

**Manhattan Public Library
Regular Meeting of the Board of Trustees
September 25, 2023**

The September 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 Lucas Loughmiller, Tyler Darnell, 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. Tanya González, Tara Coleman, and Stacy Kohlmeier were absent.

Public Comment

No public comment.

Approval of Minutes

Lucas Loughmiller made a motion to approve the August 28, 2023, minutes as presented. Tyler Darnell seconded, and the motion passed.

Financial Statement and Bills

September 2023 expenses:

Tax Fund/General Operations.....	\$ 237,331.85
Tax Fund/Employee Benefits.....	50,952.52
Grants, Fees, and Interest.....	42,321.44
Endowment Account.....	7,084.20
Capital Improvement.....	(111,937.00)

We received a check from our insurance carrier for the staff elevator in the east building. The grant from the 1998 Jack Goldstein Trust was used to pay for the tables and chairs in the auditorium and Groesbeck rooms.

Mayor Mark Hatesohl made a motion to approve the September 2023 financial statements as presented. Melissa Rosso 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

No report.

Manhattan Library Association

No report.

Manhattan Library Foundation

No report.

Director's Review Committee

Teri Belin explained to the board that the process will begin in October. At the October meeting, the director will provide a progress report on the performance goals established last November. The board and the director will begin discussing the director's performance goals for 2024 at the October meeting. Online surveys will be sent to board members and staff in early November. The committee will summarize the surveys into a report that will be presented for approval at the November meeting. Additional directions from Teri Belin will be coming in October.

Director's Report

"Libraries store the energy that fuels the imagination. They open up windows to the world and inspire us to explore and achieve, and contribute to improving our quality of life." – Sidney Sheldon, author.

The Strategic Planning Steering Committee met for a total of 12 hours on Friday and Saturday, September 15 and 16. At that meeting, the group discussed and developed the mission, values, goals, and objectives using information that was brainstormed by the group at two meetings prior. The next step in the process is that Coneflower will package the draft outline of the plan for review and edits. Once I receive that outline, I will send it to this Board, the MLA Board, the MLF Board, and all staff members for review. If there are suggestions from the larger group for finishing touches, please contact your team leader on the Planning Committee. The Planning Committee will then review to make edits on September 26 and again on October 17 for final edits. By early November, the strategic plan will be ready for dissemination. I have been really impressed at how well the Planning Committee has worked together and shared ideas. There has been very little tension, and everyone has been patient, receptive, and supportive working toward this goal. I am excited to explore these opportunities with the boards.

I met with Representative Mike Dodson on Friday, September 15, and we discussed MPL's role in and responsibilities to the community, my approach to librarianship, and the state of libraries in Kansas. It was a great conversation, and I was pleased to hear about his time on the MPL Board as well as his views on public libraries.

Allie and I were interviewed on KMAN during the Greater Manhattan Community Foundation Community Hour program on September 18, talking about the strategic plan and what value the library brings to the community.

Work is complete that opens the doorway to the staff and single-use restrooms, though we still need to put up proper signage for the spaces.

We also received the new tables we purchased with the Jack Goldstein Grant, and we are getting a very positive response about the usability of the Groesbeck Room. The new tables are just a little too big to fit in the elevator, and Flint Hills Moving Company generously donated their time and muscle to move the new tables into the space and the old table to the shell. We really appreciated their help. Additionally, we are working with Five Star Vending and Economy Electric to add three vending machines to the space.

Upcoming Events:

- Manhattan is the location for the October Humanities Kansas quarterly meeting, and the library is hosting Kansas Poet Laureate and KSU Professor [Tracy Brimhall](#) on October 12 for the HK Board Reception.
- On September 13, I met with [Jim Sands](#) from Junction City, a retired soldier and former JC city commissioner who will join the HK Board at the meeting (mentioned above).
- The Association for Rural & Small Libraries ([ARSL](#)) conference is in Wichita September 20-22. Rhonna will be attending, and several staff members are going to participate via webinar.
- On October 5, I will be attending “[Fueling Northeast Kansas Libraries with Foresight](#),” a conference in Lawrence sponsored by NEKLS and facilitated by Dawn LaValle, Director of the Division of Library Development for the Connecticut State Library.
- On October 10, I will be meeting online with Phillip Smith-Hanes, Saline County Administrator, and his team to discuss a digital equity grant program they are hoping to start.
- The Kansas Library Association ([KLA](#)) conference will be in Wichita on November 1-3. The KLA Conference has traditionally been held in Wichita, and a five-year contract with the convention center there is coming to an end. I am encouraging conversation at the state level to bring the conference to other cities in Kansas. Manhattan is obviously first on my list.

Collection Management

- We added LOTE4Kids, an online resource that has thousands of picture books read aloud in dozens of languages. MARC records for LOTE4Kids are now available in our online catalog.
- We resumed weeding and have weeded adult DVDs and Blu-rays, all of the young adult collections, and children’s graphic novels and nonfiction.
- Cataloging staff cleaned up records where the call numbers in bibliographic records didn’t match the call numbers in item records, cleaning up several hundred mismatched records.
- The Languages neighborhood has been completed, as bilingual books have been added. Maintenance helped by moving shelving for us, and Circulation helped with shifting and shelving.
- Crystal and Marlene attended a couple of Circulation department meetings to talk about how we mend books.
- Work has begun consolidating and organizing the professional collection, which are books that library staff use to help with their jobs. Most of the professional collection will be shelved in the 2nd-floor admin copy room.
- Planning for the launch of ILL in Polaris continued throughout the month, and the process was demoed at a managers’ meeting.
- Purchasing was completed on several memorials

	August 2023	August 2022	2023 YTD	2022 YTD
Collection				
Total size	134,709	134,075		
New items added	1,163	902	11,666	7,463
Purchase requests	115	114	1,296	913
Items finished	1,054	956	10,782	7,377
Items mended	288	186	1,667	1,251
Items withdrawn	2,535	1,115	12,118	11,222
Circulation				

Physical circ	43,561	42,873	325,642	321,671
Sunflower circ	12,857	10,589	95,269	77,971
Hoopla circ	3,425	4,323	26,180	33,910
Kanopy circ	924	766	6,789	5,592
Flipster circ	396	456	3,652	4,151
Database usage*	15,008	10,474	106,394	54,810
Interlibrary Loan				
ILLs lent out	309	266	1,973	1,833
ILLs borrowed	325	308	1,998	2,050

*missing Valueline stats for August 2023

IT Activity Report

August had 95 tickets opened and 109 closed.

- Continue to work with Collection Services on various projects.
- Continued to work with Collection Services to finalize the ILL project
- Helped Collection Services with two new Children’s Neighborhoods.
- Worked with departments on closing up this year's Summer Reading.
- Devin completed Microsoft Windows images for both staff and patron computers running Windows 11.
- Assisted staff in getting ready for Outreach programs happening in August.
- Fixed an issue with the Blu-ray player in the Storytime room.
- Continued to move forward on the Mobile Application project.

Operations and Administrative Services

- Economy Electric will do some work on electrical outlets so we can install vending machines in the Community Room. The outlets need to be on separate circuits to prevent overload.
- Blueville Nursery installed sod, repaired the sprinkler lines, and planted perennials in the plant beds on the north side of the building.
- The landscape beds in the children’s garden will be replanted this fall, and a gate in front of the gas meter will be installed. Funds from the expansion will take care of the cost.
- We’ve ordered signs that read: “No Loitering After Business Hours.” We think this will help keep people from setting up camp overnight in the library entryways.
- We are waiting to hear when the work on the east elevator will begin.
- The City Parks and Recreation Department has plans for the Wefald Pavilion next spring, and we will not hold the 2024 book sale there. We have had many successful book sales at the library, so if we are not able to secure a location elsewhere, the sale will be in the auditorium.
- The Manhattan Library Association Board met on September 13th. MLA membership numbers are at a record high, with 331 members. Their next meeting is Wednesday, October 11th.
- In the past four weeks, we received reports once a week of employees testing positive for COVID-19. We are encouraging staff to get booster vaccines and providing them with information from the Riley County Health Department and the CDC to urge staff to make decisions to help stop the spread.
- We currently have three library assistant positions and a teen librarian position to fill.

- The student chapter of the American Society of Landscape Architects (SCASLA) from Kansas State University held a Park(ing) Day by transforming parking spaces on Poyntz Avenue into a temporary parklet that had plants, seating, and activities for pedestrians.
- September is National Library Card Sign-Up Month. A bookmark contest is underway. Patrons ages 5-18 are invited to design a bookmark with the theme “Free Adventure with Every Library Card.”

Public Services

- Inspire Young Readers Programs: 3 total programs with 165 attendees
- Check-up/Check-out: 51 coupons redeemed
- Book Pick-Up Service: 2 groups, 52 books
- 417 Teens visited the Teen Zone: 2 events with 15 attendees
- Outreach:
 - Northview Back to School Night: 229 attendees
 - Discovery Center Day (Fall program brochures in bags): 500 Interactions
 - Everybody Counts: 165 Interactions
 - Riley County Genealogical History Fair: 100 Interactions
 - K-State New Student Community Connections: 60+ Interactions, 31 Library Card Signups
- ReadMHK: 56 listens on the podcast
- Questions answered at the Reference Desk: 1,969
- Enjoy & Share: 62 books to the Jardine, The Towers, Cats Cupboard, Flint Hills Job Corps, and Flint Hills Breadbasket.
- Homebound: 32 Patrons, 186 books delivered
- Displays: 471 books checked out from 7 displays, plus 1 one-week display
- Manhattan Mercury Columns:
 - “Mostly Harmless” by Audrey Swartz
- “Bring Technology Benefits to Everyone”: 6 events, 62 attendees
- “Welcome Space” adult programs: 6 events, 53 attendees
- Continuing Education & Training:
 - Security Team – Managing Emotions During Conflict – Ryan Dowd Training
 - Rhonna – Library Social Workers – Ryan Dowd Training
- Incident Reports: 3
- Behavior Reports: 9

Patron Stories and Experiences:

- “Wandean, thanks for the great help and instruction today. Your patience and guidance are truly appreciated.”
- Wandean - After speaking with a homeschool family about the 140 Years of Soul panels at the Genealogical Fair, the family sat down and discussed African-American history, segregation, and local history.
- Wandean - Helped a patron referred from the 2nd floor get started with an online job application, and they were able to come back the next day and finish it themselves upstairs.

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

Tracy Brimhall: <https://www.kansascommerce.gov/program/kcaic/poet-laureate/>

ARSL: <https://www.arsl.org/2023-conference>

KLA: https://kslibassoc.org/KLA_2023_Conference

Jim Sands: <https://www.linkedin.com/in/james-jim-sands-12172bb6/>

Fueling Libraries: <https://www.nekls.org/event/fueling-northeast-kansas-libraries-with-foresight/>

Old Business

The board received copies of the updated “MNG-9 Displays” policy.

New Business

ACH Payments

Jenn Lund told the board that many businesses are encouraging payment by Automated Clearing House (ACH). She asked the board to consider allowing ACH payments to businesses who ask for them. The board president or vice president will continue to review the invoices and bills monthly.

Melissa Rosso made a motion to allow the business manager to pay bills by ACH. Lucas Loughmiller seconded, and the motion passed.

Policy change: CIR-1 Lost Cards and Customer Accounts

The policy was presented with changes shown in red. Rhonna explained how temporary cards are beneficial to people in Manhattan for a short while.

Mayor Mark Hatesohl made a motion to accept the policy with changes as presented. Tyler Darnell seconded, and the motion passed.

Policy change: CIR-4 Lost or Damaged Materials

The policy was presented with changes shown in red. Sometimes, a patron brings in a new book they purchased to replace a lost or damaged book. This policy change specifies that the Collections Manager will decide if the book is one we want back in the collection before issuing a refund or removing the fee from the patron’s account.

Melissa Rosso made a motion to accept the policy with changes as presented. Mayor Mark Hatesohl seconded, and the motion passed.

Policy change: INF-5 Homebound Services

The policy was presented with changes shown in red. This policy change opens up online services for homebound patrons.

Mayor Mark Hatesohl made a motion to accept the policy with changes as presented. Lucas Loughmiller seconded, and the motion passed.

Renaming Old Tech Center Space

A meeting room that was previously named for the Manhattan Library Association Friends’ Group (MLA) was repurposed as a staff office in 2020. Eric proposed that the renewed area that was once the computer lab be named for MLA as “The Friends’ Community Room.” The room now has furniture that allows people to gather and have quiet conversations. It will not be a “quiet zone.” There are plans for installing vending machines in the room.

Mayor Mark Hatesohl made a motion to name the space “The Friends’ Community Room.” Melissa Rosso 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, October 30, 2023, at 4 p.m.

Respectfully submitted by,

President Linda Cook

Director Eric Norris