

**Manhattan Public Library
Regular Meeting of the Board of Trustees
March 27, 2023**

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

Public Comment

No public comment.

Approval of Minutes

Tyler Darnell made a motion to approve the February 27, 2023, minutes as presented. Linda Cook seconded, and the motion passed.

Financial Statement and Bills

March 2023 expenses:

Tax Fund/General Operations.....	\$ 224,868.02
Tax Fund/Employee Benefits.....	51,697.62
Grants, Fees, and Interest.....	2,580.35
Endowment Account.....	9,246.63
Capital Improvement.....	0.00

Jenn Lund reported that the annual state aid grant was received in March. Notable expenses were for the Thermal Comfort Air annual contract, carpet for the old tech center, and window cleaning. All other expenses in other funds were routine.

Tara Coleman made a motion to accept the March financial statements and bills. Tyler Darnell seconded, and the motion passed.

Committee Reports

Building and Grounds

No report. Eric stated that he would like to have a buildings and grounds committee meeting soon.

Legislative

No report.

Finance

No report.

Policy and Planning

New business.

North Central Kansas Libraries

Linda Cook reported that the executive committee met on March 23rd for a productive day-long planning workshop with consultant/facilitator Tammy Wellbrock. The results of the survey sent to member libraries were shared at the meeting.

Manhattan Library Association

Eric Norris said the MLA board discussed book sale preparations at their March meeting. The dates of the book sale are April 28-30, 2023. MLA's annual meeting will take place on April 12, 2023, in the Groesbeck room.

Manhattan Library Foundation

Elaine Shannon reported that the Foundation's annual meeting was held on March 21, 2023. Bob Haines stepped down as president. Katie Philp was elected as president.

Director's Review Committee

No report.

Director's Report

"Libraries will get you through times of no money better than money will get you through times of no libraries." - Anne Herbert (journalist and author)

- Upcoming MPL Board Vacancy: Elaine's last meeting will be in April, and Jayme is up for reappointment.
- Budget Committee to meet the second week in April.
- Mercury Article will continue, but we are changing the frequency of the article submissions.
- MLF Meeting: The MLF Board voted to support the 2023 Requests for Distribution in 2024 for \$184,000 in total:
 - \$165,000 Collections
 - \$2,000 Staff Scholarships
 - \$10,000 Summer Reading Support
 - \$7,000 Artwork Framing

\$14,605 was received in 2022 from the Lois Morrison Memorial, and Jim, Lois's husband, requested that the money be spent out over three years, \$5,000 in the first two years and the remainder spent out in year three, in support of adding fiction titles to our adult collection. The foundation also agreed to begin paying out the fund in 2023.

- Building and Grounds Committee: I would like to get this committee together for a meeting to review current projects, needs, and ideas – there are a lot, and help to prioritize would be beneficial. I have extended an invitation to the MLF Board to have someone there at the meeting.
- Attended and helped as a table host at an LGBTQ Health Information in Public Libraries public forum at the Lawrence Public Library on Saturday, March 19.
- Internal Customer Training for staff: I am asking the Supervisors and Managers to watch a LinkedIn Learning program that focuses on Building Positive Workplace Relationships, Exceeding Expectations, and Solving Problems. Once this group has had the opportunity to discuss it, it will be rolled out to the entire staff.

- KSU Entrepreneurial Support Grant Application has been submitted to IMLS.

Collection Management

- Launched the O'Reilly for Public Libraries database and added 55,000+ records to our catalog for O'Reilly's eBooks, digital audiobooks, and videos.
- Planning new Holidays and Language neighborhoods for the children's room.
- Continue to investigate a more streamlined workflow for ILL.
- Weeded the As and Bs in adult fiction, the young adult collection, picture books, DVDs, Blu-rays, and music CDs in the Children's Room. Duplicates are weeded on a regular basis.
- Added prefixes to most physical item records in our catalog, making it easier for patrons to find items on the shelves.
- Working through several memorial donations.

	Feb 2023	Feb 2022	2023 YTD	2022 YTD
Collection				
Total size	136,093	129,615		
New items added	1,124	806	2,172	1,778
Purchase requests	108	115	269	256
Items finished	710	665	1,715	2,450
Items mended	144	119	277	257
Items withdrawn	1,200	633	2,307	1,281
Circulation				
Physical circ	36,072	34,388	74,510	69,596
Sunflower circ	10,231	9,510	21,816	19,342
Hoopla circ	3,136	4,199	6,434	8,234
Kanopy circ	997	666	1,913	1,489
Flipster circ	483	528	976	1,083
Database usage	12,503	7,490	28,310	14,476
Interlibrary Loan				
ILLs lent out	223	230	484	467
ILLs borrowed	207	223	463	470

IT Activity Report

- February had 126 tickets opened and 126 closed.
- Continue to work with Collection Services to find new workflows and technology to help keep our catalog up to date.
- Started a project to move some of our more vital services offsite. The website was the first to be moved. We can still communicate with patrons via our website if we have an emergency event or lose power.
- Started research into a project to replace the old library directories on the walls with digital, possibly interactive, displays.

- Assisted VITA with some issues they were experiencing while attempting to print tax returns.
- Replaced a few access points with new Wi-Fi 6 access points to provide better service to our patrons.
- Tech Logic came out and completed their first maintenance on the AMH machine. They were impressed with how well we've been maintaining the equipment.

Operations and Administrative Services

- Poyntz Avenue stormwater drainage replacement project is ongoing.
- Carpet in the former Tech Center has been replaced.
- MLA Booksale is on track and scheduled from Friday, April 28, through Sunday, April 30, at the City Park Pavilion.
- April Staff Engagement with Managers and Supervisors will be a discussion around Teamwork.

Public Services

- Inspire Young Readers Programs: 24 total programs with 873 attendees
- 1,000 books before Kindergarten: 6 new registrations
- Check-up/Check-out: 19 coupons redeemed
- Books for Babies: 103 board books delivered
- Mercury Columns:
 - “New Picture Books Kids Will Love” by Laura Ransom
 - “Graphic Novels for Lovers Young and Old” by Stephanie Wallace
 - “Build New Habits, One Step at a Time” by Jared Richards
- 366 Teens visited the Teen Zone: 5 events with 42 attendees
- Outreach:
 - Group Storytime for First UMC Preschool: 2 events, 46 attended
 - Community Fair at Manhattan Town Center: 103 attended, 13 cards issued
 - KSU Hale Library: 80 attended, 47 cards issued
- ReadMHK: 162 participants, 24 completed activities, 2 listens on the podcast
- Questions answered at the Reference Desk: 1,250
- Enjoy & Share: 116 books to the Manhattan Airport, The Towers & Pierre St., Flint Hills Job Corps, and ResCare
- Homebound: 24 Patrons, 144 books delivered
- Displays: 380 books checked out from 6 displays
- “Bring Technology Benefits to Everyone”: 6 events with 77 participants
- “Welcome Space” adult programs: 5 events with 50 participants
- Continuing Education & Training:
 - Programming staff watched the CSLP Virtual Symposium to prepare for Summer Reading.
 - All PS staff read articles about customer service, then worked together to create customer service standards on Staff Development Day.
- Security Incidents: 15
- Abby Obenieta was hired to fill the Circ LA2 position

Patron Stories and Experiences:

- Harley assisted a father and daughter in finding a book on the topic of a new baby sibling joining the family and discovered the perfect book for their situation, where the father was extremely grateful, and

the daughter was very excited. A grandparent came in to let us know we have a wonderful and impressive library, and her granddaughters from Brooklyn, NY, were awed by our Children's Room. She also noted that one of her granddaughters woke up from a nap and immediately asked, mid-yawn, if they would be going to the library (MPL).

- A mom told Rachel that she came to Baby Rhyme Time once with her infant, then hadn't been able to fit it in for a few months afterward. However, she did Grand Old Duke at home with him, and the first time they were able to come back to storytime in person, he lit up when he recognized it! This is a fun song we sing at the end of baby and toddler storytimes where the parents lift their child up and down with the tune, and kids love it!
- A family enjoyed the shape-matching eggs at the Mouse Cookie station so much that they bought their own.
- Rachel Carnes - On a walkthrough in the magazine room, I saw a woman watching something on her phone with the sound turned on. I could hear that it was in Spanish, so I asked if she spoke Spanish when I knelt to talk to her and was, more or less, able to explain the needs of the room with my limited remembered vocab.

Old Business

- Utilities Discussion
Jennifer Lund presented gas and energy use comparison charts for 2021, 2022, and through March 2023.

New Business

- MPL Charter Ordinances Overview
Eric explained that we have a mill cap on our tax account of 6 mills by charter ordinance. In 2023 our tax account was 4.5 mills, and the employee benefit fund (which is not included in the 6-mill cap of the tax account) was 1.06 mills. Historically, we have stayed well below the 6-mill cap. When budgeting for 2024, we won't know what a mill is worth until late in the year, but with property assessments going up this year, we should be fine.
- MPL Board Officers and Committees Bylaw Review
Elaine Shannon went through the bylaws and stated that every April, there should be elections for the officers of the president and vice president. She wanted everyone to think of nominations for the April meeting for an officer's election.
- Remove Information from Policy MNG 2a-Data Overview
This is the measurement rubric for the 2015-2021 strategic plan

Tyler Darnell made a motion to remove the MNG 2a policy information until a new plan is put in place (2023), then update the policy. Mark Hatesohl 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, April 24, 2023, at 4 p.m.

Respectfully submitted by,

President Elaine Shannon

Director Eric Norris