

**Manhattan Public Library
Regular Meeting of the Board of Trustees
June 28, 2021**

The June meeting of the Manhattan Public Library Board of Trustees was called to order at 4:01 p.m. by President Elaine Shannon via Zoom. Present were board members Stacy Kohlmeier, Tyler Darnell, Carolyn Elliott, Kerry Spencer, Jayme Morris-Hardeman, and Mayor Wynn Butler. Also present were Library Director Linda Knupp, Business Manager Jennifer Lund, and Associate Directors Teri Belin and John Pecoraro. Medo Morcos was absent.

Public Comment

No public comment.

Approval of Minutes

Stacy Kohlmeier made a motion to approve the May 24, 2021 minutes as presented. Tyler Darnell seconded and the motion passed.

Financial Statement and Bills

June 2021 expenses:

Tax Fund/General Operations.....	\$ 270,021.94
Tax Fund/Employee Benefits.....	61,298.10
Grants, Fines, Fees, and Interest.....	3,245.64
Endowment Account.....	33,407.87
Capital Improvement.....	0.00

Activity in the tax fund included maintenance items: twenty-four desktop computers and thirteen laptops. Replacements for staff chairs were paid for from the GFI fund. Employee benefits and the endowment fund activity were routine. There was no activity in the capital improvement fund.

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

Committee Reports

Building and Grounds

No report.

Legislative

No report.

Finance

The 2022 budget vote took place in the new business portion of this meeting.

Policy and Planning

No report.

North Central Kansas Libraries

Carolyn mentioned that NCKLS had an executive committee meeting on May 27th. The NCKLS audit was presented at that time.

Manhattan Library Association

Carolyn reported that 188 quilt raffle tickets have been sold since June 1st. The raffle drawing will be held August 2nd.

Manhattan Library Foundation

No report.

Director's Hiring Committee

Applications for the director's position close on July 31st. The next committee meeting will be held on August 9th. Candidate resumes will be reviewed at that time.

Director's Report

	Jan 1-June 20, 2021	Jan 1-June 20, 2020	Year end 2020
Physical Circulation	194,669	147,715	213,449
Sunflower eLibrary	55,911	52,256	116,059
Hoopla	21,096	22,167	44,960
Kanopy	3,109	3,086	7,402
Flipster	1,471	1,319	3,085
Total Digital	81,587 (29.53%)	78,828 (34.8%)	171,506 (44.56%)
Total Circulation	276,256	226,543	384,955
Library Cards Issued	1,553	1,509	2,838
Holds Placed	39,325	24,546	91,502

Database Use (2021 YTD): 21,178 views, uses

Programs and Services

Currently 3,000 kids, teens, and adults are participating in the summer reading program "Tales and Tails." Sign-up continues at the library or online at <https://www.mhklibrary.org/reading-challenges/summer-reading-2021/> through July 31st. Several community partners also support the effort, including the Beach Museum of Art with the exhibit "Two By Two: Animal Pairs" at <https://beach.k-state.edu/explore/exhibitions/two-by-two-animal-pairs.html>, featuring works of art from the museum's collection. Additional summer reading partners and sponsors include Dunkin' Donuts, Baskin Robbins, Goblin Games, Sonic, Texas Roadhouse, HyVee, Varsity Donuts, Cane's, Kiwanis International, Pediatric Associates, Papa Murphy's, Vista Drive In, and Community First National Bank, in addition to support from the Manhattan Library Association and the Manhattan Library Foundation.

Three hundred and forty children, teens, and adults participated in program activities in May, including online story times, craft kit pickups, and completion of the StoryWalk in partnership with Downtown Manhattan. The current theme is "The Gruffalo." Children who

complete the walk receive a free book. Fourteen people attended the “Words of a Feather” hike and poetry reading at the Konza Prairie.

Information Technology staff successfully installed six RFID self-check workstations. Four are located in the circulation area, and two are in the Children’s Room. Circulation staff and IT staff completed training and are readily available to library users to help them understand the new units. Comments have been positive, and people are amazed at the speed and ease of checking out physical items. Support services staff met with the architect and building contractor to review plans for remodeling the Circulation area. The project is scheduled to begin at the end of August or in early September.

Facility and Maintenance:

Thermal Comfort replaced a relief valve on one of the east boilers; replaced chemical pot for east boilers; added Freon to the AC units outside the west entrance; replaced a pressure valve on the children’s north rooftop unit; and cleaned coils on rooftop units.

A power outage around midnight on June 16 caused a power failure in the east building on the hottest day of the year to-date. Thermal Comfort responded quickly to the library’s service call, and the building was habitable by 9:30 a.m. Technology staff came in early when contacted and restarted all equipment prior to opening to the public at 9:00 a.m.

Administrative Services

NCKLS coordinated the purchase and distribution of \$17,000 in CARES Act funds to the 40 libraries in the NCKLS region as a sub-grantee of the State Library of Kansas (SLK). Funds were used for items to support libraries in the pandemic or post-pandemic recovery with iPads or software to accommodate work-from-home, create digital content, or increase access to digital resources.

The State Library Board of Kansas approved the 2022 NCKLS budget and plan of service at their quarterly meeting on June 18th. Kansas Administrative Regulations give this board the responsibility to review and approve the plans and budgets of each of the seven regional library systems in Kansas annually in addition to the approval that is required by the System’s governing board in August.

The State Library of Kansas will be administering funds distributed through the Institute of Museums and Library Services from the American Rescue Act Plan. Details and guidelines are available at <https://kslib.info/1467/ARPA-Grant>. It is likely funds will be available to further MPL’s circulation and self-check-in project. The State Library will use some funds toward the purchase of a state-wide license for Tumblebooks – a digital resource for children. The license would include school libraries.

Old Business

Policy Updates

John said that the policy documents included in the packet included simple procedural and a few word changes. There was no need to hold a vote. The documents can be added to board members’ binders.

2022 Budget

The 2022 budget was presented to the City Commission on June 22nd. Commissioners are satisfied with the budget being set at below the 6-mill levy limit. Kerry Spencer made a motion to vote on the 2022 budget. Stacy Kohlmeier seconded and the motion passed.

New Business

July Meeting and Pre-approval of the Bills

Stacy Kohlmeier made a motion to cancel the July 2021 board meeting and preapprove the July bills. Tyler Darnell seconded and the motion passed.

August Meeting Date and Location

Jayme Morris-Hardeman made a motion to meet in person starting with the August board meeting. Stacy Kohlmeier seconded and the motion passed.

Adjournment

There being no further business, the meeting was adjourned. The next regular meeting will be Monday, August 30, 2021 at 4 p.m. in the auditorium at the library.

Respectfully submitted by,

President Elaine Shannon

Director Linda Knupp