

Manhattan Public Library
Regular Meeting of the Board of Trustees
June 24, 2019

The June meeting of the Manhattan Public Library Board of Trustees was called to order at 4:00 p.m. by President Elaine Shannon. Present were board members Tyler Darnell, Stacy Kohlmeier, Carolyn Elliott, Kerry Spencer, Jayme Morris-Hardeman and Mayor Mike Dodson. Also present were Library Director Linda Knupp, Associate Director Rhonna Hargett, Associate Director Teri Belin, and Business Operations Manager Jennifer Lund. Medo Morcos was absent. Guests present were Eric Keintz and Jenn Hildebrand from Varney & Associates.

Public Comment

No public comment.

Approval of Minutes

Jayme Morris-Hardeman moved to approve the May 29, 2019 minutes. Tyler Darnell seconded and the motion passed.

Financial Statement and Bills

June 2019 expenses:

Tax Fund/General Operations.....	\$ 183,908.58
Tax Fund/Employee Benefits.....	57,948.38
Grants, Fines, Fees, and Interest.....	3,515.91
Endowment Account.....	13,553.24
Capital Improvement.....	0.00

Payments were made for roof repair, annual worker’s compensation premium, cabling for the pink noise system, and to the builders for the study rooms on second floor. A postage reimbursement was made by MLA to MPL. A portion of the worker’s compensation premium will be reimbursed to MPL by NCKLS later this year.

Tyler Darnell made a motion to approve the June 2019 financial statements and bills. Carolyn Elliott seconded and the motion passed.

Directors Report

Services and Activities

YTD Circulation statistics (January 1-June 16)

Checkouts 324,345
 Check-ins 231,915
 Registered borrowers 38,486

Digital Checkouts 48,484 (12.8% of total circulation)
 Total Checkouts 378,829

Database use 2019 YTD: 4,158 logins/sessions/visits; 24,806 pages views/searches
 Lynda.com use for May 112 individuals logged in.
 YTD: 2,602 registered users. 2019 YTD: 614 individuals logged in; 2,304 total logins.

Summer reading is underway. Preparation in May included tours of the library to 11 classes including 2nd graders, 6th graders, and preschool classes. Staff visited eight elementary schools to highlight the library's summer activities. Staff also made eight visits to the high school and middle schools and distributed temporary passes to use Hoopla. IT staff helped train staff on the use of the software that participants use to log reading time. As of June 18, over 3,000 children, teens and adults are registered for summer reading and have read nearly 300,000 minutes.

Children's programs for the summer include story times and clubs with an average attendance of 30. Programs run through July 13th. Three groups of summer day care providers have also scheduled library visits to ensure children with working parents visit the library.

Twenty people attended the final book talk in the Kansas Humanities Council program. In May, fifty people received technology training from library staff, by appointment, drop-in session and schedule programs. Craft and knitting group activities remain popular with an average of 19 attendees per session.

The K-LINK grant for the Strategy Gaming Club has been a success with an average of 15 teens at each session. Dan Ireton, a K-State Hale librarian, is leading the sessions and incorporating the program into his research with the permission of participants. The strategic games involve the players in independent decision-making skills

Already, staff are making plans for fall programming including a full month of activity for National Library Card Day in September.

A copy of the 2018 statistics for Collection Services is in the board packet to provide a scope of the number of items that are ordered, processed and cataloged for the library in a year. Collection Services continues to look for efficiencies, outsourcing some of the processing of materials to a vendor.

Marcia Allen served on the Kansas Notable Books Committee, working with the State Librarian to select a number of titles about Kansas or by Kansas authors. She will also receive a grant to purchase a copy of each title on the 2019 list.

Building and Grounds

Coils on rooftop and ground A/C units were cleaned. Thermal Comfort (TC) also replaced a fan motor on A/C unit outside west entrance, repaired the 2nd floor water fountain, and replaced compressor on rooftop unit on the west building. The air compressor is the same unit that fails annually. I accepted TC's recommendations to purchase a different brand from a different vendor with a five-year warranty that includes two replacements. We were fortunate that the weather was mild, as it took a week to receive and install the new unit.

The steam boiler in the west building is open for the scheduled three-year inspection scheduled in July.

ThyssenKrupp performed preventative maintenance on elevators, and adjusted inner door control on the east staff elevator that was malfunctioning. Broken areas of the irrigation system were repaired, and the stump of the dead ash tree was removed.

On July 1st, the speed for both public computers and Wi-Fi will increase to 1GB per second. IT staff are currently working with the ISP and other vendors to move services to the new connection. IT

staff are preparing new computers for the Children's Technology Zone, including setting up the operating system, selecting games and activities, and installing software. New computers will be ready for use after summer reading. IT staff are also continuing RFID research. The IT team visited two branches of KC Public Library, Lawrence, and Topeka.

North Central Kansas Libraries System

I presented the 2020 NCKLS service plan and tentative budget to the State Library of Kansas Advisory Board this month. Annually, each regional system is required to share this information. The budget will be finalized as property valuations are reported, and the plan and final budget will be presented at the NCKLS annual meeting on August 1st.

Staff and Administration

Library volunteer Grant Poole was featured in a KSNT newscast, highlighting his dedication to the library for the past 37 years. He began volunteering after teaching in Dwight, Kansas in the former Talking Books department, cleaning and repairing tape players. When that service changed, he learned to mend books. The video clip was broadcast around the nation with reports that it was seen by KSN affiliates across Kansas, as well as in Illinois, Texas, Oklahoma, and Florida. We also discovered a clip played in Tallinn Estonia, near Finland. The Facebook clip was widely shared by media, organizations and individuals. Manhattan Magazine has scheduled a feature article about Grant.

We currently have 22 regular volunteers and 37 teen volunteers. Teen volunteer orientation included parents for a total of 74 people

Library staff participated in the spring food drive for the Flint Hills Breadbasket, collecting 177 pounds of food and \$225.

The library's 2020 budget will be presented to the city commission on June 25 at approximately 6:45 pm.

Hires this month include a new administrative assistant, a part-time custodian, and four summer temporary staff members. Board members will meet Lori Balzer, the new administrative assistant at the June board meeting.

Staff/Patron Comments

A woman new to the library stopped me to make a comment that she was really impressed with the way the children's room was set up and the number of play opportunities/toys.

A mother stopped in to ask about summer reading toward the end of the month and shared that her children were going to be traveling over the summer, but that they were so excited to do summer reading that she promised to mail them a copy of the reading charts from the library.

A college student was looking for books that displayed students with learning disabilities, but weren't a "diagnostic" or "how to deal with" type of book. Chelsea and the patron definitely found a few, but she commented that it might be nice to have a recommendation list, or have a few more picture books that reflect children with different disabilities.

Gretchen had a grandfather bring in his granddaughter and was surprised to hear about, *1,000 Books Before Kindergarten*. He had never encountered a program like that before and seemed incredulous

that by simply reading to a child, he could get free, new books and prizes. He was thrilled to get her signed up and started, even though she was starting school in the fall.

Committee Reports

Building and Grounds

No report.

Legislative

City work session at 6:45 on June 25th where Linda will present the libraries budget for 2020.

Finance

No report.

Policy and Planning

No report.

North Central Kansas Libraries

Carolyn reported that the NCKLS annual budget was approved by executive committee on May 30th. The budget will be presented to the full system board at the annual NCKLS meeting on August 1st at 10:00 a.m. in the library auditorium.

Manhattan Library Association

No report.

Manhattan Library Foundation

No report.

Director's Review Committee

New business.

Old Business

Finalize 2020 budget

Kerry Spencer made a motion to accept the 2020 budget for the library as presented. Tyler Darnell seconded and the motion passed.

New Business

Annual Audit

Eric Keintz and Jenn Hildebrand presented the annual audit. Eric recommended that MPL consider changing the audit format from Governmental Accounting Standards Board (GASB) to the KMAAG Kansas Municipal Audit and Accounting Guide.

Proposed changes in Loan Periods/Limits

Linda presented material for the board to look at and reasons for changes.

Jayne Morris-Hardeman made a motion to accept the changes presented by Linda. Stacy Kohlmeier seconded and the motion passed.

September – National Library Card Month

Linda talked about a couple programs the library wants to try for that month. She talked about having an amnesty day where people could have their fines forgiven on items returned late that day only. Also a read down your fines day for children. Children could read a certain amount of minutes and reduce their fines.

July meeting and approval of the bills

Tyler Darnell made a motion to go not meet in July and to preapprove the bills. Kerry Spencer seconded and the motion passed.

Adjournment

There being no further business the meeting was adjourned. The next meeting will be **Monday, August 26, 2019** at 4:00 p.m. in the auditorium of the library.

Respectfully submitted by,

President Elaine Shannon

Director Linda Knupp