

**Manhattan Public Library  
Regular Meeting of the Board of Trustees  
September 30, 2019**

The September 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, Medo Morcos, Carolyn Elliott, 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. Stacy Kohlmeier and Kerry Spencer were absent.

**Public Comment**

No public comment.

**Approval of Minutes**

Jayme Morris-Hardeman moved to approve the June 24, 2019 minutes. Tyler Darnell seconded and the motion passed.

**Financial Statement and Bills**

July 2019 expenses:

|  |               |
|--|---------------|
| Tax Fund/General Operations.....       | \$ 228,099.11 |
| Tax Fund/Employee Benefits.....        | 56,646.48     |
| Grants, Fines, Fees, and Interest..... | 3,433.25      |
| Endowment Account.....                 | 8,103.53      |
| Capital Improvement.....               | 0.00          |

Payments from the city for the tax and employee benefit funds were received. An air compressor and warranty purchase, as well as a repair for the electronic door were paid from the maintenance fund. Continuing education funds were spent to send two supervisors to Wichita State University for a supervisor training program and Public Relations Coordinator, Maddy Ogle, will attend a library marketing conference in St. Louis in November.

August 2019 expenses:

|  |               |
|--|---------------|
| Tax Fund/General Operations.....       | \$ 247,470.87 |
| Tax Fund/Employee Benefits.....        | 51,371.88     |
| Grants, Fines, Fees, and Interest..... | 12,043.49     |
| Endowment Account.....                 | 9,454.94      |
| Capital Improvement.....               | 0.00          |
|  |               |

The annual technology maintenance fee for our integrated library system (Polaris) was paid. A reimbursement from NCKL was received for their share of workers compensation insurance. An elevator repair bill and the copy machine annual contract fee were paid. Part of the funds committed to us from the Manhattan Library Foundation were received.

September 2019 expenses:

|  |               |
|--|---------------|
| Tax Fund/General Operations.....       | \$ 177,891.95 |
| Tax Fund/Employee Benefits.....        | 53,115.24     |
| Grants, Fines, Fees, and Interest..... | 28,533.35     |
| Endowment Account.....                 | 6,671.81      |
| Capital Improvement.....               | 0.00          |

The continuing education expense was for Teri Belin to attend a human resources conference in Overland Park. An e-rate reimbursement was received from Wamego Telecommunications Company. Grant funds for the Books for Babies program were received. Payment was received from the law library to provide computers for local lawyers. Fire sprinkler repairs and window washing show as large expenses from our maintenance account. The significant technology expense was for the purchase of all new public address speakers for the library. We also received the remainder of the committed funds from the Manhattan Library Foundation.

Carolyn Elliott made a motion to approve the July, August, and September 2019 financial statements and bills. Tyler Darnell seconded and the motion passed.

**August Directors Report**

Services and Activities

YTD Circulation statistics (January 1-July 15)

|                      |                          |
|----------------------|--------------------------|
| Checkouts            | 389,986                  |
| Check-ins            | 281,324                  |
| Registered Borrowers | 38,352                   |
| Digital Checkouts    | 58,129 (12.97% of total) |
| Total Checkouts      | 448,115                  |

Database use 2019 YTD: 7,557 logins/sessions/visits; 43,010 pages views/searches. Lynda.com use for June, 89 individuals logged in. There are 2,618 registered users. 2019 YTD: 703 individuals logged in; 2,707 total logins.

Summer reading ended July 31<sup>st</sup>. A total of 3,790 people participated in 2019 exceeding 2018 by 3 people. The totals by age categories are: 2,525 children, 442 teens, 823 adults. In addition to reading activity, children, teens and adults participated in a number of scheduled programs and events. The space theme provided the opportunity for some fun activities including the Star Wars Party for kids, cheese tasting for adults and two programs on astronomy, including a final event with the Flint Hills Discovery Center at Northview Park. Fall programming is underway and schedules are available.

September is national library card month. The library promotion will feature the “24/7 Library Card,” and all of the resources the library offers. The kick-off began on August 14<sup>th</sup> with “Check-out and Chill-out.” Children and adults who checked out a book that day received a free snow cone. 250 people (mostly kids) participated and 1,000 items were checked out in 2 hours, more than double the average for that time period. Staff will also be at K-State’s graduate student resource fair and at the City of Manhattan’s “101 Days of Summer Family Adventure Passport” program in the park on the evening of September 6<sup>th</sup>. Jennifer Bergen and Grace Benedick presented information about library resources at USD 383’s teacher orientation.

Plans for the Fine Forgiveness Day on September 27<sup>th</sup> are in place. Overdue items may be returned and fines and fees will be waived on that day. People who already have fines on their account may “read down” up to \$10 in fines that day as well. The goal of the program is to encourage people who may have been reluctant to return to the library to come back.

Patrons are no longer blocked from using Hoopla or Libby, digital resource services with fines on their cards. We will continue to make digital access as open as possible to all card holders.

Patrons now have in-library access to the Westlaw database at the library thanks to Riley County attorneys. This replaces the former agreement to host the Lexis-Nexis database.

The public Internet connection moved to WTC on June 28<sup>th</sup> for patron access of 1GB/sec. The move went smoothly with no disruption to service.

The former “Sizzlers” collection has been rebranded as the “Lucky Day” collection of books and DVD’s that cannot be placed on hold and may be borrowed for a short period of time. It’s your lucky day if a copy is available on your visit.

### Building and Grounds

Several leaks occurred with recent heavy rains including an area in the Teen Zone where the seal around some duct work needed repair. BHS will repair the area.

Landscaping near the south atrium entrance was completed after removal of the dead ash tree. The “old” steam boiler in the west building passed the three-year interior inspection in July. These inspections are required by the library’s insurance carrier. Recommendations for additional maintenance to reduce scale have been put into place.

A software update at the State Library of Kansas disrupted the ability of libraries across the state to utilize the interlibrary loan system efficiently. Most of the problems have been resolved.

### North Central Kansas Libraries System

The System Board of NCKLS accepted the annual service plan and budget for 2020 at our annual meeting on August 1<sup>st</sup>. The goals of the 2020 service plan have not changed from the copy in the Board of Trustees notebook, only the activities staff will complete to help meet the goals.

### Staff and Administration

Board members were emailed about earlier incidents at the library, more recently there have been some afterschool concerns that have been addressed. Staff have managed some difficult situations with quick and effective action. We are reviewing policy and procedures for dealing with misconduct.

The Manhattan Library Foundation awarded \$600 scholarships to Jennifer Bergen, Mary Swabb, and Grace Benedick for the fall semester. All three are working on their Master’s in Library and Information Science degrees at Emporia State University. Mary Swabb also received a \$ 2,900 Mildred Loeffler Scholarship from ESU. Jennifer Bergen and Grace Benedick will be eligible to apply for that scholarship in the future. Mildred Loeffler was a library board member from 1978-1986, and served as board president from 1984-1986. Mary Swabb will graduate in December with a Master’s in Library and Information Science Degree.

Supervisors and managers are developing their coaching and delivering feedback skills. The group will meet in September, October, November, and December to view a series of presentations from Lynda.com and have short follow-up discussions.

Library supporter and former board member Janet Duncan has offered to develop a library history document. She will be working with administration to develop a timeline, research significant historical library events, and review meeting minutes and other records to accomplish the task. She has been provided a temporary work space on the third floor.

The library received memorial contributions of \$2,670 in memory of former board member Marvin Marsh who passed away in July. The funds will be used to purchase materials for the library collection.

## **September Director's Report**

### Services and Activities

YTD Circulation statistics (January 1-September 22)

|                      |   |
|----------------------|---|
| Checkouts            | 522,574   |
| Check-ins            | 382,491   |
| Registered Borrowers | 34,711 (purge of cards not used in 4 years late August) |
| Digital Checkouts    | 80,623 (13.37 % of total)                               |
| Total Checkouts      | 603,197   |

Database use 2019 YTD: 10,068 logins/sessions/visits; 62,289 page views/searches  
Lynda.com use for August – 127 individuals logged in. There are 2,667 registered users. 2019 YTD: 932 individuals logged in; 3,952 total logins.

Twenty new library cards were issued at K-State's graduate student resource fair and 40 cards were issued at the KSU Student Union outreach activities.

Eight grade schools participated in School Spirit Nights. Staff prepared scavenger hunts and activities to welcome students, teachers and families to the library.

Willie the Wildcat visited the library on September 19<sup>th</sup> to get a library card and take photos to promote National Library Card Month as well as other library services.

Library IT implemented a new helpdesk system and installed games on 12 new touchscreen computers in the Children's room. The public address system will be updated with 40 new speakers in current and new areas of the building to ensure closing and emergency messages can be heard clearly. This doubles the number of current speakers.

An XLR system was installed in the auditorium that allows clear audio broadcasting for events in the room. KMAN will use it for an upcoming live broadcast of a forum. It has possibilities for recording library events and closed caption options as well.

### Building and Grounds

Fall window washing was complete and areas of the carpet were cleaned to prepare for fall and we made a change in trash hauling services.

## North Central Kansas Libraries System

All NCKLS staff members were interviewed by the director to help prepare for planning and changes in the coming year.

Plans for the regional Research in Public Libraries Conference are set for April 7<sup>th</sup> and 8<sup>th</sup> at Manhattan Public Library. The conference is conducted by the Colorado State Library's research division to help librarians to evaluate and assess programs and services using a variety of methods. Each of the seven regional library systems will contribute to the cost of event which will draw 75 attendees.

## Staff and Administration

Teri Belin attended the Kansas Society of Human Resources Management's annual conference, including sessions on discrimination, harassment, employment law, team building, and employee engagement.

## **Volunteer Hours 2019**

|        | Childrens | Tech<br>Serv | Admin | Maint | ATS  | NCKL | PR | Teen   | Total       |
|--------|-----------|--------------|-------|-------|------|------|----|--------|-------------|
| Jan    | 29.00     | 95.00        |       |       |      | 3.50 |    | 50.75  | 178.25      |
| Feb    | 58.00     | 95.00        |       |       |      | 3.50 |    | 100.00 | 256.50      |
| Mar    | 33.00     | 104.00       |       |       |      | 3.00 |    | 39.50  | 179.50      |
| Apr    | 45.00     | 122.00       |       |       | 3.50 | 4.00 |    | 27.00  | 201.50      |
| May    | 9.50      | 126.00       |       |       | 2.50 | 2.50 |    | 16.00  | 156.50      |
| June   | 52.50     | 100.00       |       |       | 5.50 | 2.50 |    | 933.30 | 1,093.80    |
| July   | 35.50     | 82.00        |       |       | 5.75 | 3.00 |    | 761.00 | 887.25      |
| August | 35.00     | 96.00        | 4.00  |       | 4.50 | 4.00 |    | 14.30  | 157.80      |
| Total  |           |              |       |       |      |      |    |        | 3,111.10    |
| Value* |           |              |       |       |      |      |    |        | \$72,333.08 |

\* Dollar value of a volunteer hour in Kansas is \$23.25 (2018)

This is a 3.5% increase over 2017

[https://independentsector.org/resource/vovt\\_details/](https://independentsector.org/resource/vovt_details/)

## Anecdotes

- A new patron who was here with her children for the first time said "This is the coolest library I've ever seen."
- At the school spirit nights, several kids and parents commented that they were made aware of something they didn't know about before, and a number of families were brand new.

Wandean helped a patron apply for a Telecommunications Access Program grant, a program that provides wireless equipment for those with disabilities.

## **Committee Reports**

### Building and Grounds

No report.

Legislative

No report.

Finance

No report.

Policy and Planning

No report.

North Central Kansas Libraries

Carolyn mentioned to the executive committee that the director's annual review was coming up and offered to take any comments from the board.

Manhattan Library Association

The first book discussion was on September 26<sup>th</sup> and it was a good group. There are two more discussions. One is near the end of October and the other is first week in December. The book sale is February 28<sup>th</sup> through March 1<sup>st</sup>.

Manhattan Library Foundation

No report.

Director's Review Committee

This was addressed in the new business portion of the meeting.

**Old Business**

There was no old business.

**New Business**

Library Programs Policy

The board reviewed the policy provided in the meeting packet.

Jayne Morris-Hardeman made a motion to accept the policy as is written. Carolyn Elliott seconded and the motion passed.

Data Overview update

Included in the board packet was a six page document giving the data overview, this is for information purposes only, no action needs to be taken.

Annual Director's Review

Each board member received a packet of information from Teri Belin. Teri will be sending out 3 surveys to be filled out by the board members soon. Call or stop by if you have any trouble or questions.

Tyler Darnell made a motion into executive session from 4:40 p.m. to 4:50 p.m. to discuss the director's review. Jayme Morris-Hardeman seconded and the motion passed.

President Elaine Shannon reconvened the meeting at 4:50 p.m.

**Adjournment**

There being no further business the meeting was adjourned. The next meeting will be **Monday, October 28, 2019** at 4:00 p.m. in the auditorium of the library.

Respectfully submitted by,

---

President Elaine Shannon

---

Director Linda Knupp