partnership with Newspapers.com, has also digitized many historical newspapers and Library staff can assist patrons with getting free access to this database through the KSHS web portal.

Copier & Fax Machine

Each PWRL location has printers, copy machine, and a fax machine available for the public's use. Copies can be made for a small fee.

Computer, Internet, & Wireless Access

Each PWRL location has computers with Internet access and Wireless networks available free for the public to use. During the pandemic the passwords to the wireless networks was removed so that the Library could offer free and open access to PWRL's high speed wireless Internet connections.

NCKL - North Central Kansas Library System

PWRL contracts with the North Central Kansas Library System (NCKL) to provide residents with additional services. NCKL provides a bi-monthly rotating collection of popular new books to each branch location for patrons to check out. Training for library staff, consulting, and technology support services are also made available to the library through NCKL. Residents of Pottawatomie & Wabaunsee Counties, under PWRL's reciprocal borrowing agreement, may obtain a borrowers card without cost and use it at the Manhattan Public Library, or any other NCKL member library.

Locations and Current Service Hours

<p>HEAD - QUARTERS</p> 	<p>306 N. 5th St. Marys, KS 66536 (785) 437-2778 illpowab@gmail.com pwrlldr@gmail.com</p>	<p>M, T, F Wednesday Thursday Saturday</p> <p>8:30-5:00 8:30-6:00 8:30-7:00 9:00-1:00</p>	 
<p>BRANCHES</p> 	<p>Alma Branch Library 115 W. 3rd, P.O. Box 420 Alma, KS 66401 (785) 765-3647</p>	<p>M, T, F Wednesday</p> <p>9:00-12:15; 12:45-5:00 9:00-12:15; 12:45-7:00</p> <p>powabalm@gmail.com</p>	
	<p>Eskridge Branch Library 115 S. Main, P.O. Box 87 Eskridge, KS 66423 (785) 449-2296</p>	<p>M, W Tuesday Friday</p> <p>8:30-12:30; 1:00-6:00 8:30-12:30; 1:00-5:00 9:00-12:30; 1:00-4:00</p> <p>powabesk@gmail.com</p>	
	<p>Onaga Branch Library 313 Leonard, P.O. Box 310 Onaga, KS 66521 (785) 889-4531</p>	<p>Monday Wednesday Tue, Friday</p> <p>9:00-12:30; 1:00-7:00 9:00-12:30; 1:00-6:30 9:00-12:30; 1:00-5:00</p> <p>powabona@gmail.com</p>	
<p>MINI LIBRARIES</p> 	<p>Alta Vista Mini Library 310 Center, Alta Vista, KS (785) 499-5542 powabav@gmail.com Wednesday 10:00-11:30; 12:00-6:30</p>	<p>Harveyville Mini Library 128 W. Oak, Harveyville, KS (785) 589-2414 powabhv@gmail.com Tuesday: 10:00-12:00; 12:30-3:00 Saturday: 9:00-12:00</p>	<p>Olsburg Mini Library 318 N. 2nd, Olsburg, KS (785) 468-3347 powabols@gmail.com Thursday: 10-12; 12:30-3:30; 5:30-7:30</p> <p>Westmoreland Mini Library 315 Main, Westmoreland, KS (785) 457-2841 powabwst@gmail.com Monday: 10-1; 1:30-6:00 Thursday 4:00-7:00 Saturday 9:00-2:00</p>

Mail is not received at Mini locations. All correspondence, both physical & electronic, should be sent to the St. Marys. Library.