

**Manhattan Public Library
Regular Meeting of the Board of Trustees
January 30, 2017**

The January meeting of the Manhattan Public Library Board of Trustees was called to order at 4:02 p.m. by President Bill Lansdowne. Present were board members Carolyn Elliott, Stacy Kohlmeier, Elaine Shannon, Kerry Spencer, Kent Stewart and Mayor Usha Reddi. Also present were Library Director Linda Knupp, Business Manager Jennifer Lund, Assistant Director John Pecoraro, and guest Brent Bowman. Sheila Hochhauser was absent.

Public Comment

There was no public comment.

Approval of Minutes

Kent Stewart moved to approve the November 28, 2016 minutes. Elaine Shannon seconded and the motion passed.

Financial Statement and Bills

December 2016 expenses:

Tax Fund/General Operations.....	\$ 251,984.13
Tax Fund/Employee Benefits.....	44,147.52
Grants, Fines, Fees, and Interest.....	61,507.89
Endowment Account.....	45,569.00
Capital Improvement.....	0.00

Linda summarized the December financial statement. A transfer of \$96,000 from the 2016 Tax account was made to the Capital Improvement fund. Due to no increase in insurance rates, there was carry-over from the 2016 Employee Benefits fund into the 2017 EBF. A transfer of \$25,000 from the 2016 Grants, Fines, and Fees account was made into the Capital Improvement fund. The Endowment account shows more income than budgeted due to a gift from the Foundation for the building project. The Capital Improvement fund shows carryover from the Tax account, and the Grant, Fines, and Fees account.

January 2017 expenses:

Tax Fund/General Operations.....	\$ 171,517.68
Tax Fund/Employee Benefits.....	40,356.98
Grants, Fines, Fees, and Interest.....	496.61
Endowment Account.....	1,982.65
Capital Improvement.....	25,471.00

Revenue and expenses in the Tax Fund, Grants, Fines, Fees, Employee Benefits, and the Endowment were routine.

Elaine Shannon made a motion to approve the December 2016 & January 2017 financial statements. Kerry Spencer seconded and the motion passed.

Directors Report

Services and Activities

This time of year, public libraries across the nation compile annual statistics and report information to state libraries for inclusion in the Public Library Data Survey. MPL's 2016 data will be available at the February board meeting.

Circulation of physical and electronic materials in 2016 was 791,376 items, which is 704 fewer items than 2015. 728,687 physical items circulated in 2016, a 2.78% decrease over 2015. This has been a national trend over the past three or four years. Manhattan's circulation per capita for physical items was 12.99 items, and 14.11 per capita for print and electronic items, exceeding the 2015 national average of 8.23 circ per capita and 12.07 circ per capita of benchmark libraries.

Weeding of the adult nonfiction collection continues. Shelving in the center of the north section on the second floor has been removed, new carpet installed, and furniture moved into the area. The new seating area has been well used. The weeding project is on track to be complete the first quarter of this year. Materials and shelves are being shifted, and the changes are improving lighting and the organization of the books.

A nine-week session of story times and programs for children and teens began the week of January 23rd. Technology training classes began January 10th and are scheduled through May. Classes cover a variety of basic tech-related topics and online resources, and include a drop-in session once a month for individual interests. Sessions are listed at <http://www.mhklibrary.org/technology-education/>.

Additional activities are listed in the monthly calendar, including the TALK book discussion series that begins in February. The theme of this year's series is "Contemporary Immigration."

Audio-visual equipment in the Groesbeck room was upgraded in January. Aging equipment required changes.

People who use Google's Chrome browser can download an app called "Library Extension." When browsing books on Amazon.com, the extension connects to the library's catalog and the user can see if the library owns the book. It works well with most books and ebooks, but not all formats.

On Thursday, February 2 from 6:00 – 8:00 p.m. the library will be transformed into Hogwarts School of Witchcraft and Wizardry to celebrate the popular Harry Potter book series. Families of all ages are invited to play games, make crafts, and enjoy the evening. The Milford Nature Center will bring a live owl.

The library has the opportunity for another grant through the Giga-bit Library Network to enhance and expand the use of TV Whitespace for Internet access. MPL staff have met with staff from Riley County Emergency Management, USD 383 and the city of Manhattan to learn more about their needs and thoughts on use of this grant to provide portable access for emergency backup and possibly expand public Wi-Fi access to the library and Internet at off-site public locations, such as Blue Earth Plaza.

The library collected 10 boxes of non-perishable food items at the first Food for Fines Day on December 3rd.

The library still receives some print tax forms for public distribution. For several weeks during the tax season, Riley County Extension offers free tax preparation help by appointment in the library's technology classroom, for households with less than \$54,000 of income.

Building and Grounds

Minor plumbing repairs and adjustments to the "old" boiler were the only significant building and grounds activity since late November.

Legislative activity

The NCKLS executive committee meeting was held in Topeka on January 26th at the Kansas Library Association's annual legislative day. KLA has established the following talking points for the 2017 legislative session:

Thank You!

Last year, Kansas libraries faced a bill with the potential to close 48 public libraries statewide and put 58 more at risk. Thanks to your support, the portions of the bill affecting libraries were removed, and library funding was preserved.

Maximizing Sharing

Kansas libraries are among the best in the nation at maximizing their resources to provide superior service. This is due to partial funding of the following statewide library services through the State Library budget:

* Statewide Courier Service – allows libraries to send materials from library to library at a fraction of the cost of mail. (\$.69 per item).

* Kansas Library Catalog (Interlibrary Loan) – This is the software that allows libraries to share materials. It is a central place to search almost all library catalogs across the state.

* Databases – These allow students and residents throughout the state to access journals, magazines and other information for personal education or school projects. Every public school and college in the state relies on these to support their students. For example, Learning Express has classes to help improve computer skills. Another database, Universal Class, can teach everything from how to start a business to becoming better at crafts.

Without state library funding, rural citizens would lose access to these services, and schools and colleges would have to reduce their offerings.

Improving Community Learning

* Certified school librarians improve reading test scores; students need access to certified school librarians.

* Public libraries provide numerous learning opportunities through classes, materials, and expert guidance.

Manhattan Library Association

MLA's annual book sale is next month and the schedule is:

- Friday, February 24: 5:30 – 7:30 p.m. MLA Member Preview, memberships will be sold at the door
- Saturday, February 25: 10:00 a.m. – 4:00 p.m., open to the public
- Sunday, February 26: 1:00 – 3:30 p.m., open to the public with special deals on the remaining materials

This year, all leftover materials will be picked up by the Union Mission, an organization out of Wichita which raises money for the homeless. MLA will also accept credit cards at this year's sale using a Square account.

Staff and Administration

A donor management software system, called Little Green Light has been purchased and staff are making progress in implementing the change from a variety of methods of keeping records for MLA membership, foundation records, building campaign donations, memorial gifts, organizational donations and volunteer hours to a single database. It will allow us to better manage many aspects of acknowledging and staying in touch with donors and organizations that support the library. All MLA membership information has been entered. Gifts and memorial donations are set up.

I attended the annual Flint Hills Regional Leaders Retreat in January and a quarterly meeting of the State Library of Kansas (SLK) Advisory Board in December. The state librarian believes that funding for shared databases will remain intact in 2017. Legislators have recognized the value of these resources to constituents across the state. Resources include journal articles, research information, and online learning sites, such as Learning Express, with practice exams for nearly every required education exam. Financial support to public libraries through state aid will likely remain relatively steady in 2017 at 30 cents per capita. Last year it was 31 cents. Concerns were expressed about the future of federal funding that supports various programs and salaries at the state library, particularly the Talking Books service, the Kansas Library Catalog, the courier service and summer reading activities.

The library will be closed on Monday, February 20th, for the annual staff development session on President's Day. We will cover topics including PCI compliance, a review of the library's goals, objectives and activities for the coming year. Representatives from the library's employee assistance program will present a session on conflict resolution and communication. Erica Freudenberger, librarian at Red Hook Public Library in New York, will join staff by video conferencing for a presentation on community engagement and partnerships. She was named a *Library Journal* "Mover and Shaker" in 2016 for her outstanding work in small libraries.

Congratulations to Mary Swabb, assistant circulation manager, for receiving the MLF scholarship this spring to begin work on her Masters in Library Science through Emporia State University.

Committee Reports

Building and Grounds

The sidewalk repair and landscaping is all complete on the southwest side of the building. The facility plan discussion is in New Business.

Legislative

Stacey Kohlmeier referred to Linda's report.

Finance

No report.

Policy and Planning

There will be a meeting soon but a date and time have not yet been decided.

North Central Kansas Libraries

Carolyn Elliott referred everyone to Linda's report.

Manhattan Library Association

Carolyn Elliott informed everyone that the MLA is giving MPL \$29,170 for programming in 2017 which is about \$4,000.00 more than last year. The 2017 TALK (Talk About Literature in Kansas) program will begin February 23rd. The annual book sale will be held February 24-26 2017. MLA is also looking for a new president and a few new members to join the board.

Manhattan Library Foundation

No report.

Old Business

There was no old business.

New Business

Facility plan discussion – Brent Bowman

Brent Bowman distributed the same facility proposals he distributed in January 2016. The coffee bar was removed from study B.

After some discussion, Kent Stewart made a motion to move forward with Study A on the condition that Brent give a progress report to the board in June 2017. Carolyn Elliott seconded and the motion passed.

Customer Service Policy

Kent Stewart made a motion to pass the Customer Service Policy (CUS-1) with a few changes. Stacey Kohlmeier seconded and the motion passed.

Adjournment

There being no further business, the meeting was adjourned. The next meeting will be **Monday, February 28, 2017** at 4:00 p.m. in the boardroom of the library.

Respectfully submitted by,

President Bill Lansdowne

Director Linda Knupp