

**Manhattan Public Library**  
**Regular Meeting of the Board of Trustees**  
**August 27, 2018**

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

**Public Comment**

There was no public comment.

**Approval of Minutes**

Tyler Darnell moved to approve the June 25, 2018 minutes. Carolyn Elliott seconded and the motion passed.

**Financial Statement and Bills**

July 2018 expenses:

Tax Fund/General Operations.....	\$ 222,042.70
Tax Fund/Employee Benefits.....	46,441.26
Grants, Fines, Fees, and Interest.....	6,274.18
Endowment Account.....	62,863.49
Capital Improvement.....	(588.99)

A disbursement from the city and the annual disbursement from the Foundation were received. Ecommerce software was purchased and paid from the technology budget. Reimbursements were received from the Foundation for children’s furniture expenses and from Redi Systems for the security project. New library cards were purchased. Second floor project fees were paid from the building project budget.

August 2018 expenses:

Tax Fund/General Operations.....	\$ 187,336.00
Tax Fund/Employee Benefits.....	48,995.90
Grants, Fines, Fees, and Interest.....	6,720.68
Endowment Account.....	40,378.78
Capital Improvement.....	0.00

Technology equipment was purchased for the second floor remodel. The annual contract for copy machines was paid. There were some expenses in the building project but there will be a reimbursement from the Foundation.

Stacy Kohlmeier made a motion to approve the July & August 2018 financial statements and bills. Tyler Darnell seconded and the motion passed.

## **Director's Report**

### Services and Activities

Summer reading ended July 30. A summary of activity includes:

#### ADULTS

- Adults Registered: 850 (up 149 from last year)
- Minutes Read: 1,186,744 (up 15,000 from last year)

#### CHILDREN

- Children (0-6<sup>th</sup> gr.) registered: 2457 (down 95 kids from last year)
- Minutes read: 866,337 minutes (down 200,000 from last year, also changed goal to lower numbers this year)
- 1732 recorded at least 200 minutes of reading time (70% of participants). More than 100 children recorded over 1000 minutes.

#### TEENS

- Teens registered: 442 (down 10 from last year)
- Minutes read: 504,350 (down 60,000 from last year)

#### STAFF

- Staff registered: 38
- Minutes read: 65,048

#### TOTALS

Registered: 3,787 (New record – up 82 from last year)  
Minutes read: 2,622,479 (down from 2,877,737 last year)

Support for the program included \$18,158 in-kind donations and \$2,850 in cash donations from Goblin Games, Pediatric Associates, the Manhattan Kiwanis Club, and Community First National Bank. In addition, the Foundation has committed up to \$10,000 per year for prize books for children for the next 4 years.

Fall programs have begun. Brochures of programs, classes and events are available.

September is National Library Card month. A promotional campaign geared toward children and adults is underway and includes a sign-up day for kids on Friday, the 21<sup>st</sup>. Mo Willems' popular characters, Elephant and Piggy, will be there to greet children and encourage them to get a card. Adults and children may participate in a bookmark design contest.

Several book collections were shifted to make room for changes on the 2<sup>nd</sup> floor. Large print materials were moved back to the first floor near the west bay area. Adult graphic novels were moved from the 1<sup>st</sup> floor to the 2<sup>nd</sup> floor.

IT staff moved the public printer, scanner and fax to the Tech Center, creating a media center where staff can better assist customers. Blu-ray discs once stored behind the Circulation desk have been moved into the general AV collection.

Wi-Fi access at remote locations is currently unavailable. The library's FCC certification through Carlson Communications expired in July and will be down until Carlson renews. We don't have a date or details of what's involved, or the length of time, but in the past it has taken several weeks. The TV whitespace project has worked well for several years, but there may be a time in the future that the library will drop the activity. While the city is looking at plans for public Wi-Fi in parks and areas, it is not likely to happen in the near future, so the demand for library wireless still exists, and there is little to no additional expense for the library.

The switch to Wamego Telecommunications for internet service was completed in June with no impact on service. The NCKLS toll-free line was also moved to WTC from a previous vendor.

A Polaris upgrade is scheduled for October 2<sup>nd</sup>.

### **Building and Grounds**

Second floor construction continues. Staff work space was completed at the end of July, and work began on the teen area. Throughout this period, there have been multiple meetings and a great deal of email among the library, architects, vendors and contractor. Work will be nearly complete in early October, and the teen room may be ready for use. Low shelving for the teen collection will arrive late October, and the collection will be moved after installation. Plans will be made for an "opening" or celebration.

Three vendors have been contacted and provided quotes for parking lot repair. Quotes range from seal coating to a complete replacement. John is working on obtaining additional information for the Building and Ground Committee's review.

### **Staff and Administration**

Changes in staffing are settling into place. Some changes were planned, some were people moving to other department or positions, and there have been seasonal changes with temporary summer positions ending. All departments with the exception of Circulation are fully staffed.

The library received lots of free publicity over the summer. The *Mercury* had a feature story on summer reading, two storytime program photos, a photo of the Little Apple Pride program, and a reader's favorite photo, as well as a question about the building temperature in a reader's questions forum. In addition, Maddy Ogle was interviewed for an article in the *Collegian* and was on KMAN's In Focus program.

Five of eight new county appointees to the NCKLS System Board attended an orientation on July 25. All 8 were present at the annual meeting of the System board held on August 2<sup>nd</sup>, with representatives from member libraries. The annual service plan, 2019 budget and by-law changes were adopted. Members of the Executive committee were elected. Librarians from Hale presented a program on media literacy and fake news.

All MPL board members are members of the Kansas Library Association and may have recently received an email with a username and ability to set a password. The Kansas Library Association's annual conference will be held in Wichita, October 24 to October 26. Tentative information about the programs may be found at <http://kslibassoc.org/meetinginfo.php>.

**Committee Reports**  
Building and Grounds  
No report.

Legislative  
No report.

Finance  
No report.

Policy and Planning  
New business.

North Central Kansas Libraries  
Carolyn stated that she missed the annual meeting and to read Linda's report.

Manhattan Library Association  
Carolyn stated that MLA will start meeting again September 12<sup>th</sup> after taking the summer off.

Manhattan Library Foundation  
No report.

Directors Review Committee  
No report.

**Old Business**  
There was no old business.

**New Business**  
Policy Review  
Board members were given copies of the policies with final changes.

Fall Building and Grounds Tour  
Linda asked if board members would like to have a building tour this fall. Board members decided that they would like to wait until changes with the second floor remodel have been made.

**Adjournment**  
There being no further business the meeting was adjourned. The next meeting will be **Monday, September 24, 2018** at 4:00 p.m. in the boardroom of the library.

Respectfully submitted by,

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Vice President Elaine Shannon

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Director Linda Knupp