

**Manhattan Public Library
Regular Meeting of the Board of Trustees
April 24, 2023**

The April meeting of the Manhattan Public Library Board of Trustees was called to order at 4:02 p.m. by President Elaine Shannon. Present were board members Linda Cook, Tanya González, Tyler Darnell, Stacy Kohlmeier, 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 and Tara Coleman were absent.

Public Comment

No public comment.

Approval of Minutes

Mark Hatesohl made a motion to approve the March 27, 2023, minutes as presented. Linda Cook seconded, and the motion passed.

Financial Statement and Bills

April 2023 expenses:

Tax Fund/General Operations.....	\$ 226,016.63
Tax Fund/Employee Benefits.....	51,319.45
Grants, Fees, and Interest.....	707.13
Endowment Account.....	36,734.83
Capital Improvement.....	0.00

Jenn Lund reported that the notable expenses were elevator repairs, payment for the 2022 audit, and paid a three-year warranty on the automated materials handling unit. All other expenses in other funds were routine.

Linda Cook made a motion to approve the April 2023 financial statements as presented. Tyler Darnell seconded, and the motion passed.

Committee Reports

Building and Grounds

No report.

Legislative

No report.

Finance

No report.

Policy and Planning

A policy revision is on the agenda under new business.

North Central Kansas Libraries

Linda Cook reported that the Assistant Director, Dawn Krause, will be leaving NCKLS. A director will be hired with the anticipation of the MPL/NCKL relationship changes that Eric will present to the board.

Manhattan Library Association

New board members were elected at the April 12th annual meeting. The annual book sale is April 28-30.

Manhattan Library Foundation

No report.

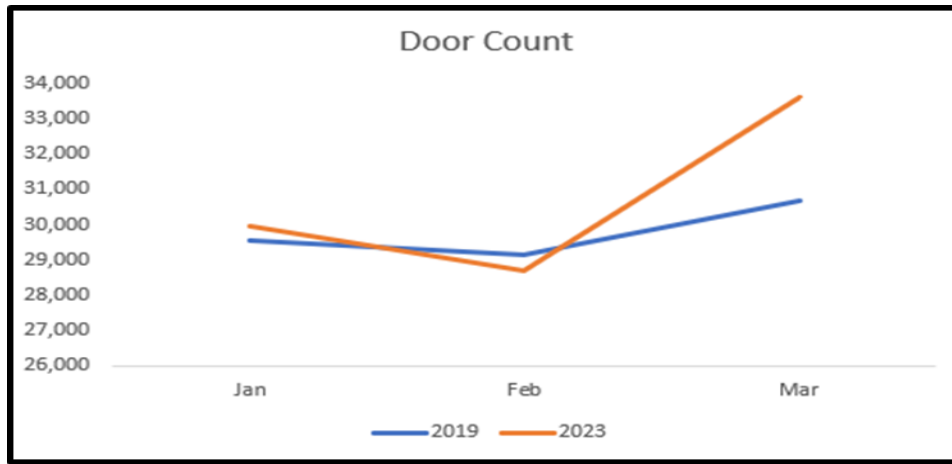
Director's Review Committee

No report.

Director's Report

"A library outranks any other one thing a community can do to benefit its people. It is a never-failing spring in the desert." - Andrew Carnegie, industrialist and philanthropist.

- This is Elaine's last meeting after serving two full terms on the Board. I want to thank her for years of commitment and service to the Manhattan Public Library. At the April 18 City Commission meeting, Lucas Loughmiller, Director of Library & Instructional Media Services at USD 383, and Dr. Melissa Rosso, physician of Family Medicine at Stonecreek, were appointed to the board. Jayme was not reappointed for her second term. I would also like to thank Jayme for her service to the Library.
- Members of the Town & Country Garden Club and Jennifer Bergen met with Jade from Blueville to discuss options for the garden landscaping. T&C wants to donate money to cover half the cost of landscape changes, and they shared some good ideas. Jade will mock up a plan for them to show Jennifer & the directors, as well as a cost estimate. Jennifer is working on a full list of needs for the Children's Room furnishings, etc., that could come from the Children's Expansion funds.
- With the help of Allie Lousch, Jennifer received a grant from Rotary Early Learning Partnership for \$650 towards the Check Up and Check Out (CUCO) program, an outreach program highlighting library services through Pediatric Associates, Stonecreek Family Physicians, Manhattan Primary Care, and will include the Flint Hills Community Clinic. We give the doctor's offices the handouts to give to their patients. Six different handouts are designed for giving out at a child's annual checkup from the baby's first visit through age 5. They each list some library resources, programs for the child's age, age-based book list links, and a coupon to come into the library and get a free book for the child (a total of 6 free books between ages 0-5). Last year, we had 346 coupons turned in, an average of 28 per month.
- We have been looking at stats as compared to last year but were curious about where our overall patron visit counts are compared to pre-pandemic numbers, and we were pleasantly surprised. The first two months of the year, we were very comparable, and this March, we saw over 4,000 more visits above March of 2019.



- I attended the Humanities Kansas meeting in Topeka on March 30-31 and the Kansas Early Literacy Symposium at the Topeka Shawnee County Public Library on April 14. The Symposium was sponsored by NCKLS and NEKLS and supported by the Manhattan Rotary Club.
- I will be at the Burnley Public Library in Cottonwood Falls to celebrate their 85th anniversary and working the Library table at the Little Apple Pride Fest, both on Saturday, April 22.

Collection Management

- The magazine count ran from March 20 through April 2, tracking in-house use of our adult magazines. All 115 magazines saw 245 in-house uses over those two weeks and 2216 checkouts over the past year. We'll use this information to determine which magazines to reorder for next year.
- We're in the early planning stages for adding a children's Playaway collection.
- Adult CDs were weeded to make room for children's CDs. We also weeded the 000s, 100s, part of the 300s, and children's fiction.
- Staff have been working hard to complete the many donations the library has received lately.
- There was a fire at a warehouse used by the library's courier, and some interlibrary loan items were lost. We've been working to figure out what was lost and reorder items as needed.

	March 2023	March 2022	2023 YTD	2022 YTD
Collection				
Total size	135,880	130,581		
New items added	1,455	910	3,627	1,778
Purchase requests	114	114	383	256
Items finished	1,232	801	2,947	2,450
Items mended	237	135	514	257
Items withdrawn	1,681	1,485	3,988	1,281
Circulation				
Physical circ	41,078	40,169	115,588	69,596
Sunflower circ	11,681	9,568	33,497	19,342
Hoopla circ	3,240	4,112	9,674	8,234
Kanopy circ	767	946	2,680	1,489
Flipster circ	477	465	1,453	1,083
Database usage	12,206	5,850	40,516	14,476

Interlibrary Loan				
ILLs lent out	297	216	781	467
ILLs borrowed	255	276	718	470

IT Activity Report

- March had 98 tickets opened and 102 closed.
- Continue to work with Collection Services to create a new ILL workflow
- Replaced the projector bulbs in the auditorium.
- Reviewed options with Jared on a possible project on getting the Microfilm data in a searchable format.
- Met with Jennifer and Allie on initial thoughts and ideas for the 2023 Summer Reading program.
- Met with Polaris on a new email notification system currently being rolled out.
- Met with several staff members to review My Libro.
- Met with Jennifer Bergen and the ReadMHK team to discuss initial thoughts and ideas for ReadMHK 2023.
- Met with Eric and Jennifer Lund on the 2024 budget
- Met with the Collection Services team on possibly adding two new neighborhoods to the children's department.
- Participated in a book discussion for "The Positive Dog."

Operations and Administrative Services

- The Maintenance Department has been busy handling the large load of books that will be taken to the Pavilion for the book sale.
- Evelyn resigned from Maintenance, and we are evaluating work schedules and procedures.
- The elevators are having continued maintenance issues.
- The fountain will not be filled this year until after the construction on Poyntz is complete.

Public Services

- Inspire Young Readers Programs: 25 total programs with 888 attendees
- 1,000 books before Kindergarten: 6 new registrations
- Check-up/Check-out: 43 coupons redeemed
- Books for Babies: 100 board books delivered
- Book Pickup service: 1 daycare, 40 items
- Mercury Columns:
 - "Books for Women's History Month" by Amber Hoskins
- 367 Teens visited the Teen Zone: 4 events with 27 attendees
- Outreach:
 - Group Storytime for First UMC Preschool: 2 events, 35 attendees
 - 2nd Grade Tours: 3 events, 217 attendees
 - International Teachers' presentation and tour: 35 attendees
- ReadMHK: 164 participants, 6 new registrations, 14 listens on the podcast

- Questions answered at the Reference Desk: 1,268
- Enjoy & Share: 99 books to the Manhattan Airport, Flint Hills Job Corps, RCPD, and Crisis Center
- Homebound: 25 Patrons, 141 books delivered
- Displays: 370 books checked out from 8 displays
- “Bring Technology Benefits to Everyone”: 6 events with 72 participants
- “Welcome Space” adult programs: 7 events with 63 participants
- Continuing Education & Training:
 - Universal Design at Your Library – Kansas Regional Library Systems webinar – Rhonna
 - Nonverbal Tools to Eliminate Conflict – Librarian’s Guide to Homelessness webinar – all Security Team
 - With the help of all of the managers and supervisors, Rhonna developed emergency procedures training modules for all new staff.
- Security Incidents: 3
- Behavior Reports: 3

Patron Stories and Experiences:

- An older gentleman was admiring the AMH machine as it sorted his returned books. He turned to me (Eric F.), smiled, and said, “That’s pretty fancy! Now they need to figure out how to do that with baled hay!”
- Overheard - Caregiver to Toddler. “I know. I know. I cry when I leave the library, too, sometimes.”
- While working the Children’s Desk, a patron came to compliment the library’s cleanliness and said that it makes it a pleasure for them to visit.
- Jennifer mentioned 2nd-grade class field trips to someone, which prompted this story. “I was working on taxes with a friend when her child came in from outdoors and announced that she needed to take him to the library right now. She explained that they couldn’t go right that minute but maybe later. Her child, a 3rd grader, pressed her to promise to take him because he had just talked to his 2nd-grade friends next door, and they had gone on a field trip to the library and were talking about how much fun they had. Since he didn’t get to go on a field trip, he wanted his mom to take him there right away.”

Old Business

There was no old business.

New Business

MPL/NCKLS Separation

Eric gave a short overview of the history of the connection between MPL and NCKLS. The two organizations agree that separating now would benefit both MPL and NCKLS. Leadership staff in both organizations are working together to take care of the details. The biggest item is that the current assistant director has resigned. Job ads have been posted for a director instead of an assistant director. Eric will continue on as a director consultant to help the new director get settled until the split officially takes place on August 31, 2024.

Mark Hatesohl made a motion to agree to continue on as presented with the MPL/NCKLS separation. Linda Cook seconded, and the motion passed.

2024 Budget Review

Eric reviewed the 2024 budget that was included in the packet. Mill levy valuations have not been reported to the library, but he is confident that the proposed budget will not exceed the 6 mills maximum.

Stacy Kohlmeier made a motion to accept the 2024 budget as presented. Linda Cook seconded, and the motion passed.

Selection of MPL Board President and Vice President

Elaine asked for nominations for MPL Board President and Vice President to serve from May 1, 2023, to April 30, 2024. Linda Cook was nominated for president, and Tyler Darnell was nominated for Vice President.

Stacy Kohlmeier moved to accept the nominations of Linda Cook as President and Tyler Darnell as Vice President. Tanya González seconded, and the motion passed.

Policy Change-INF-4 Internet Access and Public Computer Safety

Board members were provided copies of the revised policy. Rhonna Hargett explained the proposed changes.

Tanya González made a motion to accept the changes presented in policy INF-4. Stacy Kohlmeier seconded, and the motion passed.

Director Annual Goal Review

Eric reported the progress he has made on his 2023 performance goals.

May Meeting Date – May 29th is Memorial Day.

The regular meeting rotation would place the May meeting on the Memorial Day holiday. The board decided to move the May meeting to Monday, May 22nd, at 4 p.m.

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, May 22, 2023, at 4 p.m.

Respectfully submitted by,

President Linda Cook

Director Eric Norris