

**Manhattan Public Library
Regular Meeting of the Board of Trustees
May 24, 2021**

The May 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 Stacy Kohlmeier, Tyler Darnell, and Carolyn Elliott. Also present were Library Director Linda Knupp, Business Manager Jennifer Lund, and Associate Directors Teri Belin, John Pecoraro, and Rhonna Hargett. Guest Madison Haug from Varney and Associates, CPA, was present. Medo Morcos, Kerry Spencer, Jayme Morris-Hardeman and Mayor Wynn Butler were absent.

Public Comment

No public comment.

Approval of Minutes

Tyler Darnell made a motion to approve the April 26, 2021 minutes as corrected. Stacy Kohlmeier seconded and the motion passed.

Financial Statement and Bills

May 2021 expenses:

Tax Fund/General Operations.....	\$ 187,743.55
Tax Fund/Employee Benefits.....	50,045.78
Grants, Fines, Fees, and Interest.....	2,959.13
Endowment Account.....	5,627.12
Capital Improvement.....	0.00

Revenue in the endowment account included funds from MLA for summer reading programs, and memorial from former MPL business manager, Wanda Shockey. Two scholarships funded by the Manhattan Library Foundation were also paid from the endowment account. Activity in the tax, employee benefits, and grants, fines, and fees account were routine. There was no activity in the capital improvement fund.

Tyler Darnell made a motion to approve the May 2021 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

Carolyn reported that the NCKLS board will meet on May 27th.

Manhattan Library Association

Carolyn reported that the quilt raffle will begin on June 1st and run through July. Winners will be announced on August 2nd.

Manhattan Library Foundation

Elaine reported the Development Committee of the Manhattan Library Foundation met on May 11th to discuss the committee’s role in growing and developing Foundation funds.

Director’s Hiring Committee

Advertisements for the position will be in place June 1st through July 31st. The committee will meet June 7th to review plans for interviewing.

Director’s Report

	Jan 1-May 16, 2021	Jan 1-May 16, 2020	Year end 2020
Physical Circulation	145,284	138,263	213,449
Sunflower eLibrary	44,874	39,813	116,059
Hoopla	16,669	17,467	44,960
Kanopy	2,486	2,228	7,402
Flipster	1,161	1,080	3,085
Total Digital	65,190 (30.97%)	60,588 (30.47%)	171,506 (44.56%)
Total Circulation	210,474	198,851	384,955
Library Cards Issued	1,122	1,307	2,838
Holds Placed	31,734	16,439	91,502

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

Programs and Services

Summer reading activity has begun. All ages can sign up online at <https://www.mhklibrary.org/reading-challenges/summer-reading-2021/> or by visiting the library. *Beanstack* is the new program that allows participants to register online and track their reading progress. Readers earn points for time spent reading and for completing challenges in the program. They may earn prizes donated by local businesses and the Manhattan Library Association (MLA). This year’s theme, Tails and Tales, also lends to a partnership with the Sunset Zoo which is always popular with children and their families.

Beanstack also provides easy tracking for additional reading programs such as 1,000 books before Kindergarten and Check-up and Check-out. A full schedule of summer activities may be found on the library’s website at <https://manhattankn.librariyalendar.com/events/month/2021/06>

Sixteen crib-sized quilts were donated by local quilters for the Summer Reading Quilt Raffle that highlights this year's themes. Raffle tickets are \$5 each or \$20 for 5 tickets. The quilts will be on display in the atrium through the end of July, and the drawing for the lucky winners will be held August 2. Each quilt is beautiful, and we greatly appreciate the talent and generosity of the donors.

The MLA- and KLINK-supported program, Books for Babies, has resumed. Fifty board books and information about using the library were delivered to the Birthing Center and a regular delivery schedule is in place to ensure that new parents know about the library services available to them and that each baby receives their first book from the library.

Teen volunteer activity will resume this summer. Fifteen young people were interviewed and selected to work at the library this summer to help with summer reading activity and other projects.

A unique program opportunity is scheduled for Wednesday, May 26, in partnership with Kansas State's English Department, Audubon of Kansas, and Humanities Kansas combining poetry and bird identification with a short hike at the Konza Prairie. Humanities Kansas has provided booklets for participants with poetry and information about birds in this area.

Learning and Information Services staff met with librarians at Hale Library to see the new maker-space and consider how it might be used for community programs. In the past month, there were 35 appointments with individuals for technology training at the library or the Douglass Center. This also included outreach to one of the local assisted living facilities to share information about the national Talking Books program to demonstrate how qualified individuals can enjoy reading with audio-books and Braille materials.

Facility and Maintenance

A representative from Envisionware was onsite to install and set up the security gates, kiosks and software for the self-check system, in addition to on-site training for staff. Other facility maintenance included:

- Replacement of a variable frequency drive in one of the east boilers
- Carpeting cleaning on the first floor
- Completion of the preventative maintenance on the elevators
- Electrical work and cabling in preparation for new self-check kiosks

Administrative Services

Jennifer Lund, Rhonna Hargett, and I attended one of the annual municipal budget workshops. We learned more about the process that begins this year as a result of SB13 and a new formula that taxing entities will follow to calculate a Revenue Neutral Rate. I have been in touch with staff at the City of Manhattan. Most Kansas libraries, including Manhattan Public Library, work through their cities in this process. It will change the schedule for the North Central Kansas Libraries System and the date of the annual System Board meeting.

The Director's Hiring Committee will meet on June 7th. Library staff members were sent a survey to allow them the opportunity to provide input to the hiring committee. The results will be

shared with committee members by June 3rd. Advertising will begin on June 1st and run through July 31st.

The library received a generous donation this month from a patron. The letter accompanying the donation is attached.

The Town and County Garden Club donated plants and labor to fill the pots in the children's garden with herbs and flowers. The club also routinely donates funds to purchase gardening books.

Old Business

There was no old business.

New Business

Annual audit report

Madison Haug from Varney & Associates went through the audit. A copy was provided to each board member.

Adjournment

There being no further business, the meeting was adjourned. The next regular meeting will be Monday, June 28, 2021 via Zoom at 4 p.m.

Respectfully submitted by,

President Elaine Shannon

Director Linda Knupp