

**Manhattan Public Library**  
**Regular Meeting of the Board of Trustees**  
**January 28, 2019**

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, Kerry Spencer, Medo Morcos, Elaine Shannon, and Mayor Mike Dodson. Also present was Library Director Linda Knupp, Associate Director John Pecoraro, Associate Director Teri Belin, Associate Director Rhonna Hargett, and Business Manager Jennifer Lund. Stacy Kohlmeier was absent.

**Public Comment**

No public comment.

**Approval of Minutes**

Elaine Shannon moved to approve the November 26, 2018 minutes. Tyler Darnell seconded and the motion passed.

**Financial Statement and Bills**

December 2018 expenses:

Tax Fund/General Operations.....	\$ 253,035.17
Tax Fund/Employee Benefits.....	49,729.68
Grants, Fines, Fees, and Interest.....	115,270.69
Endowment Account.....	(103,976.13)
Capital Improvement.....	0.00

Transfers of \$90,278.26 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. The Foundation reimbursed the library for the teen room construction and the amount was credited to the Endowment Fund.

January 2019 expenses:

Tax Fund/General Operations.....	\$ 175,035.18
Tax Fund/Employee Benefits.....	46,567.05
Grants, Fines, Fees, and Interest.....	705.73
Endowment Account.....	3,922.76
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.

Tyler Darnell made a motion to approve the December 2018 & January 2019 Financial Statements and Bills. Carolyn Elliott seconded and the motion passed.

**Directors Report**  
Services and Activities

2018-2017 use comparison

Jan-Dec	2018	2017	Change
Door Count	349,951	356,419	-1.81%
Circulation	720,076	743,144	-3.10%
Sunflower eLibrary	61,770	54,247	13.67%
Hoopla	30,909	22,183	39.34%
Total Circulation	812,755	819,574	-0.83%
Patrons Added	5,903	5,176	14.05%
Holds Placed	79,715	76,939	3.61%
Meeting Room Use	1,398	1,583	-11.69%
Computer Use	64,036	68,406	-6.39%
Wi-Fi	42,424	53,217	-20.28%
<b>Total Tech</b>	<b>106,460</b>	<b>121,623</b>	<b>-12.47%</b>

Use of physical and downloadable materials continues to shift. Meeting room use was significantly lower in 2018 due to the unavailability during the first part of the year. WiFi numbers were impacted by a change in the way administrative software counts use, as well as the unavailability in off-site locations with licensing changes. Library use statistics must be submitted to the State Library of Kansas by February 10<sup>th</sup> in order to be eligible for state aid. The annual report will be available next month. Public library statistics for all Kansas Libraries over the past years may be found at <https://kslib.info/267/Public-Library-Statistics>.

Volunteers contributed 2,364 hours to the library in 2018 for a value of \$52,331.84. The dollar value of a volunteer hour in Kansas is \$22.56, according to [www.independentsector.org/volunteer\\_time/](http://www.independentsector.org/volunteer_time/). This does not include the number of hours that MLA members contribute to the used book corner or to the annual sale.

The initial conversion to a new credit card processing vendor, Envisionware was made. The terminals are the same type found at many retail stores and easy for customers to use. In addition to standard credit cards, they accept Apple Pay and Android Pay.

USD 383 accepted the library's three proposals for the use of KLINK funds for a total of \$2,860. Programs were outlined in last month's report.

Nearly 200 gloves, hats, socks, scarves and winter-wear items were collected at the library's Mitten Tree, and distributed to the Crisis Center, Emergency Shelter, College-Hill Preschool, Ogden Friendship House, Fit Closet and Head Start. Food for Fines collected 254 items. \$136.90 in overdue fines were waived.

The January 13<sup>th</sup> edition of the *Manhattan Mercury* featured the Teen Zone. The space has been very popular.

PR Coordinator, Maddy Ogle, and Program and Children's Services Manager, Jennifer Bergen, spoke about the Teen Zone, upcoming library programs and MLA's Booksale on *In Focus*.

#### Manhattan Library Association

Membership renewals were sent early January.

The next six weeks will be busy in preparation for the annual book sale. Dates are February 22-24<sup>th</sup>. The member's only preview sale is Friday, February 22<sup>nd</sup>, from 5:30-7:30. To volunteer to help, contact Teri Belin by phone at 320-5375 or by email: [tbelin@mhklibrary.org](mailto:tbelin@mhklibrary.org). Many thanks to Keri Mills and Elaine Shannon for volunteering to coordinate the effort. Last year, MLA's earnings on the sale was \$12,781.47.

#### Manhattan Library Foundation

The annual meeting is planned for April 16<sup>th</sup>.

#### Building and Grounds

Bowman, Bowman, Novick will coordinate adding the two small study/meeting rooms.

Collection Services staff shifted 650 shelves of books in order to rearrange the area on the 1<sup>st</sup> floor. Books and shelves were moved into the area vacated by the former teen area. Shelves in the middle of the room have been removed. It opens up the area for seating allows for more natural lighting.

#### Staff and Administration

The library will be closed on President's Day, February 18<sup>th</sup>, for staff training.

Changes in staffing and the organizational structure have been made and adjustments are going well.

New hires in this period include:

Brian McBride – Librarian

Amy Rockey – Library Assistant

David Hazelwood – Library Assistant

Sandy Wilkerson – Youth Services Consultant for NCKLS

#### Patron Comments and Service Highlights:

- An international patron asked for a Christmas book in Spanish. The patron left with "How the Grinch Stole Christmas" (in Spanish) for her young son. She was very surprised and pleased that we had Spanish Christmas books in our collection and left smiling! (Gretchen)
- Staff helped a patron become familiar with assistive technology including loading JAWS screen reader to a laptop and finding a C-Pen, which reads text and provides the definition and pronunciation of words.

#### **Committee Reports**

##### Building and Grounds

No report.

##### Legislative

No report.

##### Finance

No report.

Policy and Planning

See new business.

North Central Kansas Libraries

Carolyn Elliott reported that NCKL purchased a new book van and there was a committee put together to update grants.

Manhattan Library Association

Carolyn reminded everyone that the book sale is February 22-24 and to get your membership paid for 2019.

Manhattan Library Foundation

No report.

**Old Business**

There was no old business.

**New Business**

Policy Updates

John Pecoraro included MNG-20, which had a couple minor word changes and INF-4. There was some discussion and INF-4 will be brought back to the February meeting for voting.

2018 Activities Update

Linda Knupp distributed 2018 activities information.

2019 Goals

Linda distributed 2019 goals information.

The Loop-Feedback portal/forum

Cody Wassenberg, the IT manager gave a demonstration on how the Loop works. Board members were invited to contribute feedback and ideas to the 2020 strategic plan through this web based tool.

**Adjournment**

There being no further business the meeting was adjourned. The next meeting will be **Monday, February 25, 2019** at 4:00 p.m. in the boardroom of the library.

Respectfully submitted by,

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President Bill Lansdowne

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Director Linda Knupp