

Manhattan Public Library
Regular Meeting of the Board of Trustees
March 28, 2022

The March meeting of the Manhattan Public Library Board of Trustees was called to order at 4:00 p.m. via Zoom by President Elaine Shannon. Present were board members Stacy Kohlmeier, Tyler Darnell, Carolyn Elliott, Jayme Morris-Hardeman, Kerry Spencer, and Mayor Linda Morse. Also present were Library Director Eric Norris, Business Manager Jennifer Lund, Associate Directors Teri Belin, John Pecoraro, and Rhonna Hargett.

Public Comment

No public comment.

Approval of Minutes

Jayme Morris-Hardeman made a motion to approve the February 28, 2022 minutes as presented. Tyler Darnell seconded, and the motion passed.

Financial Statement and Bills

March 2022 expenses:

Tax Fund/General Operations.....	\$ 191,534.05
Tax Fund/Employee Benefits.....	50,337.11
Grants, Fees, and Interest.....	784.35
Endowment Account.....	141,453.83
Capital Improvement.....	0.00

The business manager explained notable line items in the March financial statements. Activity was routine.

Tyler Darnell made a motion to approve the March 2022 financial statements as presented. Carolyn Elliott seconded, and the motion passed.

Committee Reports

Building and Grounds

No report.

Legislative

No report.

Finance

Kerry mentioned that a meeting will soon be set up to review the 2023 budget.

Policy and Planning

No report.

North Central Kansas Libraries

Carolyn reported that NCKLS is getting a new logo and rebranding.

Manhattan Library Association

Carolyn reported that MLA got a new board member. Their annual meeting will be held on April 13th. There are three members that were voted to receive a life time membership to MLA for all their help given over the years. The annual book sale will be held April 29th, 30th, and May 1st this year at the city park pavilion.

Manhattan Library Foundation

Elaine reported that the foundation will meet on April 19th.

Director’s Report

If you know of anyone who wishes to volunteer at the MLA Annual Book Sale April 29 to May 1, please put them in contact with me as we have many different opportunities to use donated time.

We are operating at full staff. All open positions are filled, and new staff are being trained.

Kansas Wildlife and Parks Day Pass Program – We are receiving 25 day passes, purchased by NCKLS, to be given away to patrons. We are still working out the details of how we are going handle them at the front desk.

Staff masking – As of right now, we are looking to go “mask optional” for staff beginning Monday, April 4. This is pending continued county and CDC reports that indicate Riley County’s positivity rates are staying low, currently just under 2% at the time of this report.

We are going through a review of our personnel policy and looking for items that either need updated or reworked. Once those sections are identified, we will work on making corrections and adjustments internally before presented the proposed changes to the Board.

Crystal Hicks, Collection Service Manager, has been in review of Hoopla to make sure that we are getting the most from the service compared to the cost. We decided to offer titles that cost \$2.99 or less and are allowing BingePass content. BingePass allows patrons unlimited access to certain collections, such as the Great Coursed video library, for 7 days.

We have also loosened restrictions on our Sunflower eLibrary Advantage collection that will allow patrons of other Sunflower member libraries across the state to access titles that are not currently checked out by MPL patrons. Any title that is checked out, MPL patrons will be put to the top of the queue when putting a hold on that title. Given that some titles are only available for a period of time, usually 24 months, we feel that this is a better use of the item if someone should happen to want it, rather than keeping it “locked away” in a restricted collection and having access expire without much use.

Circulation

	Jan 1-Mar 20, 2022	Jan 1-Mar 20, 2021	Jan 1-Dec 31, 2020
Physical Circulation	95,443	83,818	293,352
Sunflower eLibrary	24,561	26,465	116,059
Hoopla	10,947	9,943	44,960
Kanopy	2,007	1,637	7,401
Flipster	691	632	3,085
Total Digital	38,206 (28.59%)	38,677 (31.57%)	171,505 (36.9%)
Total Circulation	133,649	122,495	464,857

Library Cards Issued	902	711	2,838
Holds Placed	14,430	19,937	91,502
Library Visits	65,963	35,842	128,961

Database Use (2022 YTD): 7,080 views, uses

Programs and Services

- Volunteer Income Tax Assistance (VITA) program continues to work with eligible tax-payers with one-on-one appointments in the Technology Center through April 15.
- In February: 19 programs for children with 333 participants; 2 programs for teens with 4 participants; 228 visits to the Teen Zone; 18 homebound patrons received 101 books; 1 program for adults with 5 participants; 57 technology training opportunities; and 176 adult patrons participated in Read MHK.

Facilities and Maintenance

- 48 helpdesk tickets opened; 50 tickets closed
- Removed temporary Circulation Desk
- Unpacked and setup new furniture in Children’s reading corner
- Painted wall behind new furniture to match green in Storytime Room
- MEI replaced a fuse in the west staff elevator
- TCA repaired a leak from a pipe in the ceiling above Children’s
- TCA repaired toilet in 2nd floor women’s restroom
- Design Central installed privacy shades in Cody’s office (will return to install shades in Crystal’s office and in Administration)

IT activity

- 92 helpdesk tickets opened; 87 tickets closed
- Worked with programmers to enable hybrid zoom events
- Purchased Anker conference microphones
- Assisted with staff development day, recorded event, and made available for staff
- Working with Century Business Systems to replace copier on 2nd floor
- Working with MLA on technology requirements for book sale
- Working with Collection Services on digitizing purchase requests

Administrative Services

- In the last month there was only one positive COVID case among staff.
- Applications for adult and teen summer volunteers are being accepted. People who are interested should view our web site for more information. <https://www.mhklibrary.org/volunteer-2/>
- MLA Updates:
 - The annual MLA meeting will take place on Wednesday, April 13th at 4 p.m. The board will move swiftly through the regular April monthly meeting agenda and then adjourn to the annual meeting. Appointments of new and returning board members is on the agenda for the annual meeting, and the board will announce the names of people chosen as Honorary MLA Members.

- 2022 Book Sale will be April 29, 30 & May 1. The location of the sale this year will be off-site at Wefald Pavilion in City Park (also known as the ice rink.) Planning is underway and more updates to come. The book sale committee met and developed plans to cover details.

Old Business

INF-2 Interlibrary Loan Policy Changes
CUS-3 Unattended Children Policy Changes
May Meeting

New Business

None.

Adjournment

There being no further business, the meeting was adjourned. The next regular meeting will be Monday, April 25, 2022 at 4 p.m. in the auditorium.

Respectfully submitted by,

President Elaine Shannon

Director Eric Norris