

Manhattan Public Library
Regular Meeting of the Board of Trustees
August 29, 2022

The August meeting of the Manhattan Public Library Board of Trustees was called to order at 4:00 p.m. by President Elaine Shannon. Present were board members Tyler Darnell, Stacy Kohlmeier, Linda Cook, Tara Coleman, and Mayor Linda Morse. Also present were Library Director Eric Norris, Business Manager Jennifer Lund, and Associate Directors John Pecoraro and Teri Belin. Jayme Morris-Hardeman and Tanya González were absent.

Public Comment

No public comment.

Approval of Minutes

Linda Cook made a motion to approve the June 27, 2022, minutes as presented. Tyler Darnell seconded, and the motion passed.

Financial Statement and Bills

July 2022 expenses:

Tax Fund/General Operations.....	\$ 275,599.00
Tax Fund/Employee Benefits.....	72,278.70
Grants, Fees, and Interest.....	2,509.02
Endowment Account.....	10,158.42
Capital Improvement.....	0.00

August 2022 expenses:

Tax Fund/General Operations.....	\$ 205,934.20
Tax Fund/Employee Benefits.....	40,358.03
Grants, Fees, and Interest.....	1,055.68
Endowment Account.....	6,450.25
Capital Improvement.....	0.00

The business manager reviewed the July and August financial statements. Activity in all funds was routine.

Tyler Darnell made a motion to approve the July and August 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

See new business.

North Central Kansas Libraries

See new business.

Manhattan Library Association

No report.

Manhattan Library Foundation

No report.

Director's Report

“So, it is not too much to ask of Americans that they not be censored... If we are wounded by an ugly idea, we must count it as part of the cost of freedom and, like American heroes in the days gone by, bravely carry on.” — Kurt Vonnegut, If This Isn't Nice, What Is?

During the meeting, the director provided these updates:

- Public computer space on the second floor and Tech Center Space
 - All public computers will be moved to second floor in the North end of the library. We plan to have the move complete by the end of the year.
 - Coneflower Consulting and the 2023 strategic plan
 - In 2023, Coneflower will distribute a survey to the community and a separate one for the board and staff. They will conduct interviews with approximately 30 community members. All information will be put together and meet board members and management of the library during an all-day retreat.
 - Annual computer replacement schedule
 - Every year we replace 25% of staff computers. The replacements do not go over the spending cap, and this year the total from a quote is \$36,000
 - Classroom and Collaboration Space upgrade
 - We took the old projector and screen out, repainted the walls, and added an 85” TV at the front of the classroom. There are now 12 computers in that space.
 - Security and staff training
 - This summer we have had more incidents with patrons not following library policies. We have increased staff training on this subject to help with this.
 - Building overview – boiler, sewer line
 - Eric will talk with City staff again about ideas he has regarding future necessary repair and replacement of these items.
-

Circulation

	Jan 1-August 21, 2022	Jan 1-August 21, 2021	Jan 1-Dec 31, 2020
Physical Circulation	308,649	288,505	293,352
Sunflower eLibrary	73,683	75,638	116,059
Hoopla	32,536	29,215	44,960
Kanopy	5,259	4,302	7,401
Flipster	2,071	2,335	3,085
Total Digital	113,549 (26.89%)	111,489 (27.87%)	171,505 (36.9%)
Total Circulation	422,198	399,994	464,857
Library Cards Issued	3,077	2,284	2,838
Holds Placed	40,965	51,739	91,502
Library Visits	212,561	129,166	128,961

Database Use (2022 YTD): 21,895 views, uses

Programs and Services

- Summer Reading Report as of 08.01
 - Adults – 925; Teens – 565; Kids – 1,144; PreK – 471
 - Total participants registered: 3,105
 - 1,877 people have reached the reading goal – An interesting statistical note: We had fewer participants this year than last year. However, we had a lot more "finishers" than last year, so more people stayed engaged with the program and reached the reading goal.
 - 2021: 3,489 participants; 1,607 (46%) reached goal
 - 2022: 3,105 participants; 1,877 (60%) reached goal
 - Participants have logged 1,951,389 minutes of reading time (more than 32,500 hours!)
- 37 programs for children with 794 participants; 72 new registrations for “1,000 Books Before Kindergarten” with 562 currently registered and 28 earned rewards; 5 programs for teens with 35 participants; 274 visits to the Teen Zone; 21 homebound patrons received 132 books; 5 programs for adults with 38 participants; and 65 technology training opportunities.
- Read MHK will resume in September.
- Outreach: 8 events with 435 contacts
- In July, we began offering the Oculus VR gaming system, and the two headsets have been used 78 times.
- A mother of three kids came in to explore the library for the first time. She approached the desk and said they didn’t have an address quite yet as it was only their first few days in town, but they were very excited to be in the library and that it was amazing that there were so many activities for kids to participate in. She took her kids to Storytime and plans on signing them up for summer reading.

- One family peeked into the Teen Zone and commented how cool it was that teens had their own space. They told their younger child that in a couple of years, he could be in this room, and he was excited.
- Teens have expressed that Anime Club is the only place where they “are not weird for liking anime.”

Facilities and Maintenance

- 48 helpdesk tickets opened; 52 closed
- Thermal Comfort repaired an exhaust fan and replaced pressure switches on a rooftop unit
- Interstate Glass repaired a latch on the east staff entrance
- BHS repaired a stall door in a restroom. Also painted the wall in Circulation and mounted laminate to the wall next to the AMH
- Boilers inspected; attention items repaired by TCA
- Jayhawk Sprinkler flushed the underground line of the fire protection system. They will return to rebuild the backflow preventer and re-test
- Mike gave a tour of emergency shutoffs to new LIS staff

IT activity

- 81 helpdesk tickets opened; 84 closed
- Setup Envisionware coin payment machine in the Children’s Library
- IT staff continue looking for replacement Help Desk options to add more features for the IT department and Maintenance
- Finished getting the Oculus Rifts ready to go in the TeenZone
- Cable labels printed and applied to children’s and teen computers
- Computer upgrades finalization
- Tech Classroom upgrade plan
- Wand Surface Laptop replacement
- DVD tagging planning

Administrative Services

- Associate Director John Pecoraro is retiring on Oct 3rd, leaving us after almost 11 years with MPL. We also learned that Circulation Manager Marilyn Fulkerson plans to retire as well. Her last day will be Monday, October 3rd. She started with the library in September of 1996. And when it rains, it pours. Acquisitions Assistant Kandy Briggs announced her retirement, and she has also been with the library since September of 1996. Between the three of them, there is an outstanding 63 years of combined service and institutional knowledge of MPL.
- We are currently in the hiring process to fill four open positions. A weekend custodian job and two library assistant jobs are advertised publicly. A full-time IT Support Technician position is open. We will seek to fill this position internally before we advertise publicly.
- Volunteers donated a total of 1,209.5 hours of their time from the period starting January 1, 2022, through the end of July 2022. Twenty-nine teens served as volunteers this summer and contributed 1081.5 hours of that total. Their tasks included registering children and their families for the

summer reading program and handing out prizes. Other volunteers helped with children's and teen programming. Former MPL board member, Janet Duncan, is researching the history of the Manhattan Public Library.

- The next Manhattan Library Association meeting will be held Wednesday, September 14th. They did not meet over the summer.

Old Business

None.

New Business

Kansas Open Meetings Act (KOMA) Discussion

Eric Norris provided a handout of the Kansas Open Meetings Act by the Kansas Attorney general and discussed it with the board.

Policy Update: Col-1 Collection Development

Stacy Kohlmeier made a motion to accept the changes to the policy with the amendments discussed. Tara Coleman seconded, and the motion passed.

Policy Update: MNG-5 Reconsideration of Library Materials, Request for Reconsideration of Library Materials Form, and Request for Reconsideration Committee Form

Stacy Kohlmeier made a motion to accept the changes to the policies and the Reconsideration form with the amendments discussed. Linda Cook seconded, and the motion passed.

Organization Chart Discussion

Eric Norris provided board members with a new organizational chart that reflects new duties assigned to the director and associate director positions, the addition of a new manager position, and a new supervisor position.

NCKLS Representative

Eric Norris explained that one of the board members should be the MPL representative at the NCKLS annual meeting. He told them to think about it and to let him know if they would volunteer for this position.

Board Comments

There were no general comments from board members.

Adjournment

There being no further business, the meeting was adjourned. The next regular meeting will be Monday, September 26, 2022, at 4 p.m. in the auditorium.

Respectfully submitted by,

President Elaine Shannon

Director Eric Norris