

**Manhattan Public Library
Regular Meeting of the Board of Trustees
May 22, 2023**

The May meeting of the Manhattan Public Library Board of Trustees was called to order at 4:02 p.m. by President Linda Cook. Present were board members Tanya González, Tara Coleman, Melissa Rosso, Lucas Loughmiller, and Mayor Mark Hatesohl. Also present were Library Director Eric Norris, Business Manager Jennifer Lund, Assistant Director Teri Belin, and guest Eric Kientz from Kientz & Penick CPAs, LLC. Tyler Darnell and Stacy Kohlmeier were absent.

Public Comment

No public comment.

Approval of Minutes

Tara Coleman made a motion to approve the April 24, 2023, minutes as presented. Melissa Rosso seconded, and the motion passed.

Financial Statement and Bills

May 2023 expenses:

Tax Fund/General Operations.....	\$ 42,603.04
Tax Fund/Employee Benefits.....	0.00
Grants, Fees, and Interest.....	625.26
Endowment Account.....	16,016.15
Capital Improvement.....	0.00

Jenn Lund reported that since the meeting was held a week earlier than usual, payroll was not included in the May financial statements. The May payroll information will be provided at the June meeting. A small distribution check from the city is included. The annual elevator maintenance bill was paid from the tax account. All other expenses in other funds were routine.

Lucas Loughmiller made a motion to approve the May 2023 financial statements as presented. Mayor Mark Hatesohl seconded, and the motion passed.

Committee Reports

Building and Grounds

Eric Norris reported that he will be calling for a meeting with the committee soon to go over things that need to be considered for repair/replacement.

Legislative

Eric Norris said that the legislature has wrapped up this session, and there was no significant legislation proposed or passed that will impact libraries.

Finance

No report.

Policy and Planning

No report.

North Central Kansas Library System

Linda Cook reported that NCKLS will hold its next Executive Committee meeting on Thursday, May 25, 2023. The hiring committee will recommend that Sandy Wilkerson be appointed NCKLS Director.

Manhattan Library Association

No report.

Manhattan Library Foundation

No report.

Director's Review Committee

No report.

Director's Report

"The library is the temple of learning, and learning has liberated more people than all the wars in history." — Carl Thomas Rowan, journalist, author, and diplomat.

- I would like to welcome two new trustees to our team!
 - Dr. Melissa Rosso is a physician of Family Medicine at Stonecreek and has lived in Manhattan since 2013. She has volunteered with Everybody Counts, served on the Manhattan DEI Task Force in 2021, and currently serves on the Mercy Community Health Foundation, which works to provide funds in support of Ascension Via Christi Hospital in Manhattan and its programs.
 - Lucas Loughmiller is the Director of Library & Instructional Media Services at USD 383. He holds a Master's degree in School Libraries from the University of North Texas and, with over 11 years of experience, has a very strong understanding of librarianship.
- NCKLS Update: Applications were collected through April, and a hiring committee was formed and interviewed three candidates on May 15. I will let you know as soon as the Executive Board announces their hire. Once the new director has been hired, I will work with them to make sure they are trained to the best of my knowledge and establish a timeline of what needs to be done and in what order. The 2024 Plan of Service and Budget is ready to share with the NCKLS directors and will be presented to the State Library Advisory Board on June 9.
- We are working closely with Be Able to better serve people experiencing homelessness, and we are talking with Downtown Manhattan to host a de-escalation training provided by the RCPD, though no date has been set.
- Summer Reading kicks off June 1 with the theme "All Together Now," and more information about all of the activities over two months can be found here: <https://mhklibrary.org/sr/>
- We plan to attend the Juneteenth celebration on June 17 at the Douglass Center Park.

Collection Management

- We took a break from weeding for most of the month to keep from overwhelming the sorters leading up to the book sale.
- We added subscriptions to WebDewey and Fountas & Pinnell to support staff work. WebDewey will be used by the catalogers to reference Dewey call numbers quickly. Fountas & Pinnell will be used by Children's programmers to help with adding level stickers to JBRs.

- We closed 2022’s funds in Polaris which had been open to allow us to receive items we preordered at the end of last year. In order to close the funds successfully, we had to close a lot of open orders with Baker & Taylor.
- We noticed some issues with the OverDrive API that generates bib records for titles we provide on Sunflower, and we started working with IT to address those issues.
- We updated how much it costs to catalog and finish new books.

	March 2023	March 2022	2023 YTD	2022 YTD
Collection				
Total size	136,138	129,761		
New items added	1,257	946	4,884	3,634
Purchase requests	97	105	480	475
Items finished	976	785	3,923	4,036
Items mended	220	145	734	537
Items withdrawn	1,373	1,975	5,361	4,741
Circulation				
Physical circ	36,298	36,076	151,886	145,841
Sunflower circ	11,046	8,735	44,543	37,645
Hoopla circ	3,078	4,012	12,752	16,358
Kanopy circ	702	687	3,382	3,122
Flipster circ	431	685	1,884	2,233
Database usage	12,287	6,271	52,803	26,597
Interlibrary Loan				
ILLs lent out	233	248	1,014	931
ILLs borrowed	219	232	937	978

IT Activity Report

- April had 98 tickets opened and 102 closed.
- Continue to work with Collection Services to create a new ILL workflow
- IT staff worked to get Summer Reading 2023 set up and ready to go. Teri Barton worked on Beanstack, while Cody worked on the Summer Reading website.
- Continued meeting with Polaris on the new email notification system being rolled out.
- Completed initial work for Collection Services to add new neighborhoods to the Children’s Department.
- Continued development and work on Summit – our Library Analytics Software
- Assisted SNAP in getting laptops set up for their first meeting in April.
- Replaced our Book Edge scanner that was failing.
- Met with Jennifer Bergen to figure out a new setup for the Children’s public computer labs.
- Started initial pricing for ordering 2023 computer replacements
- Started testing new OneStop v3.2 self-check software. Currently evaluating upgrades on other self-check units.
- Trained Jan on how to use the video camera equipment for a few programs she was going to record.
- Trained staff for K-State Game Night, where we provided an oculus for attendees to try out.

- Worked with Teen Zone staff to come up with a rotation of games to keep PC games more exciting and easier to update.
- Assisted with the MLA 2023 Booksale
- Met with staff for initial conversations on updating the Check-In process.
- Teri Barton worked with our ILS vendor, Polaris, to participate in the Innovative Users Group 2023. Teri is part of the steering committee and helped plan this year's conference.

Operations and Administrative Services

- The annual book sale was a great success, with big crowds all three days. We are grateful to the City of Manhattan for allowing us to use the Wefald Family Pavilion. Receipts totaled \$10,770.66. Last year the total was \$9,157.17. The MLA membership also grew from 290 in 2022 to 327.
- During a recent heavy downpour of rain, we discovered six roof leaks. A roofing company will evaluate the photos we took to see if repairs can be made.
- A metal frame around an emergency exit door in the east building stairway was replaced. A foundation repair vendor suggested this as one step to solve a regular leak we had in the east building basement when there's a heavy downpour. We were happy to discover the leak did not happen during the recent heavy rain.
- A part-time custodian resigned in April, and we did not fill that position. We reevaluated the workflow and made some adjustments. It's too early to tell if we can sustain the changes, but it is nice to see other staff and department leaders' willingness to make this adjustment work.
- We are hiring a children's library assistant and a page for the summer. Adult Services has a library assistant position open. The teen librarian is in the process of selecting teen volunteers.

Public Services

First Quarter Program/Outreach Stats (Jan.-Apr.):

- Spring Storytimes: 2,755 attendees, 68 events
- Other kids' programs: 196 attendees; 8 events
- Teen programs: 141 attendees; 19 events
- Adult programs: 293 attendees; 34 events
- Tours & Group Visits: 726 attendees; 17 groups
- Outreach at Community Events: 593 interactions; 3 events
- Tech Drop-Ins: 38 attendees; 10 events
- Other Outreach: 64 attendees; 2 events

April Report:

- Inspire Young Readers Programs: 16 total programs with 512 attendees
- 1,000 books before Kindergarten: 8 new registrations
- Check-up/Check-out: 24 coupons redeemed
- Books for Babies: Not delivered in April
- Book Pickup service: 3 daycare, 92 items
- 370 Teens visited the Teen Zone: 4 events with 26 attendees
- Outreach:
 - Storytime w/Baby Goats at Piccalilli Farm: 3 events, 21 attendees
 - 2nd Grade Tours: 7 events, 314 attendees

- Storytime at KinderCare: 1 event, 43 attendees
- Little Apple Pride: 410 attendees
- ReadMHK: 171 participants, 7 new registrations, 16 listens on the podcast
- Questions answered at the Reference Desk: 1,279
- Enjoy & Share: 122 books to the Manhattan Airport, The Towers, Jardine, Cats Cupboard, Flint Hills Job Corps
- Homebound: 25 Patrons, 140 books delivered
- Displays: 587 books checked out from 9 displays
- “Bring Technology Benefits to Everyone”: 7 events with 103 participants
- “Welcome Space” adult programs: 7 events with 78 participants
- Continuing Education & Training:
 - Navigating the Rapids: Myths and Realities of Generational Workplaces – MALA webinar – Hannah
 - “When Everyone Leads” book by Julia Fabris and Ed O’Malley, Kansas Leadership Center – Rhonna
 - Hannah, Harley, and Jennifer attended the Early Literacy Symposium in Topeka. Jennifer participated as part of a panel to represent libraries. The event was hosted by NCKLS and NEKLS for librarians, childcare workers, and museum and zoo staff. The presenter gave a lot of good practical ideas and research-based information on what we can be doing to help young children learn more. Interactive activities helped us meet librarians from other libraries. During the lunch hour, we met with the Manhattan Rotary Club to discuss experiences and needs for early literacy.
 - Harley and Jennifer watched “Homeless De-Escalation 401: Managing your Own Emotions during Conflict.”
- Staffing:
 - Victoria Lafean was hired as a LIS LA2.
 - Alice Davidson resigned from her LIS LA2 position.
- Security Incidents: 3
- Behavior Reports: 4

Patron Stories and Experiences:

- At Zoofari Tails Storytime, one of the toddlers attending was very excited to see and touch the earthworms and, after, asked to look at one of the books on hand to learn more about them.
- READMHK READ-In Queer Authors participant evaluation: “It was great” The best part of the program was “Emily Dickinson’s poems.” Anything else you would like to tell us about this program? “Keep doing them!”

Old Business

There was no old business.

New Business

2022 Audit Review

Eric Kientz went over the 2022 audit. He reported that Jenn Lund and Eric Norris were helpful by providing information to him in a timely manner. He also reported that there were no findings of fraud or misstatements of funds. Overall the audit went very well.

Lucas Loughmiller made a motion to accept the audit as presented. Melissa Rosso seconded, and the motion passed.

Committee Assignments

Eric Norris discussed committee assignments with the group. It was decided to be as shown below.

<u>Committee Name</u>	<u>Members (*denotes chair)</u>
Building and Grounds (3)	*Tyler Darnell, Lucas Loughmiller
Legislative (2)	*Melissa Rosso
Finance (3)	*Stacy Kohlmeier, Tara Coleman
Policy and Planning (3)	*Tyler Darnell, Tanya González
Director’s Evaluation (3)	*Stacy Kohlmeier, Tara Coleman
NCKL Representative (1)	Linda Cook
MLA Representative (1)	Eric Norris
MLF Representative (1)	Linda Cook

Note: The president serves as a member of all standing committees. The number in parenthesis indicates the number of members serving on the committee.

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, June 26, 2023, at 4 p.m.

Respectfully submitted by,

President Linda Cook

Director Eric Norris