

**Manhattan Public Library  
Regular Meeting of the Board of Trustees  
January 25, 2021**

The January 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, Carolyn Elliot, Kerry Spencer and Mayor Wynn Butler. Also present were Library Director Linda Knupp, Business Manager Jennifer Lund, and Associate Directors Teri Belin, Rhonna Hargett, and John Pecoraro. Jayme Morris-Hardeman was absent.

**Public Comment**

No public comment.

**Approval of Minutes**

Medo Morcos made a motion to approve the November 30, 2020 minutes as presented. Tyler Darnell seconded and the motion passed.

**Financial Statement and Bills**

December 2020 expenses:

Tax Fund/General Operations.....	\$ 317,195.32
Tax Fund/Employee Benefits.....	51,765.71
Grants, Fines, Fees, and Interest.....	37,115.06
Endowment Account.....	3,810.06
Capital Improvement.....	0.00

The final 2020 distribution for the tax and employee benefit fund was received. Salary expenses are under budget. Some positions were not filled due to the reduction in service hours. Revenue in the Grants, Fines, Fees, and Interest account were lower than expected. Expenditures were adjusted accordingly. \$144,097.02 will be transferred from the tax fund to the capital improvement fund which will help with building maintenance in the future.

January 2021 expenses:

Tax Fund/General Operations.....	\$ 172,708.07
Tax Fund/Employee Benefits.....	46,960.38
Grants, Fines, Fees, and Interest.....	46.95
Endowment Account.....	8,409.11
Capital Improvement.....	2,098.00

The annual contract with Blueville Nursery and the facilities study bill to Orazm & Scalora were paid. Shelving for the teen area was purchased.

Stacy Kohlmeier made a motion to approve the December 2020 and January 2021 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 January 28, 2021.

Manhattan Library Association  
MLA will meet on February 10, 2021.

Manhattan Library Foundation  
No report.

**Director's Report**

Statistics for Jan 1-17, 2021 compared with Jan 1-17, 2020, and Year end 2020:

	<b>Jan 1-17, 2021</b>	<b>Jan 1-17, 2020</b>	<b>Year end 2020</b>
<b>Physical Circulation</b>	<b>16,855</b>	<b>29,285</b>	<b>213,449</b>
Sunflower eLibrary	5,747	4,356	116,059
Hoopla	2,166	2,066	44,960
Kanopy	334	221	7,402
Flipster	NA	NA	3,085
<b>Total Digital</b>	<b>8,247</b>	<b>6,643</b>	<b>171,506 (44.56%)</b>
<b>Total Circulation</b>	<b>25,102</b>	<b>35,928</b>	<b>384,955</b>
Library Cards Issued	128	206	2,838
Holds Placed	4,317	3,932	91,502

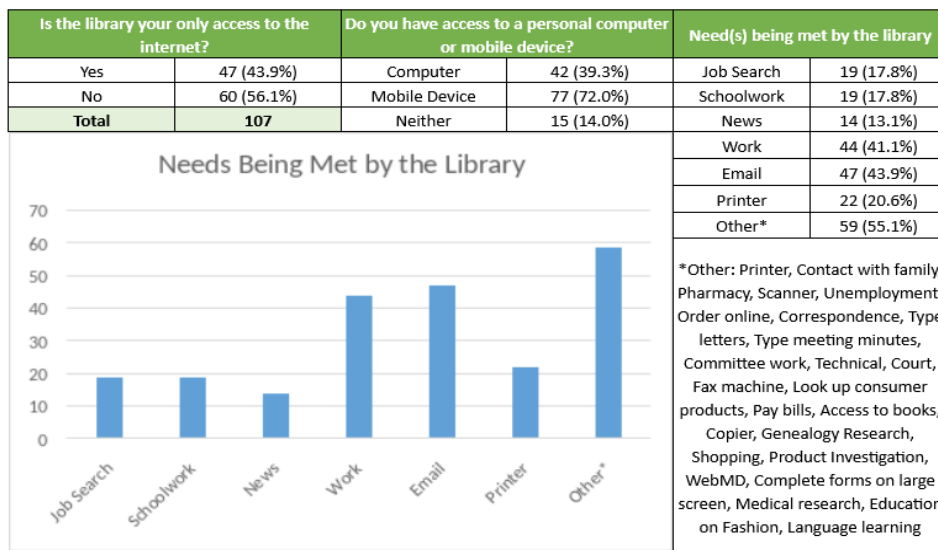
Database Use (2020): 59,277 views, uses

**Programs and Services**

All ages can participate in the Winter Reading Program from January 1-31, for personal enjoyment, badges, and a free book. It also provides staff with the opportunity to use the new online reading software, Beanstack, prior to summer reading activity. By the second week of January, 328 individuals and one kindergarten class had registered. USD 383 is encouraging students to participate.

The library will distribute and collect DIY service kits for HandsOn K-State during the first week of February in lieu of the traditional day of service that honors the legacy of Martin Luther King, Jr. Kits include baking treats for the animal shelter, tying fleece blankets, and making care kits for the emergency shelter and senior citizens.

Staff continue to provide technology training for eBooks and digital content, most recently at the Douglass Center and the Riley County Senior Center, as well as at the library. A survey of computer use over the last four months (September – December 2020) highlights the various needs and reasons people use library computers.



Kansas State Research and Extension will operate The Volunteer Income Tax Assistance (VITA) program in the library again this year. Volunteers will assist eligible tax-payers with one-on-one appointments and drop-off services at scheduled times beginning January 26<sup>th</sup> in the Technology Center by appointment only and with pickup and drop-off services.

The library will only receive federal 1040 and 1040 schedules this year and no other federal or state forms. VITA

**Facilities:**

The architect and engineers for the circulation project and the HVAC study have been in the building to review drawings and areas of the building. Staff are providing final recommendations for the remodel. Thermal Comfort Air repaired minor pipe leaks on the steam boiler; replaced the actuator on one of the west air handlers; replaced a fire damper; reviewed the preventative maintenance inspection and began routine preventative maintenance repairs. Two part-time custodial positions opened in November and have at last been filled in January.

**NCKLS**

Dawn Krause began work as the Assistant Director of the North Central Kansas Libraries System. In addition to training this month, she has been working with staff and NCKLS libraries to complete the annual Public Library Survey.

## MLA

Since the 2021 book sale will not take place, the renewal will focus on carrying MLA “through to 2022.” Those who renew or join in 2021 will be awarded a “Book Bond” that is good for a 20% discount at the 2022 book sale. MLA membership chair Stephen Bridenstine has been working with Maddy Ogle to prepare a mailing to library supporters that will be sent before the end of the month.

## Administration:

Staff members collectively donated \$520 and 93 pounds of food for the Flint Hills Breadbasket.

Patrons decorated the library’s “mitten tree” with 105 hats, 113 pair of gloves/mittens, 4 scarves, 61 pairs of socks and one dog toy. Items were distributed to College Hill Preschool, the Crisis Center, Manhattan Emergency Shelter, Ogden Friendship House, Be Able Community Center, Manhattan Head Start, and the FIT Closet.

Paid sick and family leave benefits that expired at the end of December will likely be reinstated under a proposal from the new administration through Sept. 30. We may know more by the time we meet.

Riley County Emergency Management delivered 10 cases of 3.3 ounce hand sanitizers to the library for free distribution for as long as they last.

## **Old Business**

### FFCRA update

Teri Belin reported that Congress has not passed legislation to extend the program. There have been reports of Congress voting to renew the program through September 30, 2021.

Stacy Kohlmeier made a motion to extend the FFCRA/EPFL leave until March 31<sup>st</sup>, 2021. Carolyn Elliott seconded and the motion passed.

## **New Business**

### Photography policy update

John explained that there was some wording changes to the policy. Tyler Darnell suggested that the word **should** be changed to “**must** notify the library director” in the document.

Tyler Darnell made a motion to accept the Photograph Policy with his suggested change. Kerry Spencer seconded and the motion passed.

## **Adjournment**

There being no further business, the meeting was adjourned. The next regular meeting will be Monday, February 22, 2021, via Zoom at 4 p.m.

Respectfully submitted by,

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President Elaine Shannon

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Director Linda Knupp