

**Manhattan Public Library
Regular Meeting of the Board of Trustees
October 30, 2023**

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

Public Comment

No public comment.

Approval of Minutes

Melissa Rosso made a motion to approve the September 25, 2023, minutes as presented. Mayor Mark Hatesohl seconded, and the motion passed.

Financial Statement and Bills

October 2023 expenses:

Tax Fund/General Operations.....	\$ 209,381.59
Tax Fund/Employee Benefits.....	55,066.67
Grants, Fees, and Interest.....	8,812.42
Endowment Account.....	15,704.66
Capital Improvement.....	63,284.11

The second payment to MEI for the elevator repair was made. There is one payment left. An E-Rate refund was received for the technology equipment that was purchased. A payment to the strategic plan consultants was made.

Stacy Kohlmeier made a motion to approve the October 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

No report.

North Central Kansas Library System

No report.

Manhattan Library Association

Eric Norris reported that MLA will meet on November 8th.

Manhattan Library Foundation

No report.

Director's Review Committee

See new business.

Director's Report

"Bad libraries build collections, good libraries build services, great libraries build communities." – R. David Lankes, SIS Professor, author.

Manhattan Public Library (MPL) Strategic Plan, 2024-2028

Mission:

Manhattan Public Library enhances the local quality of life by connecting the community to information and innovation and providing a welcoming, safe, and fun place for all.

Vision:

At Manhattan Public Library, we acknowledge the past to inspire a better tomorrow.

Values:

- ***Community:*** Manhattan Public Library is committed to strengthening the Manhattan community through shared experiences and dialogue.
- ***Intellectual Freedom:*** Manhattan Public Library supports everyone's right to freely access information in order to form their own unique thoughts and opinions.
- ***Inclusion:*** Manhattan Public Library strives to include all community members in its programs and to reflect the diversity of Manhattan identities in its resource collections.
- ***Hospitality:*** Manhattan Public Library is dedicated to creating a friendly and welcoming space for all.
- ***Public Service:*** Manhattan Public Library believes that public libraries are an essential public service, and Library staff are proud to serve the Manhattan community.
- ***Access:*** Manhattan Public Library strives to make its building, programs, and collections accessible to all.

DEIB Statement:

All are welcome at Manhattan Public Library.

At Manhattan Public Library, everyone is respected. The Director and staff are committed to offering collections, programs, and services that support the entire community. We oppose discrimination of any kind, including on the basis of age, race, religion, ability, sexual orientation, gender identity and

expression, or socioeconomic status. At Manhattan Public Library, we understand that diversity, equity, inclusion, and belonging are essential to offering our community an intentionally robust and enriching experience.

Goal #1: Support lifelong enrichment, literacy, and well-being.

- Goal #1 Strategies:
 - Deliver programming for all ages.
 - Curate a culturally relevant collection.
 - Provide up-to-date technology and support for patrons and staff.
 - Provide resources to support community creation of content.

Goal #2: Connect people with community resources and one another.

- Goal #2 Strategies:
 - Invite groups into the space.
 - Create opportunities for people to connect.
 - Reimagine Library space that includes opportunities for fun and relaxation.
 - Create forums for civic engagement.

Goal #3: Build volunteer and partnership opportunities.

- Goal #3 Strategies:
 - Conduct a partner organization audit to avoid duplication of effort.
 - Work with Manhattan Library Association (MLA) to develop a more robust volunteer corp.
 - Develop new corporate sponsorship/partnership opportunities.
 - Support connections between staff and community.
 - Maximize partnerships with the MLA and Manhattan Library Foundation (MLF).

Goal #4: Make Library resources and public spaces more accessible.

- Goal #4 Strategies:
 - Conduct an accessibility audit of the Library's organization of facilities and resources and develop an actionable plan.
 - Improve wayfinding of physical space, collections, and digital resources.

Goal #5: Advocate for the evolving value of Manhattan Public Library.

- Goal #5 Strategies:
 - Increase resources dedicated to marketing and advocacy.
 - Train staff, board, and volunteers to tell the Library's Story.
 - Attend strategic community events and programs.
 - Use various forms of media to communicate the Library's message.

Goal #6: Provide a sustainable infrastructure for Manhattan Public Library.

- Goal #6 Strategies:
 - Assess staff capacity for current duties and explore a new organizational structure.
 - Increase professional development.
 - Cultivate a culture of sharing and transparency through all departments.
 - Develop communication models between the MPL Board, MLA, MLF, and staff.

- Create a facility renovation and maintenance plan that prioritizes flexibility of space use.
- Explore new types of funding and donations.

Fire Alarm Update

Will provide a fire alarm update at the meeting.

State Aid Information

The State Librarian has submitted an adjustment to the FY 2025 State Aid. The request will be for a \$3,000 base for all libraries and \$0.67 per capita. For MPL, this would mean an increase from \$15,743 to \$39,691. It is a big ask, and I am hopeful it will go through.

Upcoming Events

- The Kansas Library Association ([KLA](#)) conference will be in Wichita, 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 have not been able to confirm this just yet with anyone with KLA, but I have it on good word that MHK is penciled in for 2025.
- I have put my name in to be the ALA Representative for Kansas. This went to a vote from KLA members, and the results of the election will be announced at the conference.
- We are putting together plans for the 2024 Staff Development Day scheduled for Monday, Feb 19, where we close the library to the public and meet with the full staff for training and CE.

Collection Management

- We finished the Holidays Neighborhood in the Children’s Room.
- We added Heritage Hub as an online resource; it provides obituaries and death notices from many papers, including local ones.
- The annual magazine and newspaper count started on September 25.
- We turned off the old interlibrary loan system on September 29 and prepared for the launch of interlibrary loans through our catalog and Polaris.
- All professional collection books were gathered, and those being kept by staff were cataloged. The collection is now organized in the 2nd-floor admin copy room.
- Collection development and cataloging staff watched a webinar about incorporating EDI concepts in our work.
- We completed the inventory of most shelving in the library and our department furniture and supplies.
- Crystal and Alex attended ARSL virtually and watched several interesting sessions.

	Sept 2023	Sept 2022	2023 Year to Date	2022 Year to Date
Collection				
Total size	134,929	134,455		
New items added	1,240	848	10,680	8,311

Purchase requests	82	92	1,028	1,005
Items finished	824	779	8,633	8,156
Items mended	143	155	1,810	1,406
Items withdrawn	708	614	12,826	11,836
Circulation				
Physical circ	39,194	37,056	364,836	358,727
Sunflower circ	12,214	10,131	107,483	88,102
Hoopla circ	3,070	2,956	29,250	36,866
Kanopy circ	764	768	7,553	6,360
Flipster circ	358	419	4,010	4,570
Database usage*	14,682	10,278	121,480	65,088
Interlibrary Loan				
ILLs lent out	212	233	2,185	2,066
ILLs borrowed	244	229	2,242	2,279

*missing Valueline stats for August 2023

IT Activity Report

- September had 84 tickets opened and 68 closed.
- Continue to work with Collection Services on various projects.
- Assisted MLA by verifying DVD and Blu-Ray disks worked.
- New AC was installed in the Server Room due to the old one leaking coolant.
- IT assisted with new neighborhood changes in the Children's Room.
- Resolved issues with Equipment in the TeenZone.
- IT continued to work with Collection Services to finalize the ILL project. It should launch in October.
- Devin completed Microsoft Windows images for both staff and patron computers running Windows 11.
- Continued to move forward on the Mobile Application project.

Operations and Administrative Services

- Necessary upgrades on the east building staff elevator started earlier this month. There is no word yet on when the work will be completed. After the elevator contractor is finished with their work, state and local inspections need to be done. We are seeking quotes and bids for the upgrades for the other three elevators.
- Replanting of the Children's garden area has been postponed until the spring.
- We completed PCI Training for all staff on October 4 as part of our Payment Card Industry compliance.
- MLA will hold the 2024 book sale at the library. The date will be determined at their November 8th board meeting. Their fall newsletter was mailed this week.

- The Friend’s Community Room is now an established place for people to gather. Two of three vending machines have been put in place.
- We filled four library assistant positions and one custodian position last month. The teen librarian, Jan Johnson, took a job with NCKLS as their Library Services Consultant. The Community Engagement leader, Allie Lousch, is moving out of town at the end of the year. We are actively recruiting for both positions.
- Staff have been encouraged to receive a flu shot at a clinic held at City Hall on October 17th, 18th, or 19th.
- Eligible employees will attend health insurance and optional benefit plan meetings for 2024 on November 6th.
- Eric will provide a report on the progress made on his 2023 goals at the October meeting. At that meeting, the board and Eric can have a preliminary discussion on goals for 2024. The goals will be finalized at the November board meeting.
- Staff and board members will have the opportunity to provide feedback on Eric’s performance by completing a survey. Links will be sent by October 31 and will be due on November 8. Teri Belin will summarize the information and provide a report to the evaluation committee by November 13th. The committee will prepare

Public Services

- Inspire Young Readers Programs: 33 total programs with 809 attendees
- Check-up/Check-out: 41 coupons redeemed
- Book Pick-Up Service: 2 groups, 90 books
- Books for Babies: 120 books delivered
- 396 Teens visited the Teen Zone: 5 events with 25 attendees
- Outreach:
 - Zoom Presentation to Greater Manhattan Interagency Coordinating Council 8 Attendees
 - USD 384 Olsburg K-1st Graders: 60 Attendees
 - K-State Hale Library: 60 Interactions, 40 Library Card Signups
 - Sunflower Senior Fair Outreach: 165 Interactions
 - ReadMHK: 56 listens on the podcast
- Questions answered at the Reference Desk: 1,668
- Enjoy & Share: 122 books to the Airport, Cats Cupboard, Flint Hills Job Corps, and Flint Hills Breadbasket.
- Homebound: 35 Patrons, 178 books delivered
- Displays: 569 books checked out from 8 displays, plus 3 one-week displays
- Manhattan Mercury Columns:
 - “Personalized Reading Lists” by Audrey Swartz
 - “Sharing Stories” by Amber Hoskins
- “Bring Technology Benefits to Everyone”: 6 events, 61 attendees

- “Welcome Space” adult programs: 6 events, 93 attendees
- Continuing Education & Training:
 - Rhonna – Association for Rural & Small Libraries Conference – Library Social Workers – Librarians’ Guide to Homelessness webinar
 - Alex, Crystal, Mary & Laura – ARSL Virtual Conference
 - Hannah– How to Change the Dynamics in the Workplace Culture – Mid-America Library Association webinar
- Incident Reports: 6
- Behavior Reports: 4

Patron Stories and Experiences:

- Jennifer - A child around age 8 was a little shy, asking me a question at the desk. I complimented the sparkles in her hair and asked how she did it, and she explained it to me. Then, she asked for help finding a specific book. It was one I had read a while back, so we chatted about it while I showed her where it was shelved. Afterward, the mom thanked me and said she has been working with her daughter on being more confident talking to adults, and she loved our positive interaction.
- Jennifer – A mom and her daughter come in nearly every day to work on schoolwork together at a table on the north end of the room. We have all become very familiar with them, and it has been fun to cultivate a great relationship between this family and all the children’s librarians. They are so sweet, and it makes me happy to know they will have good memories of homeschooling at the library during this time.
- Chess Night has begun for the fall with two events each month on the 2nd and 4th Wednesdays of the month. The first event had 9 in attendance, mainly children. However, the second event had a total of 20 people in attendance in varying ages. The two volunteers who assist with the program, Charles and Gabe, have been a wonderful and supportive addition to Chess Night. Harley believes they have even helped to spread the word about the program. Many of the elementary and early middle school kids have expressed that some of their schools have ended their chess club programs, and it has been a really nice way to keep the love of the game going.
- Harley - At a Teen Social Hour event, Harley had one teen who came in every so often to hang out and play Minecraft on his computer. During a conversation, Harley and Savannah discovered that this teen tends to travel around Kansas a lot with his family since he is homeschooled. After a while, the teen stated that he was grateful that MPL was a library he felt comfortable in and wouldn’t be “heckled” by librarians. Harley asked him what library is his favorite that he has visited, and the teen replied, "I'm sitting in it. I love this library (MPL).”
- Jennifer – A mom told me her son (around age 9) had checked out a Playaway for the first time, and he listened to it 8 times! It was just so easy because he could carry it around with him, unlike downloading an audiobook on the iPad, which they have also done. He was excited to check out a new Playaway today!

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

KLA: https://kslibassoc.org/KLA_2023_Conference

Old Business

None.

New Business

MPL/NCKLS Annual Agreement

The board reviewed the cost shares and splits on the Memorandum of Understanding (MOU) between MPL and NCKLS. Eric Norris noted that this is the last MOU between the two entities and that the relationship between MPL and NCKLS will dissolve on August 31, 2024.

Tara Coleman made a motion to accept the MOU and cost adjustments between MPL and NCKLS. Stacy Kohlmeier seconded, and the motion passed.

Director’s 2023 Goals Review

A report on the progress Eric made on his 2023 performance goals was provided with the meeting materials. Teri Belin said that surveys asking for feedback on Eric’s performance will be sent to all staff members and board members on Tuesday, November 1st. The Director’s Evaluation Committee will use the results to complete an evaluation report. The evaluation report will be presented to the full board at the November 27th meeting for approval.

Director’s 2024 Proposed Goals

A draft of Eric’s proposed 2024 goals was included in the meeting materials and will be included in the survey sent to the board. Board members can make suggestions for the goals in the survey, and the goals will be discussed at the November meeting. To align the goals with the strategic plan, the board decided to finalize the goals in January.

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, November 27, 2023, at 4 p.m.

Respectfully submitted by,

Vice President Tyler Darnell

Director Eric Norris