

Manhattan Public Library
Regular Meeting of the Board of Trustees
April 26, 2022

The April meeting of the Manhattan Public Library Board of Trustees was called to order at 4:03 p.m. by President Elaine Shannon. Present were board members Tyler Darnell, Carolyn Elliott, 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. Stacy Kohlmeier joined the meeting at 4:15 p.m. Jayme Morris-Hardeman was absent.

Public Comment

No public comment.

Approval of Minutes

Tyler Darnell made a motion to approve the March 28, 2022 minutes as presented. Carolyn Elliott seconded, and the motion passed.

Financial Statement and Bills

April 2022 expenses:

Tax Fund/General Operations.....	\$ 241,934.78
Tax Fund/Employee Benefits.....	54,451.12
Grants, Fees, and Interest.....	1,588.05
Endowment Account.....	9,134.53
Capital Improvement.....	0.00

The business manager explained notable line items in the April financial statements. Activity in all funds was routine.

Tyler Darnell made a motion to approve the April 2022 financial statements as presented. Kerry Spencer seconded, and the motion passed.

Committee Reports

Building and Grounds

No report.

Legislative

No report.

Finance

See new business.

Policy and Planning

No report.

North Central Kansas Libraries

The NCKLS Executive Committee will have their next meeting on May 26th.

Manhattan Library Association

Carolyn Elliott reported that MLA had their annual meeting on April 13th. There were three members that were honored and received a life time membership to MLA for all of 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

See director's report.

Director's Report

Both the Manhattan Library Association and Manhattan Library Foundation held their respective annual meetings this month.

At the MLA Meeting on April 13th, the 2022 Honorary Members were recognized. Honorary Members are recognized annually for their commitment to the Association's ongoing effort to support library programs and services through both financial donations and those of time, talent, and effort. Each honoree was awarded a lifetime MLA membership, and their name is added to a past members plaque. This year's Honorees are:

Kathleen Lanksbury - made a significant donation for the story time room when the children's room expansion took place.

Pat Brown - served on the MLA board from 2016 to 2021 and volunteered many hours helping to mend books, prepare books to put on the shelves, and create holiday decorations.

Midge (deceased) and Clyde Jones - Midge served on the library board from 1996 to 2005. Clyde was instrumental in securing funds to construct the computer lab, classroom, and offices.

Library staff nominated MLA for the Outstanding Friends Group award by Friends of Kansas Libraries (FoKL). MLA won the award and will be recognized at the Kansas Library Association Conference in October. At the end of this report is the nomination as it was submitted and provides some perspective on the amount work that MLA puts in. This award is very well deserved, and we are truly thankful for such a strong and dynamic group of Friends!

At the MLF meeting on April 19, the Foundation voted to continue financial support for collection development (\$160,000), staff scholarships for pursuing an MLS degree (\$4,000), and the summer reading program (\$10,000) – each of these programs were supported by the same amount as the previous year. The Foundation also agreed to support a communitywide strategic planning project for up to \$35,000 to take place in 2023.

I received an email from Assistant City Manager Jared Wasinger concerning the implementation of a KDOT grant project for the Flint Hills ATA Bus and City of Manhattan at the 600 Block of Poyntz Avenue. This project includes a new bus stop location in front of the library as well as new lane assignments to reduce speeding. At the time of this report, the project was listed as a consent agenda item before the City Commission. I will keep contact with city staff as the project moves forward.

According to the contract that we renewed with LinkedIn Learning in March, we are in violation by allowing Manhattan City Employees access to the database through the eCard, and in short, we can offer access to individual patrons but cannot offer services that are coordinated through another organization. Though it might have been a previous oversight, this violation puts the Manhattan Public

Library at immediate risk of losing this database as a service to our patrons. As a result, we discontinued all active Manhattan Public Library eCards on April 6, 2022. Any city employee who does not have a regular library card may get one during library operating hours – their card will allow them continued access to our selection of online resources and database services.

I attended the April 5 City Commission Meeting to introduce myself, promote upcoming library activities during National Library Week, and invite commissioners to visit the library at their convenience. I also met with K-State librarians at Hale Library on April 20, sharing information about MPL and public librarianship.

Circulation

	Jan 1-Apr 16, 2022	Jan 1-Apr 16, 2021	Jan 1-Dec 31, 2020
Physical Circulation	129,757	111,728	293,352
Sunflower eLibrary	32,663	35,360	116,059
Hoopla	14,574	13,062	44,960
Kanopy	2,669	1,994	7,401
Flipster	959	869	3,085
Total Digital	50,865 (28.16%)	51,285 (31.46%)	171,505 (36.9%)
Total Circulation	180,622	163,013	464,857
Library Cards Issued	1,224	888	2,838
Holds Placed	19,267	25,601	91,502
Library Visits	90,189	38,311	128,961

Database Use (2022 YTD): 10,121 views, uses

Programs and Services

- Volunteer Income Tax Assistance (VITA) program concluded on April 15 (and they were meeting with people right up to the final bell!) – they will give us a report soon.
- In March: 32 programs for children with 564 participants; 7 new registrations for “1,000 Books Before Kindergarten” and 16 earned rewards; 4 programs for teens with 24 participants; 207 visits to the Teen Zone; 20 homebound patrons received 88 books; 7 programs for adults with 73 participants; 81 technology training opportunities; and 189 adult patrons participated in Read MHK.
- Room/furnishings – New furniture came for the reading corner including 2 playpod houses, 2 playpod cubes, and 1 round chair (Demco). These were immediately enjoyed by children and have been very popular.
- Stacks – Children’s magazines were moved to the Playpod Cube where they will be much more visible. Crystal and Alex are working on other changes in the old magazines area. Alex is starting a weeding project in JPs.

Facilities and Maintenance

- 35 helpdesk tickets opened; 35 tickets closed.
- TCA completed minor plumbing repairs; rebuilt backflow preventer, replaced relief valve and expansion tank in the east boiler room; and inspected sewer pipe in ceiling above NCKLS (waiting on estimate for pipe repair/replacement).

- Country Carpet completed minor carpet repairs at Circulation, Administration offices, and NCKLS mailroom and back hallway.
- MEI repaired the west staff elevator.
- Blueville Nursery cleaned landscaped beds and filled outside planters.

IT activity

- 136 helpdesk tickets opened; 125 tickets closed.
- Ordered monitors for HR.
- Worked with Business Manager on year end tasks and audit.
- Worked with LIS to complete TalkMHK video recording.
- Began regular cleaning schedule of AMH.

Administrative Services

The MLA book sale takes place Friday, April 29th from 5:30-7:30 p.m.; Saturday, April 30th from 10 a.m. to 4 p.m.; and Sunday, May 1st from 1-3 p.m. at the Wefald Pavilion in City Park. The City Parks and Recreation and IT departments helped make the use of the pavilion possible. If you would like to volunteer and be part of the fun, please let Teri Belin know. Most shifts are only 2-2 ½ hours long.

Director's Evaluation Committee: Teri Belin met with Board President Elaine Shannon and Board Member Stacy Kohlmeier and developed the performance evaluation system to use with this year's director's evaluation.

Manhattan Library Association - Outstanding Friends Group Award Nomination

The Manhattan Public Library has been steadily supported by its Friends Group, the Manhattan Library Association (MLA), since 1989. Through the COVID-19 pandemic, the library and its Friends Group had to find new ways to serve and support the community. The following are examples of how the Manhattan Library Association (MLA) has continued its commitment to supporting the library and its services in exemplary ways.

- **Campaign increases membership totals and awareness in 2021.** Due to the pandemic, it was necessary to cancel the 2021 book sale. Under normal circumstances, about 40% of MLA memberships come from the sale on "members-only" night. To help make up the difference, a campaign to "Carry Us Through to 2022" was launched. "Book Bonds" good for 20% off purchases at the 2022 sale were given to renewing members. Friends members assisted in sharing why they support the library and some even wrote letters to the editor reminding the community about the value of library services. The result was that the dollar amount of memberships and donations increased from the previous year.
- **New online membership payment.** Records show that there were 194 members in 2016. New in 2022, MLA launched an online membership payment portal, using Square. With its success, membership has grown to 250 this year and the membership drive is still underway.
- **First-ever quilt raffle.** Members of the Friends group continued to meet the challenge of revenue loss in 2021 by managing a quilt raffle that summer. Sixteen beautiful quilts were put on display and sixteen happy library supporters won them. Winning tickets were drawn during a Facebook Live event with MLA board members. The project raised \$2,530.

- **Not just money donated, but time.** Volunteers dedicated almost 800 hours in just 9 months in 2021 sorting books and raised \$8,562 selling books from Rosie’s Corner. They continue to sort donated items and select the best items to go in the 2022 book sale. This volunteer group has established a used book sale corner in the library that raised \$20,159 in 2017, \$23,044 in 2018, and \$22,200 in 2019. With the pandemic, revenues for 2020 and 2021 do not show a true picture of the regular contribution the library receives from their Friends.
- **MLA Board commits to 85%.** The 14-member board meets nine months out of the year, August to April, with several library staff in attendance. Each year, MLA distributes 85% of their total revenue to the library (2017 - \$29,170.00; 2018 - \$31,555.00; 2019 - \$36,470.00). The pandemic significantly impacted revenues for 2020 and 2021, but the library still received 85% of its revenues.
- **Keeps members informed.** A publicity chairperson from the MLA board partners with library staff to produce a quarterly newsletter for all members, maintain a webpage on the library’s website, and send out other annual mailings.

The Manhattan Public Library enjoys a positive and productive working relationship with its library Friends. Funds raised typically go to support library programs for children, teens, and adults. The volunteers contribute hours and hours of time to make the Manhattan Public Library a jewel in the community.

The following quote from an MLA member, that was included in the Carry Us Through to ’22 campaign newsletter, amplifies the “why” for our Friends group.

"Our gem of a library is a one-stop site that provides free access to educational, news, and government-related resources. Libraries are a repository of truth. Libraries are an essential community resource. Our library helps families flourish, providing enriching resources to keep family units engaged.

Our Manhattan Library Association (MLA), or Friends of the Library, is committed to supporting library programming."

We are grateful for all MLA provides and for helping us make it to 2022.

Old Business

None

New Business

Review of proposed 2023 budget

Eric Norris and Jenn Lund presented the proposed 2023 budget.

Kerry Spencer made a motion to approve the budget as presented. Tyler Darnell seconded, and the motion passed.

Board Comments

Kerry Spencer and Carolyn Elliott were honored for their service to the Manhattan Library Board. This meeting marks the last meeting of their appointed terms.

Adjournment

There being no further business, the meeting was adjourned. The next regular meeting will be Monday, May 23, 2022 at 4 p.m. in the auditorium.

Respectfully submitted by,

President Elaine Shannon

Director Eric Norris