

**Manhattan Public Library  
Regular Meeting of the Board of Trustees  
September 27, 2021**

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

**Public Comment**

No public comment.

**Approval of Minutes**

Medo Morcos made a motion to approve the August 30, 2021 minutes as presented. Tyler Darnell seconded, and the motion passed.

**Financial Statement and Bills**

September 2021 expenses:

Tax Fund/General Operations.....	\$ 233,700.46
Tax Fund/Employee Benefits.....	53,348.05
Grants, Fees, and Interest.....	11,934.68
Endowment Account.....	12,293.12
Capital Improvement.....	0.00

Activity in the tax fund included technology maintenance items, and a new order of library cards was paid for from the GFI & Tax supplies fund. Employee benefits and the endowment fund activity were routine. There was no activity in the capital improvement fund.

Medo Morcos made a motion to approve the September 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

Carolyn told the board that NCKLS will meet on Thursday September 30, 2021.

#### Manhattan Library Association

Carolyn reported that the MLA quilt raffle earned a little over \$2,500. The board was pleased how the quilt raffle turned out. The board members are talking about how the booksale in late February will look with covid concerns.

#### Manhattan Library Foundation

No report.

### **Director's Report**

	<b>Jan 1-Sep 19, 2021</b>	<b>Jan 1-Sep 19, 2020</b>	<b>Year end 2020</b>
<b>Physical Circulation</b>	<b>324,557</b>	<b>203,210</b>	<b>293,352</b>
Sunflower eLibrary	84,090	83,107	116,059
Hoopla	33,026	32,826	44,960
Kanopy	4,814	5,434	7,401
Flipster	2,335	2,091	3,085
<b>Total Digital</b>	<b>124,265 (27.7%)</b>	<b>123,458 (37.8%)</b>	<b>171,505 (36.9%)</b>
<b>Total Circulation</b>	<b>448,822</b>	<b>326,668</b>	<b>464,857</b>
Library Cards Issued	2,681	2,180	2,838
Holds Placed	57,470	62,040	91,502

**Database Use (2021 YTD): 37,734 views, uses**

### **Programs and Services**

Several in-person programs resumed this month including story times, teen activities, and the popular Yack and Yarn group. Staff participated in outreach activities including Waterfest and KSU Free for all Friday to introduce incoming students to the library's resources. Read MHK began, including a book discussion on the third Tuesday of each month on the theme for that month. Over 75 people registered for the program in the first two weeks.

All public service staff and managers are working through the online course "Backup: How to Backup a Co-worker During a Crisis." The course provides an overview of how to help manage difficult situations. It is part of a set of online tutorials offered through the North Central Kansas Libraries System in the "Librarians' Guide to Homelessness" series. Dowd uses experience in working in homeless shelters and libraries to create a very helpful series on dealing with difficult or challenging situations that aren't particularly related to homelessness. Rhonna Hargett has created a follow-up quiz for staff to assess their understanding of best practices.

### **Facility and Maintenance:**

The remodel and construction of the circulation desk is delayed again. Materials are on back order, and the anticipated date to begin construction is now mid-November. The project will not be complete before the end of 2021. Delivery of the materials handling unit will be delayed as

well until the space is ready for the equipment. Circulation staff are working on getting items and test records ready for Tech Logic to test the unit and prepare for the eventual arrival and installation.

Challenges replacing one of the failed air-compressors continue. A unit was ordered, and shipment was delayed due to the hurricane in the Gulf Coast area. When it finally arrived in Kansas City, it was dropped off of the forklift and broken. Thermal Comfort is looking for another unit.

All boilers passed the annual inspection on August 31.

A part-time custodial position remains vacant, and advertising continues. Many thanks to Mike Helget, John Pecoraro, and maintenance staff for adjusting their schedules to fill in the gap.

**Old Business**

There was no old business.

**New Business**

There was no new business.

**Adjournment**

There being no further business, the meeting was adjourned. The next regular meeting will be Monday, October 25, 2021 at 4 p.m. on Zoom: <https://kslib.zoom.us/j/98516118130>.

Respectfully submitted by,

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President Elaine Shannon

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Director Linda Knupp