

**Manhattan Public Library
Regular Meeting of the Board of Trustees
January 29, 2018**

The January meeting of the Manhattan Public Library Board of Trustees was called to order at 4:00 p.m. by President Bill Lansdowne. Present were board members Tyler Darnell, Carolyn Elliott, Stacy Kohlmeier, Medo Morcos, Elaine Shannon, and Mayor Linda Morse. Also present was Library Director Linda Knupp, Assistant Director John Pecoraro and Business Manager Jennifer Lund. Kerry Spencer was absent.

Board Member Comment

Carolyn Elliott reported that she attended the library’s technology classes to get help with her new Kindle she received for Christmas and it was a lot of help.

Approval of Minutes

Elaine Shannon moved to approve the November 27, 2017 minutes. Tyler Darnell seconded and the motion passed.

Financial Statement and Bills

December 2017 expenses:

Tax Fund/General Operations.....	\$ 232,590.86
Tax Fund/Employee Benefits.....	39,098.06
Grants, Fines, Fees, and Interest.....	100,904.98
Endowment Account.....	30,928.87
Capital Improvement.....	0.00

Transfers of \$93,167.65 from the tax account and \$50,000 from the grants, fine, and fees account were made to the capital improvement fund. There was carryover in our employee benefit fund.

January 2018 expenses:

Tax Fund/General Operations.....	\$ 174,755.08
Tax Fund/Employee Benefits.....	46,221.94
Grants, Fines, Fees, and Interest.....	1,008.49
Endowment Account.....	2,601.34
Capital Improvement.....	25,471.00

The first disbursement from the city is expected soon. Contingency funds are available to help pay January bills if the disbursement does not arrive by the end of the month. The yearly payment to the city on the lighting project was paid from the capital improvement fund. All other funds expenses were routine.

Carolyn Elliott made a motion to approve the December 2017 & January 2018 Financial Statements and Bills. Tyler Darnell seconded and the motion passed.

Directors Report
Services and Activities

Jan-Dec	2017	2016	Change
Door Count	356,419	364,529	-2.22%
Circulation	743,144	728,687	1.98%
Sunflower eLibrary	54,247	49,866	8.79%
Hoopla	22,183	12,823	72.99%
Total Circulation	819,574	791,376	3.56%
Patrons Added	5,176	5,856	-11.61%
Holds Placed	76,939	76,858	0.11%
Meeting Room Use	1,583	1,481	6.89%
Computer Use	68,406	79,751	-14.23%
Wi-Fi	53,217	58,423	-8.91%
Total Tech	121,623	138,174	-11.98%

Hoopla, the resource for eBooks, video, audiobooks and music, has new features including a read and listen component for kids, a dyslexia font, Marvel comics, the Great Courses series, and Pimsleur language courses. In addition, cardholders can now stream movies from Hoopla using Roku, Fire TV, Apple TV and Android TV apps.

Regularly scheduled children’s programming began January 15 and will continue through March 10, with a two week break in March, and resuming through April 21st. A new program this spring includes a Kids Book Club for K-6th graders. During the holiday break, the library offered a variety of activities for children and teens including movie and craft days, chess club, a pirate party, parachute games and a cheese fest. The Kansas Scholastic Chess Association held their state-wide tournament at the library in January. The auditorium and the Groesbeck Room were packed with young chess players.

From January 24th through April 12th, the library will host and provide technical support for Riley County’s popular VITA low-income tax preparation assistance program. Tax preparer training was held in the Technology Center Classroom from January 8th through the 19th.

The City of Manhattan approached the library about creating a way for all city staff to have access to the Lynda.com online learning library as part of their staff development and performance improvement initiatives. Staff have met with several members of the city staff to discuss needs and the most efficient way to provide service. Approximately 400 city employees will receive a number for an eCard that will provide access to most if not all electronic services by mid-February.

Building and Grounds

Upgrades to the Evanced room and event booking software allowed for the installation of nine digital signs that update the room schedule and feature the time, date and weather. Signs are located in each meeting room, near entrances and behind the circulation desk.

The Technology Center Classroom conversion is complete. Twenty computers were removed and replaced with ten new Windows 10 computers at the west end of the room. The east end, or back of the room, now has two tables for groups and two whiteboards. The change makes the room more useful, and it may be reserved for study or meetings as well as computer training.

Linda met with the City Manager and Assistant City Manager at the end of December to discuss the library's facility plan. The Building and Grounds Committee of the Board of Trustees met with Brent Bowman on January 15th to discuss plans to begin remodeling the second floor with the addition of a teen area. The Manhattan Library Foundation will provide funding for the project this year. Next steps include contracting with the architect and general building contractor, and establishing a schedule for construction. Staff are planning to weed and shift the adult nonfiction collection to make room for the changes. Brent Bowman is reviewing the time line with BHS construction.

Staff have reviewed a proposal from Redi Systems. Plans to upgrade security cameras and secure non-public entrances with card entry are initial recommendations to improve security around the perimeter of the building.

Staff and Administration

Madison Ogle (Maddy) is the library's new Public Relations Coordinator as of January 3rd. She has been PR coordinator of the Staley School of Leadership Studies at Kansas State University and a LEAD 212 class leader in the program. She graduated in December 2017 with a degree in Agriculture Communications and Journalism with a minor in Leadership Studies.

The annual Food for Fines day brought in 358 food items or 11 boxes of food for the Bread Basket. In addition, staff contributed \$110 and 66 pounds of food.

In 2017, volunteers contributed 3,711 hours of work to the library. Teen volunteer hours account for 818 hours of that total, and super volunteer Grant Poole contributed 734 of work. About a dozen regular MLA volunteers contributed 1,641 hours sorting through donations of books and selecting items for sale at Rosie's Corner. Ten students from HandsOn Kansas State volunteered to dust shelves at the library on Martin Luther King Junior Day. Eight of the students are visiting from Brazil.

Committee Reports

Building and Grounds

See new business.

Legislative

No report.

Finance

No report.

Policy and Planning

No report.

North Central Kansas Libraries

Carolyn reported that NCKL staff attended Legislative day and thought it was productive. At the last NCKLS Executive Committee meeting, members watched a harassment video and she encouraged the MPL board to watch it.

Manhattan Library Association

Carolyn reminded everyone that the book sale is February 23-25. Rosie's corner brought in \$20,159.36 for the year 2017. Also the TALK (Talk About Literature in Kansas) book discussion program starts in February.

Manhattan Library Foundation

No report.

Old Business

There was no old business.

New Business

Building and Grounds

Tyler reported that the building and grounds committee met at the library with Brent Bowman on January 15th to discuss the remodel of the second floor. It will be funded primarily by the Foundation with some of the teen space paid for from the left over expansion funds.

Tyler Darnell made a motion to sign the contracts and start the process of the second floor construction project. Medo Morcos seconded and the motion passed.

Security System

Two quotes by Redi Systems were reviewed. One for upgrading and moving security cameras, and the second for putting in card readers on certain doors in the building.

Medo Morcos made a motion to accept the quote and move forward with the security cameras project. Elaine Shannon seconded and the motion passed.

Tyler Darnell made a motion to accept the quote and move forward with the card access project. Stacy Kohlmeier seconded and the motion passed.

Adjournment

There being no further business the meeting was adjourned. The next meeting will be **Monday, February 26, 2018** at 4:00 p.m. in the boardroom of the library.

Respectfully submitted by,

President Bill Lansdowne

Director Linda Knupp