

**Manhattan Public Library  
Regular Meeting of the Board of Trustees  
October 26, 2020**

The October 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, 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. Absent was Jayme Morris-Hardeman.

**Public Comment**

No public comment.

**Approval of Minutes**

Kerry Spencer made a motion to approve the September 28<sup>th</sup> minutes as presented. Tyler Darnell seconded and the motion passed.

**Financial Statement and Bills**

October 2020 expenses:

Tax Fund/General Operations.....	\$ 196,135.01
Tax Fund/Employee Benefits.....	50,552.62
Grants, Fines, Fees, and Interest.....	2,217.64
Endowment Account.....	3,348.68
Capital Improvement.....	0.00

A tax disbursement from the city was posted in October. One more is expected before the end of the year. The city informed us that an estimated 2% delinquency in property taxes is expected this year. This may mean we will see approximately \$54,000.00 in our 2020 income. Expenses in October included maintenance expenses, the purchased of a new calendar software. We may not spend out our materials budget from our Grant, Fines & Fees fund. There may be some carryover in the programming budget to offset an expected reduction in programming funds in 2021.

Carolyn Elliott made a motion to approve the October financial statements as presented. Tyler Darnell 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

The NCKLS Executive Committee will meet on Dec. 3, 2020. Carol Barta will retire on Nov. 30<sup>th</sup>. Applications and resumes are being collected. Plans are to start interviewing in early November.

Manhattan Library Association

MLA’s next meeting is Nov. 11<sup>th</sup>.

Manhattan Library Foundation

The annual Foundation meeting will be held Oct. 29<sup>th</sup> at 4:00pm.

**Director’s Report**

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

	<b>Mar 15-Oct 15, 2020</b>	<b>Mar 15-Oct 15, 2019</b>	<b>YTD Jan 1-Oct 15, 2020</b>
<b>Physical Circulation</b>	<b>86,093</b>	<b>422,565</b>	<b>223,072</b>
Sunflower eLibrary	73,311	44,566	91,400
Hoopla	27,475	21,686	35,820
Kanopy	5,143	575	6,040
Flipster	1,324	759	1,775
<b>Total Digital</b>	<b>107,253</b>	<b>67,586</b>	<b>135,035</b>
<b>Total Circulation</b>	<b>193,346</b>	<b>490,151</b>	<b>358,107</b>
Library Cards Issued	1,343	3,473	2,393
Holds Placed	55,911	45,545	72,171

Database use 43,554 views/uses

Programs and Services

RFID tagging is nearly complete with the exception of discovery packs and story kits. Circulation staff continue to tag items as they are returned, and Collections Services tag new items added to the collection.

The library opened for browsing on October 5. Door count has averaged an additional 100 people a day over opening for retrieval of items. Staff did a remarkable job preparing for this step, including training for customer service, relocating and rearranging service areas.

The library events calendar and room reservation software will migrate from Evanced by Demco to a new product on December 1<sup>st</sup>. Library Calendar provides a better interface and features for staff and users, including a mobile app. Beanstack offers a number of enhancements for a wider

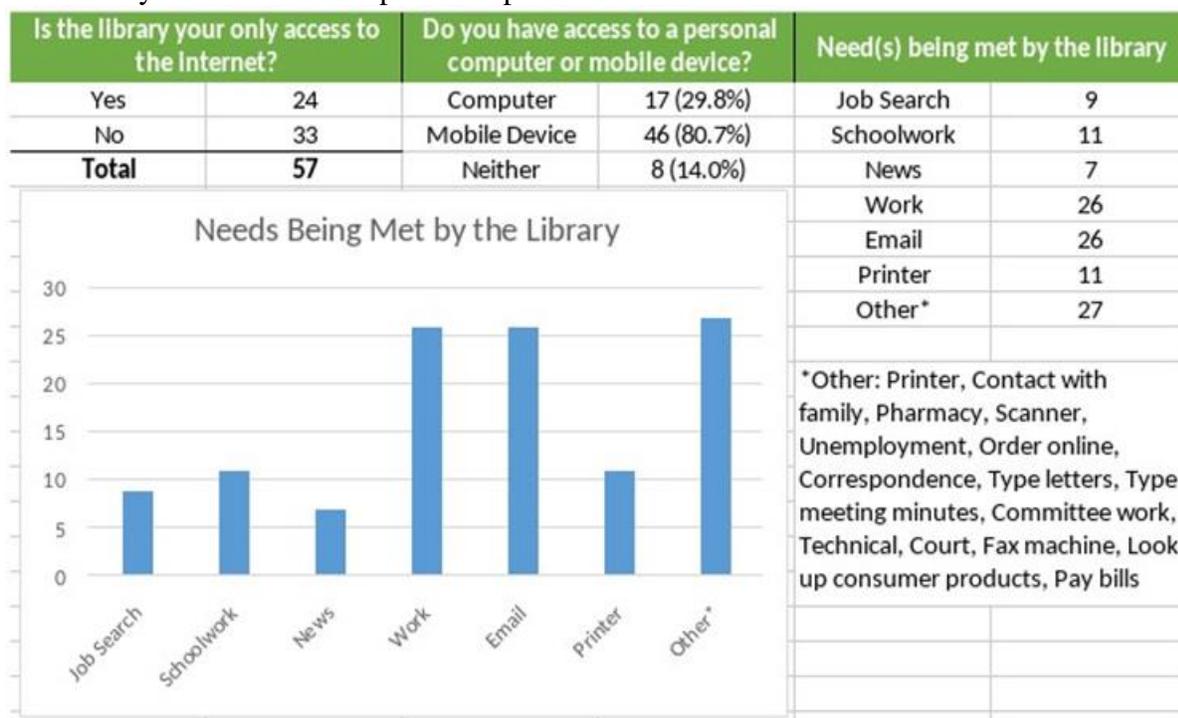
variety of reading activities that may be used year round, including the library’s 1,000 Books Before Kindergarten program.

An upgrade of the Polaris integrated library system is scheduled for mid-November. The system may be down for as long as a half day. Generally, upgrades have gone smoothly.

Books and other physical circulating materials on back order from vendors are now arriving. It appears that orders are returning to a normal turnaround time.

While activity is slower than normal in all areas of operations, ongoing programs such as 1,000 Books before Kindergarten, Check-up and check-out and Books for Babies continue. The Manhattan Library Association will apply for another K-LINK grant to support Books for Babies. Staff continue to select items for book bundles for readers who do not want to browse the collection or place holds, and they have provided 350 bundles in the past month. In September, 702 appointments were made to use public computers. Staff continue to survey computer users to learn more about the needs of customers who rely on library computers for access to the Internet.

A summary of the results for part of September follows:



Administration

Applications are being accepted for the NCKLS Assistant Director opening, as well as part-time positions in Circulation, Learning and Information Services, and for a part-time public relations specialist.

Supervisors and managers attended a one hour online webinar titled “Taking Care of Your Staff (and Yourself) During the COVID-19 Pandemic” on October 21. The training was offered

through the Mid-America Library Alliance (MALA). MALA offers in-person and online professional development training. Topics include reader's advisory, library paraprofessional skills, technical services, supervisory skills, human resources, management, and library trends. A supervisor training curriculum has been created in-house, and management staff will go through the program over a 6-month period.

The library continues to serve as a voting location, and activity will take place in the story time room as it did during the August primaries.

The Families First Coronavirus Response Act (FFCRA) is set to expire on December 31. There has been no word about an extension or replacement. The Act requires employers to provide paid leave for employees who have qualifying conditions related to COVID. Conditions include government isolations orders, personal illness, illness of family members, and the care for children if daycares and schools are closed. We will continue to monitor developments through the subscriptions we have in professional human resources and payroll organizations.

### **Old Business**

#### 2020-2021 director's goals for board review

Linda presented progress on her 2020 annual goals. Board members provided feedback and discussed possibilities for 2021 goals.

### **New Business**

#### Elevator Maintenance Contract

John provided elevator maintenance proposals from two companies. He suggested that we consider alternate providers. References will be checked for MEI Total Elevator Solutions.

#### Circulation remodel review

Linda reviewed documents for the circulation area remodel. More information about financing the project will be provided at the November board meeting.

### **Adjournment**

There being no further business, the meeting was adjourned. The next regular meeting will be Monday, November 30, 2020, via Zoom at 4 p.m.

Respectfully submitted by,

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President Elaine Shannon

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Director Linda Knupp