

Manhattan Public Library
Regular Meeting of the Board of Trustees
June 26, 2023

The June meeting of the Manhattan Public Library Board of Trustees was called to order at 4:00 p.m. by President Linda Cook. Present were board members Tanya González, Tara Coleman, Lucas Loughmiller, 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. Melissa Rosso was absent.

Public Comment

No public comment.

Approval of Minutes

Tyler Darnell made a motion to approve the May 22, 2023, minutes as presented. Tanya González seconded, and the motion passed.

Financial Statement and Bills

June 2023 expenses:

Tax Fund/General Operations.....	\$ 300,082.11
Tax Fund/Employee Benefits.....	56,870.88
Grants, Fees, and Interest.....	2,056.02
Endowment Account.....	19,443.17
Capital Improvement.....	0.00

A distribution check from the city was received. We received a grant from the 1998 Jack Goldstein Trust for \$55,000.00. We will use these funds to purchase new chairs and tables for the auditorium and Groesbeck rooms. A new server and 24 replacement computers were purchased.

Lucas Loughmiller made a motion to approve the June 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

See new business.

North Central Kansas Library System

Linda Cook reported that NCKLS hired Sandy Wilkerson for the director position. NCKLS will hold an annual meeting on August 24th.

Manhattan Library Association

No report.

Manhattan Library Foundation

No report.

Director's Review Committee

No report.

Director's Report

"The very existence of libraries affords the best evidence that we may yet have hope for the future of man." — T.S. Eliot, poet, essayist, playwright, and literary critic.

- We were very excited to receive a Jack Goldstein Grant of \$55,000. Normally, we receive \$10,000, which has been used to pay for the LinkedIn Learning Database. This year we heard there was a potential for some extra funds, but the turnaround was very quick. So, we applied to replace the chairs in the Auditorium and the Groesbeck Room. Thank you to Earl Allen for the information.
- [Summer Reading](#) is happening right now! It is also for adults if you are interested in signing up. I've been told this year's goal is 2 million minutes; last year, we hit 1,951,389 minutes.
- Here is a link to the online public survey for the strategic plan: [Public Survey](#)
 - We will be sending this out across the community through our website, social media, direct emails, QR code access in-house, etc.
 - I will send an email with the link for you to share through your social circles.
- We attended the Juneteenth celebration on June 17 at Douglass Center Park. Allie put a lot of really good work into getting things ready and meeting with the public.
- We are having an ongoing conversation with Hale Library about getting cards and service access to KSU students. We have always issued cards to students, but they are looking for a way to get students access to online resources without them coming to the physical library. This is problematic for us, and there are some logistical barriers preventing an immediate solution.
- The NCKLS Executive Board hired Sandy Wilkerson as the new and first full-time director. She served the system as the Library Consultant and has 17 years of experience working with library systems in Kansas. We are continuing to work toward the separation of the two organizations.
- Traditionally, the July meeting has been canceled, and the Board approves us to pay July bills. This is listed as New Business on the agenda.

Collection Management

- We created the Languages neighborhood in the Children's Room, which currently houses 212 books in languages other than English. After summer reading, we will add bilingual books to the neighborhood as well.
- With IT's help, we started updating bibliographic records from OverDrive to include call numbers, medium, and links to OverDrive.
- We started working with our major book vendor, Baker & Taylor, to add mylar jackets to some of the books we receive from them. We also have a couple of new options for finishing paperback and cloth-bound books that should show less wear over time.

- We met a couple of times to discuss switching interlibrary loans to use Polaris, and the staff has a list of supporting items to work on over the summer.
- We resumed weeding and have weeded all Young Adult, Adult Cs, part of the Adult 790s, and Children’s Animals and Arts & Crafts neighborhoods.

	May 2023	May 2022	2023 YTD	2022 YTD
Collection				
Total size	135,795	133,281		
New items added	1,068	965	11,666	4,599
Purchase requests	100	93	580	538
Items finished	1,076	614	4,999	4,650
Items mended	183	124	917	661
Items withdrawn	1,682	2,726	7,043	7,467
Circulation				
Physical circ	38,976	40,406	190,862	186,247
Sunflower circ	11,839	9,435	56,382	47,080
Hoopla circ	3,549	4,719	16,301	21,077
Kanopy circ	790	511	4,172	3,633
Flipster circ	558	538	2,442	2,771
Database usage	12,267	6,712	65,070	33,309
Interlibrary Loan				
ILLs lent out	194	197	1,208	1,128
ILLs borrowed	235	257	1,172	1,235

IT Activity Report

- May had 99 tickets opened and 97 closed.
- Continue to work with Collection Services to create a new ILL workflow.
- IT staff continued to work to get Summer Reading 2023 set up and ready for launch. Teri Barton worked on Beanstack, while Cody worked on the Summer Reading website.
- Continued development and work on Summit – our Library Analytics Software.
- Completed 2023 computer and server order replacements.
- Continued testing new OneStop v3.2 self-check software. A current bug with our vendor is causing a delay in pushing the update to the rest of the kiosks.
- Started initial setup for moving to Microsoft 365.
- Updated the TeenZone to its first semester of gaming.
- All staff completed the LinkedIn learning course “Customer Service: Serving Internal Customers.”

Operations and Administrative Services

- We are working with Blueville to repair the sprinkler system that was dug up during the street construction. The flower beds that are currently mulched are the library’s responsibility to maintain. The City is installing a sprinkler system for the beds that will be connected to the library’s existing system. The library will plant perennials, and the grass adjacent to the curb will be replanted.

- New plantings and landscaping will be done in the Goldstein Garden, which is adjacent to the Storytime room.
- The air conditioner unit above the server room was installed in 1997 and needs replacing.
- We are working to create an all-gender restroom that will be located in the west building just outside of the reading room. The restrooms that are currently there are used only by staff. The men's room will be a single-use gender-neutral restroom, and the current women's room will be designated for staff. Locks will be changed so that the doors can be locked from the inside. An emergency tool is used to access the rooms if necessary.
- The Jack Goldstein Foundation grant will allow us to purchase new chairs for the auditorium. The grant will also allow us to purchase new tables for the Groesbeck room. The new tables will be on wheels and easier for staff and patrons to move around. The tables currently in the Groesbeck room will move to the former Technology Center.
- The library was fully staffed for 30 days. We have one library assistant position open right now. Applications are coming in at a steady rate.

Public Services

Summer Reading (as of 6/15):

- 2300 participants
- 398 have already reached the reading goal
- Mercury Article – “All Together Now, Let's Read” by Jennifer Bergen

May Report

- Inspire Young Readers Programs: 8 total programs with 286 attendees
- 1,000 books before Kindergarten: 49 new registrations, 684 total registrations
- Check-up/Check-out: 36 coupons redeemed
- Books for Babies: 180 board books were delivered to Via Christi in May.
- Book Pickup service: 1 daycare, 40 items
- 335 Teens visited the Teen Zone: 1 event with 2 attendees
 - Teen Specific Outreach:
 - Eisenhower MS Summer Reading Outreach – 60 Interactions
 - Anthony MS Summer Reading Outreach – 98 interactions
- Outreach: 15 events, 2557 total attendance
 - Kindergarten Tour: 2 events, 68 attendees
 - MCS 1st Graders Tour: 1 event, 35 attendees
 - TR 3rd Graders Tour: 1 event, 38 attendees
 - Summer Reading Outreach: 8 events, 2,350 attendees
 - MCS Summer Camp K-5 Tour: 1 event, 30 attendees
 - MCS Summer Camp PreK Storytime: 2 events, 36 attendees
- ReadMHK: 171 participants, 66 new registrations, 2 listens on the podcast
- Questions answered at the Reference Desk: 1,309
- Enjoy & Share: 43 books to the Jardine, Cats Cupboard, Flint Hills Job Corps. The airport is closed for the next few months, so the total will be smaller.
- Homebound: 25 Patrons, 137 books delivered
- Displays: 580 books checked out from 7 displays, plus 1 one-week display

- “Bring Technology Benefits to Everyone”: 7 events, 44 attendees
- “Welcome Space” adult programs: 5 events, 36 attendees
- Continuing Education & Training:
 - Hiring & Supporting Neurodiversity in the Workplace – Hannah – LinkedIn Tutorial
 - Library Ethics training module & quiz – All Public Services staff
 - Library Project Management – Jared
 - Library Safety – WebJunction Webinar – Rhonna
 - Nonverbal Tools to De-Escalate Conflict – Ryan Dowd webinar – all Librarians-In-Charge
 - Verbal Tools to De-Escalate Conflict – Ryan Dowd Webinar – Rhonna
 - EDI is Important! Now what? – WebJunction Webinar – Rhonna
 - Cultural Intelligence for Library Staff – MALA webinar – Rhonna
- Staffing:
 - Michelle Montalvo was hired as a LIS LA2.
 - Audrey Muth and Regan Wright took an unpaid leave of absence for internships.
 - Sydney Vahl and Elizabeth Goetz were hired as temporary summer Pages.
 - Sam Carpenter and Ruth Vanderford Nagaoka were hired as temporary summer Children’s staff.
- Incident Reports: 15

Patron Stories and Experiences:

- Notes from DIY night participant’s survey:
 - What did you like best about this program? “Easy craft. All of it. Getting to do a craft and interact with others. The people are always great! The patient and friendly atmosphere. Mary is a wonderful leader.”
 - Anything else you would like to tell us? “Y’all Rock. Thank you!! I love these programs! Very fun.”
- Harley was gifted a bracelet made by a teen in her favorite colors.
- While Laura and Hannah were visiting Theodore Roosevelt Elementary School to promote the summer reading program, Laura told the kids that they could earn two free books as prizes. The kids started to applaud! What a wonderful response!
- A teen who attended the ReadMHK book discussion asked Laura if she used to visit the elementary schools. The teen remembered seeing Laura and other librarians coming in silly costumes each year. A positive memory of our library!

URLs for the Links Included in the Director’s Report:

- Summer Reading – <https://mhklibrary.org/sr/>
- Public Survey – <https://docs.google.com/forms/d/e/1FAIpQLSdPFXGY5gY01eCff4HBIS-NDpIA5PDNx4OkqcYJVD7TFIZ9tg/viewform>

Old Business

There was no old business.

New Business

Policy change: MNG-5 Reconsideration of Library Materials

Eric Norris highlighted a few additions to the policy. Mayor Mark Hatesohl made a motion to accept the changes as presented. Lucas Loughmiller seconded, and the motion passed.

Policy Change: Request for Reconsideration of Library Materials form

Eric Norris highlighted the addition. Lucas Loughmiller made a motion to accept the changes as presented. Tara Coleman seconded, and the motion passed.

July meeting and approval of the monthly bill payments

Stacy Kohlmeier made a motion to not meet in July and to pay the July bills. Tyler Darnell 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, August 28, 2023, at 4 p.m.

Respectfully submitted by,

President Linda Cook

Director Eric Norris