

**Manhattan Public Library  
Regular Meeting of the Board of Trustees  
January 27, 2020**

The January meeting of the Manhattan Public Library Board of Trustees was called to order at 4:10 p.m. by President Elaine Shannon. Present were board members Tyler Darnell, Kerry Spencer, and Stacy Kohlmeier. Also present were Library Director Linda Knupp, Associate Director John Pecoraro, Associate Director Rhonna Hargett, and Business Manager Jennifer Lund. Carolyn Elliott, Medo Morcos, Mayor Usha Reddi, Jayme Morris-Hardeman, and Associate Director Teri Belin were absent.

**Public Comment**

No public comment.

**Approval of Minutes**

Tyler Darnell moved to approve the November 25, 2019 minutes. Kerry Spencer seconded and the motion passed.

**Financial Statement and Bills**

December 2019 expenses:

Tax Fund/General Operations.....	\$ 295,987.67
Tax Fund/Employee Benefits.....	48,505.88
Grants, Fines, Fees, and Interest.....	119,301.61
Endowment Account.....	75,095.80
Capital Improvement.....	48,295.61

Transfers of \$115,372.49 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 the employee benefit fund. We have a healthy carryover to the endowment fund to help with future projects.

January 2020 expenses:

Tax Fund/General Operations.....	\$ 174,995.04
Tax Fund/Employee Benefits.....	52,262.87
Grants, Fines, Fees, and Interest.....	508.23
Endowment Account.....	17,978.76
Capital Improvement.....	0.00

The first yearly tax disbursement will arrive soon. Contingency funds are available to help pay January bills if the disbursement does not arrive by the end of the month. The RFID tagging project has started. Bills have been paid from the building projects budget. All other funds expenses were routine.

Kerry Spencer made a motion to approve the December 2019 & January 2020 financial statements and bills. Stacy Kohlmeier seconded and the motion passed.

**Directors Report**  
Services and Activities

2019 year end circulation statistics (January 1-December 31, 2019)

Checkouts	695,208
Checkins	507,195
Cardholders	34,772
Digital Checkouts	118,968 (14.61% of total)
<b>Total Checkouts</b>	<b>814,176</b>

Year to date Circulation statistics (January 1-19, 2020)

Checkouts	33,411
Checkins	22,656
Cardholders	34,755
Digital Checkouts	7,350 (18.03% of total)
<b>Total Checkouts</b>	<b>40,761</b>

**Database use 2019 YTD:** 13,450 logins/sessions/visits; 79,011 pages views/searches.

Brochures of programs through April are available featuring a broad array of events for all ages.

Children's staff presented a special storytime for Martin Luther King Jr. Day that was well attended by all ages. A book about Martin Luther King Jr. was featured on a story-walk through the children's room. Participants moved from one area of the room to another, reading a page from a book at different locations until the end of the story. A cadre of volunteers through Hands-On Kansas State dusted library shelves to honor the day.

Staff are wearing Go Green Buttons throughout January and encouraging patrons to opt to receive text messaging or email over postal notices to save paper, time and money.

The library was featured in the Sunday edition on of the Manhattan Mercury on January 12. The reporter did a nice job of summarizing the activities, changes and direction of the library.

Support services staff and I met with Dan Crouch, architect from BBN to discuss remodeling the circulation area to prepare for future changes in workflow. Staff were well prepared and had many good ideas to share. Dan will bring us some preliminary drawings and a proposal in the next one to two months.

Twenty new titles have been added to the library's Flipster account. Cardholders can read a variety of magazines online including recent and past issues. Titles range from weekly magazines such as the *New Yorker* and *The Week*, to monthly issues of *The Atlantic*, *Oprah*, *Popular Science*, *Outdoors* and many more.

Innovative Interfaces, the vendor for Polaris, MPL's integrated library system (ILS) has sold to another company, Ex Libris. There are no changes in the foreseeable future. The number of ILS vendors for library systems is growing smaller.

### Building and Grounds

Two building and grounds issues have been resolved since the last board meeting. The parking lot has been patched and the power units on both Otis elevators on the west side of the building were replaced.

### Staff and Administration

A supervisor training curriculum has been developed and will be put into use in March. This is a self-study course that covers federal and state labor laws, coaching and feedback, documentation and performance management, and a review of MPL procedures and policies. The method of delivery includes reading, online videos, and in-person training. New supervisors will finish the training within a six month period.

A new cloud-based scheduling and time keeping software, Zenefits, is being put to use this year. Supervisors and managers evaluated eighteen different software packages looking for one that best suits our needs. A test group is using the software now before everyone is integrated into its use. We anticipate the software will reduce the time that we spend onboarding new employees, scheduling, and preparing time sheets for payroll. The software comes with training videos and a human resources library. This is just another way to use technology to make work processes more efficient.

Regional Library System Administrators organized a state-wide training for libraries and people who do their payroll about the new K4, W4 and I9 payroll forms. On Friday, January 24<sup>th</sup>, Teri Belin and Jenn Lund will attend the online presentation. The State Library of Kansas agreed to pay for the training.

Staff contributed 50 pounds of food and \$200 to the Flint Hills Breadbasket during the holiday season. Over 200 gloves, hats, socks, scarves and winter-wear items were collected at the library's Mitten Tree. Many patrons who knit or crochet hats and donate them every year. Items were distributed to the Crisis Center, Emergency Shelter, College-Hill Preschool, Fit Closet and Head Start.

Two long-time employees retired in December. Custodian Bart Plummer retired after serving 27 years. Librarian Linda Henderson retires after 17 years of service.

The Foundation awarded two \$600 scholarships to Jennifer Bergen and Grace Benedick. Jennifer and Grace are completing their Masters in Library Science at Emporia State University. Learning and Information Services Supervisor Mary Swabb graduated with her MLS degree in December. Mary received five scholarships from the Foundation. We are grateful to the Foundation for providing this support to our staff.

Molly Burt, a KSU graduate student, is completing an internship at MPL. Molly will perform a diversity audit on our children's collection. Collection Development Librarian Crystal Hicks and Collection Services Manager Marcia Allen are supervising her work.

The Manhattan Library Foundation's annual meeting is scheduled for March 24<sup>th</sup>. I will meet with president Bob Haines to review the agenda and library proposals for 2020/2021 in early February.

John has completed gathering and reporting of data for the annual state report. We are required to complete this report each year to receive state funds. Information is shared with the Institute of Museums and Library Services and compiled for comparative data and federal funding to each state.

The library will be closed on February 17<sup>th</sup>, Presidents' Day, for staff development. It is one day a year that all staff in MPL and NCKLS can be together for training and review. This year, Noel Rasor from KU's Public Management Center at the University of Kansas will present a morning workshop on "Decision Making in Libraries." We will learn about the factors that contribute to effective decision making, and have an interactive session to learn and practice a framework to inform better decision making. NCKLS librarians have been invited to attend this morning session. In the afternoon, we will review the time-management/ scheduling software we are implementing this year.

The Governmental Affairs Committee (GAC) of the Kansas Library Association has scheduled a library legislative day on Tuesday, February 25, in Topeka. There will be a table staffed by librarians, trustees and Friends as well as an opportunity to visit with your legislators about the value of library services in your community. The GAC recommends the legislature fund the State Library and the services it provides to all Kansans and increase state aid to libraries to the level it was in 2001. In 2001, every public library received 84 cents per capita in state aid. It has declined dramatically over the years to 28 cents per capita in 2019.

### **Committee Reports**

#### Building and Grounds

No report.

#### Legislative

See the director's report.

#### Finance

No report.

#### Policy and Planning

No report.

#### North Central Kansas Libraries

The next NCKLS Executive Committee meeting is on Thursday January 30, 2020.

#### Manhattan Library Association

Elaine reminded everyone that the book sale is February 28th, 29th, and March 1st. Board members who want to volunteer were asked to email Elaine.

#### Manhattan Library Foundation

No report.

### **Old Business**

There was no old business.

### **New Business**

#### 2019 Activity Review

Linda Knupp distributed the 2019-2020 goals and objectives for board review.

**Adjournment**

There being no further business the meeting was adjourned. The next meeting will be **Monday, February 24, 2020** at 4:00 p.m. in the auditorium of the library.

Respectfully submitted by,

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President Elaine Shannon

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Director Linda Knupp