

**Manhattan Public Library  
Regular Meeting of the Board of Trustees  
April 26, 2021**

The April meeting of the Manhattan Public Library Board of Trustees was called to order at 4:02 p.m. by President Elaine Shannon via Zoom. Present were board members Kerry Spencer, Stacy Kohlmeier, Tyler Darnell, Carolyn Elliott, and Medo Morcos. Also present were Library Director Linda Knupp, Business Manager Jennifer Lund, and Associate Directors Teri Belin and John Pecoraro. Jayme Morris-Hardeman and Mayor Wynn Butler were absent.

**Public Comment**

No public comment.

**Approval of Minutes**

Kerry Spencer made a motion to approve the March 29, 2021 minutes as presented. Tyler Darnell seconded and the motion passed.

**Financial Statement and Bills**

April 2021 expenses:

Tax Fund/General Operations.....	\$ 189,290.02
Tax Fund/Employee Benefits.....	48,778.12
Grants, Fines, Fees, and Interest.....	2,050.46
Endowment Account.....	18,030.84
Capital Improvement.....	8,959.50

A disbursement check was received from the City. State aid and grants from NCKLS were received. All other financial transactions were routine.

Stacy Kohlmeier made a motion to approve the April 2021 financial statements as presented. Tyler Darnell seconded and the motion passed.

**Committee Reports**

Building and Grounds

No report.

Legislative

See director's report on Senate Bill 13.

Finance

The committee met on April 15<sup>th</sup> to go review the 2022 budget.

Policy and Planning

No report.

North Central Kansas Libraries

Carolyn reported that the NCKLS board will meet on May 27<sup>th</sup>.

Manhattan Library Association

Carolyn said that MLA held their annual meeting on April 14<sup>th</sup> and voted on officers. Janet Duncan was honored as their 2021 lifetime member.

Manhattan Library Foundation

No report.

Director’s Hiring Committee

The committee reported that they approved the survey to give staff.

**Director’s Report**

<b>COLLECTION USE</b>	<b>Jan 1-Apr 18, 2021</b>	<b>Jan 1-Apr 18, 2020</b>	<b>Year end 2020</b>
<b>Physical Circulation</b>	<b>114,020</b>	<b>137,943</b>	<b>213,449</b>
Sunflower eLibrary	35,956	29,630	116,059
Hoopla	13,248	13,296	44,960
Kanopy	2,036	1,664	7,402
Flipster	869	870	3,085
<b>Total Digital</b>	<b>52,109 (31.37%)</b>	<b>45,460 (24.79%)</b>	<b>171,506 (44.56%)</b>
<b>Total Circulation</b>	<b>166,129</b>	<b>183,403</b>	<b>384,955</b>
Library Cards Issued	895	1,228	2,838
Holds Placed	25,874	16,419	91,502

Database Use (2021 YTD): 18,940 views, uses

Programs and Services

Program and outreach activity continue. Staff are preparing for summer reading which will include online and in-person sign-up, with virtual and outreach programs.

Facilities

Representatives from Envisionware, the automated circulation system vendor, will be at the library the week of May 17<sup>th</sup> to install new self-check machines and security gates. Four days of training for circulation and support services staff is included in this visit. Equipment is scheduled to arrive the week of May 10<sup>th</sup>. The self-check stations should be ready for public use sometime in June. Staff are working on policy and procedural updates as well. Support service staff met with the architect to review plans for the circulation remodel scheduled for August through September, for final modifications prior to the installation of the automated materials handling unit.

Administration

Kansas Senate Bill 13 has been signed into law. In short, it established requirements for municipal entities to follow additional steps in the budget process if the budget will exceed a revenue neutral rate. Jennifer Lund and I attended a workshop presented by the League of Kansas Municipalities

and will attend another from the Kansas Department of Municipal services in mid-May. This will provide more complete information.

We are in the hiring process for an IT support technician and a Learning and Information Services Library Assistant. 75% of staff who responded to a confidential survey had either received a COVID vaccine or plan to do so.

Director’s Hiring Committee

The committee met on April 12<sup>th</sup>. Advertising will begin on June 1<sup>st</sup> and run through July 31<sup>st</sup>. All staff will be given the opportunity to provide input to the committee through a staff survey process. The committee tentatively plans to interview in August. If you have input for the hiring committee, please contact them.

Elaine Shannon	Trustee	emshannon@cox.net
Tyler Darnell	Trustee	darnell@arthur-green.com
Stacy Kohlmeier	Trustee	skohlmeier@florencecorporation.com
Susan Adamchak	MPL Foundation	sadamchak@kansas.net
Judy Burgess	MLA	Job66503@gmail.com
Judy Goodrich	NCKLS	judygoodrich@gmail.com
Tara Coleman	Associate Professor KSU Libraries	tcole2@k-state.edu

Retired Business Manager Wanda Shockey passed away on April 6th. Wanda worked at MPL for 44 years and started her career in the old Carnegie building. A memorial has been established for the library in her name.

Good stories reported by staff for the month include:

- A mother came in with her son. She pointed at me and said, “Look! It’s Ms. Hannah. We love your videos.”
- Patron called into the reference desk to cancel her library card. She said she had moved out of state and would miss the library. She said she had lived all over the country, even in bigger towns and that we had the best library she’s been a patron of!
- A family with three young children made a generous donation to the foundation to demonstrate stewardship and their love of the library after receiving their federal stimulus check.

**Old Business**

There was no old business.

**New Business**

Review of Proposed 2022 Budget

Linda reviewed the 2022 proposed budget. The final vote will be in June.

Stacy Kohlmeier made a motion to tentatively approve the 2022 budget pending city commission comments and legislative action. Kerry Spencer seconded and the motion passed.

May Meeting Date

The May meeting will be held on May 24<sup>th</sup> at 4:00pm. because the last Monday of the month falls on the Memorial Day holiday.

**Adjournment**

There being no further business, the meeting was adjourned. The next regular meeting will be Monday, May 24, 2021, via Zoom at 4 p.m.

Respectfully submitted by,

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President Elaine Shannon

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Director Linda Knupp