

**Manhattan Public Library
Regular Meeting of the Board of Trustees
August 28, 2023**

The August 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, Melissa Rosso, and Mayor Mark Hatesohl. Also present were Library Director Eric Norris, Business Manager Jennifer Lund, and Assistant Directors Teri Belin and Rhonna Hargett.

Public Comment

No public comment.

Approval of Minutes

Tyler Darnell made a motion to approve the June 26, 2023, minutes as presented. Lucas Loughmiller seconded, and the motion passed.

Financial Statement and Bills

July 2023 expenses:

Tax Fund/General Operations.....	\$ 417,657.79
Tax Fund/Employee Benefits.....	106,695.83
Grants, Fees, and Interest.....	22,851.74
Endowment Account.....	19,006.80
Capital Improvement.....	62,775.00

A grant award of \$45,000 was received from the 1998 Jack Goldstein Trust. The grant will be used to purchase new furniture for the auditorium and Groesbeck room, and we will pay 50% of the cost in July. We had to pay half of the elevator repair bill so that the parts could be ordered.

August 2023 expenses:

Tax Fund/General Operations.....	\$ 243,667.24
Tax Fund/Employee Benefits.....	54,425.77
Grants, Fees, and Interest.....	632.10
Endowment Account.....	11,188.74
Capital Improvement.....	0.00

We received a check from NCKLS to pay six months of postage. Three \$600 scholarships were paid by the Foundation.

Lucas Loughmiller made a motion to approve the July and August 2023 financial statements as presented. Tanya González seconded, and the motion passed.

Committee Reports

Building and Grounds

Eric sent out an email that lists the building projects that need to be addressed.

Legislative

No report.

Finance

No report.

Policy and Planning

See new business.

North Central Kansas Library System

Linda Cook reported that NCKLS held their annual meeting on August 24th, approving the 2024 budget and system plan.

Manhattan Library Association

Their next meeting will be held on September 13th.

Manhattan Library Foundation

No report.

Director's Review Committee

No report.

Director's Report

“So, it is not too much to ask of Americans that they not be censors... If we are wounded by an ugly idea, we must count it as part of the cost of freedom and, like American heroes in the days gone by, bravely carry on.” — Kurt Vonnegut, author and humorist.

- City Budget Presentation on June 27.
- Elevator – Updates have been emailed, and insurance is to cover \$111,973 of the \$156,973 expense.
- All-In-One Bathroom remodel update.
- Policy Changes workflow Update – See the handout following this report.
- Public Services is updating the Orientation Training manual for Supervisors.
- Summer Reading was a smashing success: 3,479 readers logged 2,355,338 minutes.
- New Chairs purchased with Jack Goldstein Grant – Still waiting on tables for the Groesbeck Room.
- [WILLA Literary Award](#) of Women Writing of the West – I was a final judge for Creative Nonfiction.
- Kansas Library Association Meeting on November 1 – 3.
- NCKLS will be interviewing for a new Library Consultant.
- NCKLS Annual Meeting: RNR and Budget Meeting on August 24.

Collection Management

- We've been working with IT, Baker & Taylor, and Polaris to set up an API to automate the book ordering and brief bibliographic record creation process.
- Corey Ptacek from Circulation came up for some job shadowing in June.
- We've created documents and instructions to use when we switch to doing interlibrary loans in Polaris. We're also working with IT to create a draft webpage we can use when training staff leading up to the change.
- We updated shelf locations in Polaris to make it easier for patrons and staff to find items. We also did a lot of record cleanup, making sure call numbers on bibliographic records and item records matched.

- The annual magazine renewal has been submitted.
- We're adding the LOTE4Kids database. It should start in the second half of August.
- Kandy Briggs has rejoined us as a mending volunteer.
- We're wrapping up spending on several memorial donations.
- We weeded adult large print, adult graphic novels, part of the adult 900s, the children's Geography neighborhood, the children's History neighborhood, the children's Parent & Teacher neighborhood, and all of the young adult collection.

	July 2023	June 2023	July 2022	June 2022	2023 Year to Date	2022 Year to Date
Collection						
Total size	135,826	135,333	133,769	133,419		
New items added	1,149	1,176	1,072	890	8,277	6,561
Purchase requests filled	130	121	123	108	831	799
Items finished	894	862	1,020	751	6,755	6,421
Items mended	247	215	231	173	1,379	1,065
Items withdrawn	930	1,610	1,054	1,586	9,583	10,107
Circulation						
Physical circ	44,804	46,415	45,543	47,008	282,081	278,798
Sunflower circ	13,492	12,538	10,522	9,780	82,412	67,382
Hoopla circ	3,264	3,190	4,179	4,331	22,755	29,587
Kanopy circ	832	861	630	563	5,865	4,826
Flipster circ	330	484	516	408	3,256	3,695
Database usage	12,718	13,598	5,551	5,476	91,386	44,336
Interlibrary Loan						
ILLs lent out	226	230	207	232	1,664	1,567
ILLs borrowed for us	235	266	245	262	1,673	1,742

IT Activity Report

- June had 113 tickets opened and closed.
- July had 78 tickets opened and 69 closed.
- Continue to work with Collection Services on various projects.
- IT staff completed bulk changes to Overdrive records.
- Alex is working on a project that will help advertise games, resources, and events on the Teen Zone computers.
- Received new computers for the Public Services Department and Children's Library Lab.
- Assisted in getting a strategic plan survey online on our website and in the building.
- Summit v2 was released as a working Beta. We continue to polish and fine-tune as we can.
- Had an issue with the inventory wand that required us to restore it to factory defaults.
- Upgraded MyCloud and Open Document Server to the latest supported versions.
- Received a new Hyper-V Server as a replacement for an older server.
- Devin worked on tutorials for how we image staff and patron computers.

- Started the initial process of getting the new children’s lab up and running.
- Worked with Collection Services on a new Polaris Acquisitions API.
- Looked for new furniture to accommodate new iPads in the children’s room later this year.
- Had an issue with the patron print server that caused vending not to work. Was able to repair the issue and get patron printing working again.

Operations and Administrative Services

- The state boiler inspector performed the annual inspection of the boilers. There were two repair recommendations, but all three are recertified for another year.
- The annual fire extinguisher inspection was done in July.
- Thermal Comfort Air:
 - Repaired a rooftop air conditioner on the northwest side of the building.
 - Replaced a 25-year-old a/c unit that is above the computer server room.
 - Replaced two floor pumps in the NCKL closet off of their breakroom.
- Economy Electric updated the lighting in Rosie’s Corner, two atrium lights, and one outside of the Groesbeck room.
- Blueville Nursery is repairing and replacing the grass and irrigation system that was dug up for the Poyntz construction project. Irrigation lines were installed in the flower beds. MPL is responsible for purchasing the plants and maintaining them.
- The Manhattan Garden Club has been working with Programming and Children’s Services Manager Jennifer Bergen on a new landscape design for the garden area outside of the Storytime Room. The club will donate some money for the project. Funds that have been held from the Children’s Expansion will cover the balance. The remaining funds from the expansion are set aside to replace furniture and fixtures in the children’s room and in the garden area. Blueville Nursery will do the work.
- A gate will be installed in the children’s garden area that will prevent children from getting near the natural gas meter. Funds from the expansion will take care of the cost.
- The next MLA meeting is Wednesday, September 13th.
- The director’s evaluation committee will meet after the August board meeting. At the October meeting, Eric will give the board a report on his 2023 goals. The staff and board members will complete evaluation surveys in early November. The formal evaluation will take place at the November meeting.
- Staffing levels are good, with just one open position at this time.

Public Services

Summer Reading (as of 6/15):

Age	Total Readers/ Participants	Completed Final Goal	Total Minutes
PreK	475	272	137,586
Kids	1359	742	512,063
Teens	574	303	462,896
Adults	1071	566	1,242,793
Total	3479	1883	2,355,338

June/July Report

- Inspire Young Readers Programs: 83 total programs with 2,239 attendees
- 1,000 books before Kindergarten: 97 new registrations, 779 total registrations
- Check-up/Check-out: 78 coupons redeemed
- Books for Babies: 200 board books were delivered to Via Christi in June.
- 800 Teens visited the Teen Zone: 10 events with 80 attendees
 - 29 teen volunteers provided 869 hours of service over the summer, helping give out prizes for summer reading, creating winter decorations for the library, helping with programs, and much more.
- Outreach: 7 events, 253 total attendance
- ReadMHK: 69 listens on the podcast
- Questions answered at the Reference Desk: 3,521
- Enjoy & Share: 117 books to the Jardine, The Towers, Cats Cupboard, Flint Hills Job Corps, and Flint Hills Breadbasket
- Homebound: 59 Patrons, 320 books delivered
- Displays: 1,216 books checked out from 7 displays, plus 1 one-week display.
- Manhattan Mercury Columns:
 - “Books for Quick Reading” by Savannah Winkler
 - “Diversity in Summer Bestsellers” by Audrey Swartz
- “Bring Technology Benefits to Everyone”: 12 events, 87 attendees
- “Welcome Space” adult programs: 11 events, 132 attendees
- Continuing Education & Training:
 - All Security Team - *Kicked Out!: How to safely ask someone to leave (without calling the police)*
 - Amber – *Disinformation and Literacy Landscape*
 - Audrey – *Promoting Your Collections: Messaging, Merchandising, and More & Increase Library Usage Through Strategic Merchandising*
 - Rhonna – *Why Patron Privacy Matters & How You Can Protect It*
 - Savannah – *Sexual Harassment: How to respond to a customer’s inappropriate comments; Homeless De-Escalation 401: Managing Your Own Emotions During Conflict*
 - All Public Services – *Homeless De-Escalation 501: Verbal Tools for Conflict*
 - All PS managers & supervisors, plus Eric – Visited Olathe Public Library to tour their new facilities and learn about training and scheduling.
 - Audrey – *Summer 2023 Readers’ Advisory Networking Session*
 - Jan – *Positive Discipline for Teens* (in June, but forgot to include).
 - Rhonna – *Finding your introvert/extrovert balance in the workplace (LinkedIn)*
- Staffing:
 - Two Circ LA2s took an unpaid leave of absence for internships.
 - Two PS LA2s resigned.
 - Two PS LA2s have been hired.
 - There is currently one LA2 opening in Circulation.
- Incident Reports: 18

Patron Stories and Experiences:

- Jared: On Monday night, when I was covering a break down there, I gave a little girl her summer reading prizes, which included a sticker for the poster. She backed up to the desk so she could get a

running start at the poster and jumped to put her sticker higher. It may have ended up being lower than if she had just stood there and reached up, but it was still pretty great.

- Jennifer: My teen child told me that a librarian at the children's desk asked them what their pronouns were. They were elated to have someone ask.
- One of our regular patrons was very excited about the Family Dinner Book Club, and I spent quite a while talking through it with him. He and his wife always vet every book their kids read, so I helped him find all the possible books with discussion questions, and he looked through them to choose what he wanted to check out. He thought it was a great idea and wondered if we would keep doing the program after the summer.
- At the end of storytime, Chelsea always lets children come up to pet Charlie, the puppet, goodbye. All of the children love Charlie, and several parents have noted how long he has been a part of our storytimes and how much their kids love him.
- One mother had just moved here to Manhattan and indicated that she was so glad for the activities in the room that kids could participate in (passive programming like the crafts and the puppets).
- One mother came in for her child's 800 books sticker for the 1000 Books Before Kindergarten. She told us that they were reading really hard to try and get to 1000 as they were moving in a few weeks and would not have a library with this program where they were going. They love this program!
- A patron asked for the titles of the books Hannah chose for storytime on the library's social media so they could purchase them for their child because they enjoyed them so much.
- After reading a book about jobs people do, Laura asked the 3 and up storytime kids what they wanted to be when they grew up. One kid said, "An explorer!" A couple of kids then said, "A police officer!" Finally, a kid said, "A dinosaur!"
- Comment posted on Facebook after Teen After Hours: Murder Mystery - "My daughter had so much fun! Thank you for putting this on. Grateful for libraries."
- Comments from Adult/Teen DIY Night: "Everyone is always so sweet. * Mary, Jessica, and Harley were kind and inclusive. * Mary even offered a tool to make my art easier. * It was fun to meet new people. * It was fun that my daughter and I could participate together. * It was a great craft for all ages. * I think you're doing great. I love getting to make stuff/crafts in a relaxed environment. * It was really fun and well-prepared. I can tell a lot of time and effort was put into each of these DIY events. * I enjoy learning something fun in a friendly environment and enjoy trying new things. * I think the library is doing a great job already. * I appreciate all the instruction and help. Everyone is so willing to assist others."

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

WILLA Literary Award – <https://www.womenwritingthewest.org/awards/the-willa-literary-award/>

Old Business

There was no old business.

New Business

Policy change: MNG-9 Displays

The policy was overhauled and presented as a new document instead of just showing changes in red. The board discussed how the policy is put to use in the library.

Tanya González made a motion to accept the policy with changes as discussed. Lucas Loughmiller

seconded, and the motion passed.

Display Proposal Form

Lucas Loughmiller made a motion to accept the form as presented. Tara Coleman seconded, and the motion passed.

Request for Reconsideration of Library Displays

Lucas Loughmiller made a motion to accept the form as presented. 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, September 25, 2023, at 4 p.m.

Respectfully submitted by,

President Linda Cook

Director Eric Norris