

**Manhattan Public Library
Regular Meeting of the Board of Trustees
January 30, 2023**

The January 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 Linda Cook, Jayme Morris-Hardeman, Tara Coleman, Tyler Darnell, Tanya González, and Mayor Mark Hatesohl. Also present were Library Director Eric Norris, Business Manager Jennifer Lund, and Assistant Directors Teri Belin and Rhonna Hargett. Stacy Kohlmeier was absent.

Public Comment

No public comment.

Approval of Minutes

Tyler Darnell made a motion to approve the November 28, 2022, minutes as presented. Linda Cook seconded, and the motion passed.

Financial Statement and Bills

December 2022 expenses:

Tax Fund/General Operations.....	\$ 336,043.91
Tax Fund/Employee Benefits.....	50,310.17
Grants, Fees, and Interest.....	22,226.14
Endowment Account.....	55,032.32
Capital Improvement.....	0.00

The business manager reviewed the December financial statements. Activity in all funds was routine.

January 2023 expenses:

Tax Fund/General Operations.....	\$ 203,621.73
Tax Fund/Employee Benefits.....	49,859.35
Grants, Fees, and Interest.....	808.42
Endowment Account.....	4,381.96
Capital Improvement.....	0.00

The business manager reviewed the January financial statements. Activity in all funds was routine.

Tyler Darnell made a motion to approve the December 2022 & January 2023 financial statements as presented. Tanya González seconded, and the motion passed.

The business manager recommended that the board to increase the contingency funds from \$200,000.00 to \$250,000 for 2024

Mayor Mark Hatesohl made a motion to increase the contingency funds from \$200,000 to \$250,000 in 2024. Jayme Morris-Hardeman seconded 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

Linda Cook reported that the executive committee voted to appoint Wendy Moulton as president and Shannon Reid-Wheat as vice president. They voted to keep Judy Goodrich as treasurer.

Manhattan Library Association

At their January meeting, Eric Norris said that the MLA board discussed the 2023 book sale and booked the City Park pavilion again. The dates of the book sale are April 28-30, 2023.

Manhattan Library Foundation

No report.

Director's Review Committee

See new business.

Director's Report

Eric Norris, Director

“Whatever the cost of our libraries, the price is cheap compared to that of an ignorant nation.” — Walter Cronkite.

- After reviewing the end of 2022 financials and projecting actuals on the 2023 Budget, I made the decision to raise the 2023 Employee COLA to 6% (from 3%) and the 2023 Merit to 3% (from 2%). We are still within the limits of the 2023 salary line item, and I met with the Board President prior to implementation.
- Upcoming Board replacements: Elaine's second term and Jayme's first term are both up in April. Jayme is available for reappointment.
- The 2022 Public Library Survey has been completed, and the numbers are strong and look very much like a rebound. I am overusing the word “normal” to describe a strong return to serving our community. An overview of the 2022 and 2021 numbers follows this report.
 - In the next few months, we will be reworking how we package monthly stats reports so they are easy to collect for the staff and generate clear reports for the board.

- We received a large donation of Clorox wipes, hand sanitizer, and masks from the Greater Manhattan Community foundation, as well as supplies for the teens to have and use, such as body deodorant and dental floss.
- The 6th to Juliette project on Poyntz is fully underway, and it is my understanding that it will continue into mid-April. Communication from the City about this project wasn't ideal. I was informed first about it last April but nothing else until I received an email update from Downtown Manhattan in December.
- MLF Annual meeting will be on March 21. According to their bylaws, the annual meeting is held on the third Tuesday of March.
- I was selected to be a judge for the [2023 Women Writing the West](#) WILLA Literary Award. I will be one of three selecting a title for the best in Creative Non-Fiction.
- Applied Public Library Education (ApPLE) is system-supported training for new public library directors in Kansas, and I will be taking over the two-part budget training next year for Laura DeBaun, who retired as the NEKLS Director in 2021.
- K-State's Riley County Extension Office is volunteering for the IRS's Volunteer Income Tax Assistance Program (VITA) again this year. They are offering free basic tax return preparation to qualified individuals starting Thursday, January 26th, at the Manhattan Public Library. Last year, VITA volunteers filed 724 returns. (from their press release)
- I have joined the monthly meetings of the Downtown Faith Collective, which is comprised of area faith leaders and social service agencies working to improve the quality of life in downtown Manhattan. The January meeting included a presentation from Habitat for Humanity on its mission and approach to the local/downtown affordable housing dilemma. I feel this group will be a strong contact for social services across the community.
- Volunteer help in Rosie's Corner – Book Sorters: 9 volunteers put in 770 hours sorting books and maintaining Rosie's Corner in 2022.
- Staff Development Day is planned for Monday, February 20. The library will be closed to the public, and we are using the day for staff training, education, and team building. One of the programs will be led by Lt. Mark French with an overview of RCPD responsibilities.
- If you haven't seen it, take a look at the new space for the adult public computers on the second floor. It looks pretty good. Cody, both the IT and Reference teams, as well as Mike, did a lot of great work!

IT Activity Report

- November was more of a standard month, with 97 open tickets and 98 completed.
- Continue to work with Collection Services to create a new ILL workflow. – Reviewed the NCIP library for integration with ShareIT, our ILL vendor.
- Devin & Alex are working on getting new computers ready for deployment. This includes the Teen Zone, Content Creation Station, Law Computer, and other various staff workstations.
- Started end-of-the-year preparations and worked on completing spending for 2022
- Purchased additional Oculus VR games for the TeenZone.
- Teri assisted the committee that helped decorate the library for the winter season.
- Teri assisted our new head of community engagement in learning our library calendar system.

Operations and Administrative Services

- The Manhattan Library Association board met on January 11th. They are gearing up for the annual book sale that will take place April 28-30th. The sale will be located at the City Park pavilion again this year, and we are very happy to be partnering with the City Parks & Rec Department.
 - The annual membership drive is taking place. Letters asking people to join MLA were mailed to approximately 380 people.
 - They are looking for new board members. A number of board members have served the maximum number of years allowed, so they are recruiting to fill those spots. If you know of anyone who loves the library and would like to serve on the MLA board, please let Teri Belin know.
- A Riley County High School student spent a day at the library job shadowing to complete a class assignment. She had a busy day, spending time in all areas of library operations.
- Students from Hands-On K-State helped move books from the basement to the shell on the second floor. This will position the books where we have easy access to the elevator when we take the books to the city park for the book sale on Saturday, January 21st.
- The Library Foundation awarded \$600 scholarships to three employees who are working on their Master's in Library Science degrees at Emporia State University.
- Mittens and hats donated by patrons were distributed to community social service organizations including Be Able, Ogden Friendship House, and the Manhattan Emergency Shelter.
- 2023 Volunteer Hours:
 - Children's Programs – 126
 - Teen Programs – 26
 - Teen Volunteers – 1085.5
 - Administration - 89
 - **Total – 1322.5**

Public Services

- Inspire Young Readers Programs:
 - Nov – 26 total programs with 663 attendees
 - Dec – 26 total programs with 262 attendees
- Kansas Reads to Preschoolers Month (November)
 - Gave away 158 copies of “Not a Box” at story times, at the “Not a Box” party, and to those that participated in the StoryWalk.
- Ogden Elementary Literacy Night – 166 interactions, 211 books given away.
- 1000 books before Kindergarten for Nov and Dec:
 - 10 new registrations, 617 kids currently signed up, 318 awards were earned in 2022.
- Check-up/Check out Nov and Dec – 50 coupons redeemed
 - The total for 2022 was 346 coupons turned in for a free book. There are 3 doctor's offices that hand out these coupons.
- Books for Babies Nov and Dec – 157 board books delivered

- 717 books delivered in 2022. Each book includes library information and steps to sign up for Dolly Parton Imagination Library.
- Book Pick-Up Service – 1 Daycare
- Over the course of 2022, MPL gave away 2,737 books, not including Summer Reading prizes, Books for Babies, and 1000 Books Before Kindergarten. MPL purchased (with MLA donation) the books for Kansas Reads to Preschoolers month. All other books were from Summer Reading leftovers, past grant programs, bonus books from orders, and Rotary Club giveaways.
- MPL provided leftover summer reading prizes for the Community Christmas Dinner gift sacks for kids. This included coupons for Papa Murphy’s and Raising Cane’s and over 200 books from leftover summer reading prizes.
- Mercury Columns:
 - “Read-Alongs for Kids are Wonderful” by Jennifer Bergen
 - “Books for Children Dealing with Military Life” by Alex Urbanek
 - “Books as Gifts! Yes, please!” by Jan Johnson
 - “Not Turkey Again” by Amber Hoskins
 - “ReadMHK Explores Beliefs” by Rhonna Hargett
 - “Learning Craftsmanship from the Library” by Jared Richards
 - “Mindful Reading with Thich Nhat Hanh” by Alex Henton
- 333 Teens visited the Teen Zone in November and 258 in December.
 - 4 events with 25 attendees
- ReadMHK Nov and Dec:
 - 117 registrations
 - Podcast – 43 listens
- Questions answered at the Reference Desk
 - Nov - 1,031
 - Dec - 1,044
- Enjoy & Share Nov and Dec - 226 books to the Manhattan Airport, The Towers & Pierre St., Flint Hills Job Corps, and ResCare
- Homebound Nov and Dec: 43 Patrons, 283 books delivered
- Bring Technology Benefits to Everyone Nov and Dec:
 - 12 events with 92 participants
- Welcome space adult programs
 - 11 events with 91 participants
- Continuing Education & Training:
 - Spotlight on Safety: Addressing Threats in Public Libraries – PLA webinar – Rhonna
 - APALA Mentorship Program – Jennie met with Vi Ha, Senior Librarian at LAPL.
 - Jennifer attended part of a 3-week course (with Allie) on Programming and Marketing collaboration.
 - Homeless De-Escalation 101: Trauma & the five most important seconds of conflict – Ryan Dowd webinar – All LICs
- Jenny Furrey was hired as Circulation supervisor.
- Eric Fliter was hired as a full-time Circ LA2.

- Mary Krantz was hired for the adult programming position.
- Currently, only one position is open

Old Business

None

New Business

- Policy Change – Policy 401 Travel
- Policy Change – Policy 403 Expense and Reimbursement
- Policy Change – Policy Changes Summary 01.2023
 - Throughout the Personnel Manual:
 - Department names were updated
 - Job titles names were updated
 - Changed gender-specific pronouns to gender-neutral pronouns
 - Spelling and punctuation errors were corrected
 - Change North Central Kansas Libraries System to North Central Kansas Library System

Linda Cook made a motion to accept the policy changes with suggestions for changes in some wording. Jayme Morris-Hardeman seconded, and the motion passed.

- Policy Change – MNG 25 Library Programming

Jayme Morris-Hardeman made a motion to approve the changes to policy MNG 25. Tyler Darnell seconded, and the motion passed.

- DEIB Mission Page Statement 12.2022
 - The library director recommended that a DEIB statement be added to the website with our mission statement.

Jayme Morris-Hardeman made a motion to endorse the addition of the DEIB statement to the website. Tanya González seconded, and the motion passed.

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, February 27, 2023, at 4 p.m. in the library’s Groesbeck Meeting Room.

Respectfully submitted by,

President Elaine Shannon

Director Eric Norris