

**Manhattan Public Library
Regular Meeting of the Board of Trustees
September 28, 2020**

The September meeting of the Manhattan Public Library Board of Trustees was called to order at 4:00 p.m. by President Elaine Shannon via Zoom. Present were board members Jayme Morris-Hardeman, Medo Morcos, Stacy Kohlmeier, Tyler Darnell, Kerry Spencer, Carolyn Elliott, and Mayor Usha Reddi. Also present were Library Director Linda Knupp, Business Manager Jennifer Lund, Associate Director Teri Belin, Associate Director Rhonna Hargett, and Associate Director John Pecoraro.

Public Comment

No public comment.

Approval of Minutes

Jayme Morris Hardeman made a motion to approve the August 31st minutes as presented. Kerry Spencer seconded and the motion passed.

Financial Statement and Bills

September 2020 expenses:

| | |
|--|---------------|
| Tax Fund/General Operations..... | \$ 213,997.70 |
| Tax Fund/Employee Benefits..... | 52,288.89 |
| Grants, Fines, Fees, and Interest..... | 13,614.91 |
| Endowment Account..... | 4,275.32 |
| Capital Improvement..... | 0.00 |

We received our annual agreed upon disbursement from the foundation shortly after the board packet went out. Technology expenses were network and switches updates and two new servers. We purchased a new summer reading product called Beanstack. We received an e-rate reimbursement from our internet provider.

Tyler Darnell made a motion to approve the September financial statements as presented. Stacy Kohlmeier seconded, and the motion passed.

Committee Reports

Building and Grounds

No report.

Legislative

No report.

Finance

No report.

Policy and Planning

No report.

North Central Kansas Libraries

No report.

Manhattan Library Association

No report.

Manhattan Library Foundation

The foundation will meet on Oct. 29th at 4:00pm.

Director’s Report

Statistics for Mar 15-Sep 20, 2020 compared with Mar 15-Sep 20, 2019, and Year to Date 2020:

| | Mar 15-Sep 20, 2020 | Mar 15-Sep 20, 2019 | YTD Jan 1-Sep 20, 2020 |
|-----------------------------|----------------------------|----------------------------|-------------------------------|
| Physical Circulation | 66,623 | 375,404 | 203,602 |
| Sunflower eLibrary | 65,344 | 39,089 | 83,433 |
| Hoopla | 24,580 | 19,039 | 32,925 |
| Kanopy | 4,559 | 253 | 5,456 |
| Total Virtual | 94,483 | 58,381 | 121,814 |
| Total Circulation | 161,106 | 433,785 | 325,416 |
| Library Cards Issued | 1,137 | 3,002 | 2,187 |

Monthly Goals Progress Report (Attached)

Collections and Circulation Activity:

- RFID tagging complete in adult fiction, nonfiction, graphic novels, large print, young adult, reference, DVDs, Blu-rays, books on CD, music CDs, adult magazines, board books, and children’s neighborhoods. 91,735 items are tagged – approximately 68% of collection
- 177 purchase requests were filled. Nearly 500 book bundles were checked out. 23 patrons were served with homebound delivery services.

Programs and Services

In addition to virtual programs, staff have been very creative in developing programs that are building partnerships and providing people with educational opportunities that are safe and fun. This includes the Architectural Scavenger Hunt from September through November and the Downtown Storywalk.

The Downtown Storywalk has been a popular activity this month and a great partnership with Downtown Manhattan, Inc. Sixteen stops at downtown businesses from the library to Barry’s Drug Center feature a poster with a page from the popular book “Pete the Cat, I Love My White Shoes,” in the window. Participants can read the book on a walk. Posters also have QR codes and

DMI has a map located at <https://downtownmhk.com/storywalk/>. Anyone who completes the StoryWalk can come to the prize desk in the library atrium to receive a small reward including Pete the Cat buttons, stickers, and bookmarks. The activity has been a hit with businesses, parents, and children. Comments and feedback have noted this activity fits some of the educational requirements for students learning at home, led people to a business they did not know about, and entertained all ages. WIBW covered the StoryWalk as well <https://www.wibw.com/2020/09/13/storywalk-downtown-brings-families-together-with-exercise-and-reading/>.

- The Bibliocaching event had 90 participants.
- 711 appointments were made to use public computers.
- A bookmark contest is open for submissions through October 5.

Facilities:

Thermal Comfort closed the steam boiler after inspection; upgraded the JACE HVAC controller; replaced relief valve on one hot water boiler to remedy violation from boiler inspection. The library's Wi-Fi signal has been extended into the parking lot. People can connect with personal devices and laptops between 8:00 am and 9:30 pm daily, providing an alternative to reserving a space in the building for an hour and extends library services beyond the current open hours and building limitations.

Staff have been researching a replacement for current software that manages the library's events calendar, room and equipment reservations, and summer reading activity. Beanstack will replace Wandoo Reader for summer reading and may be used for other reading programs as well. Two new servers replaced old ones that run the library's ILS, Polaris. An upgrade to the system is expected in October.

Administration

Assistant Director of NCKLS, Carol Barta will retire on November 30th. Advertising for the position has begun. The position will be open until filled. Sandy Wilkerson, Youth Services Consultant for NCKLS will begin a new role as a Library Services Consultant for NCKLS and extend her knowledge to consulting on additional library services in addition to youth services. She will supervise the rotating book service, technology training, and planning for continuing education for member libraries.

September is National Library Card Sign-Up Month. Public Relations Coordinator, Maddy Ogle, featured many online resources this month on the library's social media outlets to inform people of the number of ways the library can serve them while some in-person services are not available. Social media sites are all located on the library's website at www.mhklibrary.org. Please follow these services and share the information.

Old Business

There was no old business.

New Business

Current library services review and updates

The meeting packet included a list of our current services and the services and activities that could be made available later this year in response to the COVID-19 pandemic. The library will continue to maintain the current service activities.

MPL/NCKLS annual agreement

The board was provided with a Memorandum of Understanding between MPL and NCKLS that contains the agreement along with a relationship review and an agreement expense sheet.

Tyler Darnell made a motion to accept the current agreement between MPL and NCKLS. Kerry Spencer seconded and the motion passed.

2020 director's evaluation

Teri Belin provided the board with a detailed timeline of what was going to happen between Oct. 1st and the November board meeting.

Adjournment

There being no further business, the meeting was adjourned. The next regular meeting will be Monday, October 26, 2020, via Zoom at 4 p.m.

Respectfully submitted by,

President Elaine Shannon

Director Linda Knupp