

**Manhattan Public Library**  
**Regular Meeting of the Board of Trustees**  
**June 27, 2022**

The June meeting of the Manhattan Public Library Board of Trustees was called to order at 4:00 p.m. by Vice-President Tyler Darnell. Present were board members Elaine Shannon (via Zoom), Stacy Kohlmeier, Linda Cook, Tara Coleman, and Mayor Linda Morse. Also present were Library Director Eric Norris, Business Manager Jennifer Lund, and Associate Director Rhonna Hargett. Guest Teri Barton, IT specialist, was also present. Jayme Morris-Hardeman was absent.

**Public Comment**

No public comment.

**Approval of Minutes**

Linda Cook made a motion to approve the May 23, 2022 minutes as presented. Tyler Darnell seconded, and the motion passed.

**Financial Statement and Bills**

June 2022 expenses:

Tax Fund/General Operations.....	\$ 228,968.61
Tax Fund/Employee Benefits.....	56,782.67
Grants, Fees, and Interest.....	629.87
Endowment Account.....	10,358.88
Capital Improvement.....	0.00

The business manager reviewed line items in the June financial statements. Activity in all funds was routine.

Stacy Kohlmeier made a motion to approve the June 2022 financial statements as presented. Linda Cook 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

Eric Norris presented the 2023 budget and service plan to the state library. The NCKLS annual meeting will take place on August 25, 2022. An Executive Committee meeting will be held immediately after the annual meeting.

Manhattan Library Association

No report.

Manhattan Library Foundation

No report.

**Director's Report**

2023 Budget - The City Commission will hear the MPL 2023 Budget on Tuesday, June 28, 5:30 p.m. at City Hall, during a work session meeting. I will be giving a quick 3- or 4-minute elevator pitch overview of our budget as the City Commission is not requiring presentations.

New Board Member - I would like to welcome Tara Colman to the MPL Board of Trustees. Tara is an associate professor with KSU Libraries, working as the Program Services Coordinator for the Sunderland Foundation Innovation Lab at Kansas State University Libraries. She also coordinates the Libraries' Dow Center for Multicultural and Community Studies, serves as a university ombudsperson, and is the coordinator for the university's common reading program, the K-State First Book. I believe you will find that she is a highly skilled and engaged librarian with a very strong sense of community, and I am pleased she is joining our team.

Board Member Contact Change on the MPL Website - We made some changes to the board member contact page on the MPL website. Previously the site listed each member's home address. We took that information down and now only list the dates of terms served. The email contact for each member goes through the library's software and uses fillable boxes that send the information to the email address we have on file for that board member. This way, the library doesn't give out board members' personal information.

Coneflower Consulting for the 2023 Community-Wide Strategic Planning - The directors and I met with a team from Coneflower Consulting to begin the process of developing a strategic plan for 2023. We liked what we heard, and they sent a list of 10 questions to help shape their proposal. I will share more information once we receive it and move forward. The Foundation has agreed to support this project with up to \$35,000 in funding.

Public Internet Computers on the 2<sup>nd</sup> floor and Tech Center - Working with the directors, reference librarians, IT department, and maintenance, we are planning to reconfigure the public internet computers currently located on the second-floor common space and mezzanine. Though plans are still very preliminary, we are also looking to revamp the Tech Center space into a more useful community space and reopen the computer classroom in the back of the room. This would also give us the opportunity to create an additional study room space, which is very popular among patrons and heavily used.

Back Flow Valve - Our fire sprinkler backflow preventer valve failed the last mandatory inspection, and we are moving forward with a bid from Jayhawk Sprinklers to rebuild the components and flush the system for \$8,400. The work will be scheduled in August as the water main will need to be shut off to the east building, and we want to avoid disrupting summer reading activities in the Children's Area. We have also started conversations with Public Works about why we are seeing "grit" from the water main that caused the valve to fail.

Juneteenth Community Celebration - The library participated in the Juneteenth Celebration in City Park on Saturday, June 18. We had a booth giving away library information, free books, and pins celebrating the holiday. I was able to meet people in the community as well as those associated with the Riley County Health Department, KSU Athletic Department, Riley County Police Department, volunteers with K-State’s MAPS (Multicultural Academic Program Success), Pawnee Mental Health Services, and Raising Riley. It was a fantastic event, and I was very happy that the library could participate.

I attended an online meeting with the Kansas Book Festival on June 1; an online meeting with NCKLS Directors Meeting on June 2; the State Library Advisory Board Meeting in Topeka on June 10; and a Humanities Kansas Board Meeting in Hays on June 17.

**Circulation**

	<b>Jan 1-June 15, 2022</b>	<b>Jan 1-June 15, 2021</b>	<b>Jan 1-Dec 31, 2020</b>
<b>Physical Circulation</b>	<b>213,186</b>	<b>188,161</b>	<b>293,352</b>
Sunflower eLibrary	50,981	54,367	116,059
Hoopla	23,344	20,561	44,960
Kanopy	3,795	3,006	7,401
Flipster	1,279	1,161	3,085
<b>Total Digital</b>	<b>79,399 (27.14%)</b>	<b>79,095 (29.6%)</b>	<b>171,505 (36.9%)</b>
<b>Total Circulation</b>	<b>292,585</b>	<b>207,256</b>	<b>464,857</b>
Library Cards Issued	1,989	1,488	2,838
Holds Placed	29,382	38,432	91,502
Library Visits	143,219	68,222	128,961

Database Use (2022 YTD): 16,481 views, uses

**Programs and Services**

- Summer Reading Report as of 06.13
  - Adults – 709; Teens – 373; Kids – 785; PreK – 355
  - Total participants registered: 2,222
  - 324 people have already reached the reading goal.
  - Participants have completed more than 4000 “activities,” which are extra things you can do like read outside or come to storytime.
  - Participants have logged 318,000 minutes of reading time (more than 6300 hours).
- In May: 3 programs for children with 386 participants; 45 new registrations for “1,000 Books Before Kindergarten” with 544 currently registered; 2 programs for teens with 9 participants; 243 visits to the Teen Zone; 15 homebound patrons received 88 books; 3 programs for adults with 4 participants; and 54 technology training opportunities.
- Read MHK: 1 Book Discussion with 3 participants; 242 in the program; 32 listens to the podcast
- Outreach: 13 events with 1,910 contacts - 6 of those events were Summer Reading outreach in elementary schools that totaled 1,775 contacts.

- A patron told Hannah how thankful they were to have the craft table out again. They were very pleased with all of the enrichment activities/creativity exploration things we have available in the children's room and said that we do a very good job.
- From a Beanstack book review: "Thanks to Gwendolyn and Jennie, MPL staff who facilitated May's Booktalk on AAPI authors and reads. Their enthusiasm led me to the AAPI book display where I pulled this sci-fi/fantasy novel about the necessity of pursuing one's passions."

### **Facilities and Maintenance**

- 39 helpdesk tickets opened; 40 tickets closed
- BHS repaired railings on stairs from the Atrium to the 2nd floor
- TCA cleaned coils on all ground and rooftop A/C units
- Fan motor replaced on 2<sup>nd</sup>-floor router room A/C unit
- Moved furniture from shell to the floor
- 12-hr Custodian position open

### **IT activity**

- 124 helpdesk tickets opened; 111 tickets closed
- Worked with departments to get additional computers to Teen Zone, Children's, and 2nd floor
- Worked with Collection Services on Overdrive integration, database cleanup, new online forms, and OCLC WorldCat holdings
- Brainstorming for staff training on new technologies, such as Oculus Rift and 3D printing
- Worked with Collection Services to get Wonderbooks ready for circulation
- Working with cataloging staff to upgrade to OCLC 3.0
- Exploring possibilities for a new helpdesk system

### **Administrative Services**

- Cases of COVID continue to affect staff, but nothing as severe or impactful as we saw at the beginning of the year, and we continue to keep lines of communication open.
- The director's performance review process will begin in early September. At the August board meeting, we will review the schedule with what information is sent out and due dates. The formal review occurs in an executive session at the November meeting.
- Like many employers, keeping positions filled and hiring has become a challenge. This results in often being short-staffed. We usually have bigger pools of applicants when K-State is in session.
- Volunteer hours for Summer Reading have not yet been tallied for June but will be reported.

### **Old Business**

Policy changes that were voted on in the last meeting were given in the packet so board members can update their binders.

### **New Business**

#### **Board Committee Assignments**

Linda Cook will serve on the finance committee. Tara Coleman will serve on the director's evaluation committee. Eric Norris said he would temporarily serve on the North Central Kansas Library System and the Manhattan Library Association committees.

July meeting and approval of the monthly bill payments

Tara Coleman made a motion to cancel the July meeting and preapprove July bill payments. Stacy Kohlmeier seconded, and the motion passed.

**Board Comments**

The board welcomed new board member Tara Coleman who is starting a new term, taking one of the open positions.

**Adjournment**

There being no further business, the meeting was adjourned. The next regular meeting will be Monday, August 29, 2022, at 4 p.m. in the auditorium.

Respectfully submitted by,

---

Vice President Tyler Darnell

---

Director Eric Norris