

**Manhattan Public Library  
Regular Meeting of the Board of Trustees  
January 29, 2024**

The January 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 Melissa Rosso, Tara Coleman, Stacy Kohlmeier, and Mayor Wynn Butler. Also present were Library Director Eric Norris, Business Manager Jennifer Lund, and Assistant Directors Teri Belin and Rhonna Hargett. Guest Brea Braun new CEC and Cody Wassenberg IT manager. Tyler Darnell, Tanya González, and Lucas Loughmiller were absent.

**Public Comment**

No public comment.

**Approval of Minutes**

Melissa Rosso made a motion to approve the November 27, 2023, minutes as presented. Stacy Kohlmeier seconded, and the motion passed.

**Financial Statement and Bills**

December 2023 expenses:

Tax Fund/General Operations.....	\$ 222,230.74
Tax Fund/Employee Benefits.....	51,830.03
Grants, Fees, and Interest.....	29,832.19
Endowment Account.....	52,619.46
Capital Improvement.....	15,597.97

The business manager reviewed the December financial statements. Activity in all funds was routine.

January 2024 expenses:

Tax Fund/General Operations.....	\$ 216,080.07
Tax Fund/Employee Benefits.....	59,505.86
Grants, Fees, and Interest.....	434.71
Endowment Account.....	7,552.00
Capital Improvement.....	0.00

The business manager reviewed the January financial statements. Activity in all funds was routine.

Stacy Kohlmeier made a motion to approve the December 2023 and January 2024 financial statements as presented. Melissa Rosso seconded, and the motion passed.

**Committee Reports**

Building and Grounds

No report.

Legislative

Eric Norris explained that there is a Senate bill about banned books and a House bill about requiring all public libraries to hold an RNR hearing.

Finance

No report.

Policy and Planning

See new business.

North Central Kansas Libraries

Linda Cook reported that the main focus this year is separating from MPL.

Manhattan Library Association

At their January meeting, Eric Norris said that the MLA board discussed the 2024 book sale, and it will take place here at the library in the auditorium and shell. The dates of the book sale are February 23-25, 2024.

Manhattan Library Foundation

No report.

Director's Review Committee

See old business.

**Director's Report**

Eric Norris, Director

***"Whatever the cost of our libraries, the price is cheap compared to that of an ignorant nation."***

— *Walter Cronkite, journalist and television news anchor.*

**Strategic Plan:** We will be going over the Strategic Plan in the New Business of the meeting.

**Elevator:** The State Inspector was in for a second time on Jan. 17. We passed the inspection with the concession that a shut-off switch inside the car was changed. MEI knew this but didn't get the part, so they will be here "in a week or so" to replace it. They will not charge us for doing so.

**Boiler:** In late November, water was coming out of the old west boiler, and we discovered that several of the tubes moving steam through the boiler had corroded through. It was noted that several more tubes, though not yet failing, are close to needing to be replaced. In better news, we learned that there is a possibility the old burner could be replaced. The repairman said he believed a new one could be retrofitted. We are waiting on a quote for the work.



**Water Runoff:** On Tuesday, Jan. 22, we could hear water running into the east elevator pit in the basement (yes, the same elevator), and we discovered that water from a drain on the east side of the building was running into a space between the walkway and the foundation. We devised a temporary fix and are seeking quotes to divert run off water directly into the storm water drainage. This may involve concrete work to meet the code, as there is an emergency exit immediately adjacent to the drain.



**Narcan:** On Dec. 15, I attended an online presentation by the Developing Caring Communities Committed to Action (DCCCA) about a statewide program to dispense Naloxone (nah-Lox-o-nee), an opioid overdose reversal drug more commonly referred to by the brand name Narcan.

Here is info on the program: <https://www.dccca.org/naloxone-program/> and the highlights:

- Naloxone is the same as Narcan – Naloxone is the medication, Narcan is a brand name – and it is an immediate response nasal spray treatment for an opioid overdose.
- It does nothing for an overdose of stimulants.
- It has a shelf life of 2 years: if you have expired Naloxone, it is best practice to use it instead of doing nothing.
- If someone is given Naloxone and is not actually having an overdose, it is safe, it does no harm, and it has no effect – the medication only reacts to opioids in the system.
- There is self-paced video training for staff as well as the opportunity to request group training for an organization.
- There are legal protections through state statutes for the person who administers the medication during a situation.

I ordered and received 6 units. My plan was to inform the Board and then train staff in its use, where to keep it, develop policies, etc.

**KLA Legislative Day:** On Jan. 31, I will be in Topeka to speak with area Legislators about the benefits and services public libraries provide to our Kansas communities. So far, I have 5 meetings scheduled, with 4 more requests pending.

**ALA State Councilor:** I have been attending ALA meetings online and reporting to KLA Leadership. There is an expectation to attend the national conference from June 27 to July 1 in San Diego, but much of that area is experiencing extreme flooding.

**State Aid Update:** The Governor's Office supported a request from the State Librarian to establish a different model for State Aid – a \$3,000 base grant for all libraries and an increase of the per capita grant to \$0.67. Historically, there has been no base grant, and the per capita is about \$0.27. The first subcommittee hearing for the Senate recommended changing it to a \$1,000 base and \$0.30 per capita. There are still several hearings ahead, but the Legislature is moving very quickly this session in an attempt to get out on the campaign trail as soon as possible.

**2023 Public Library Survey:** We submitted the 2023 stats to the State Library, and I have included the infographic generated by Counting Opinions.

**NCKLS Updates:** We are beginning the digital separation of the two organizations this month as NCKLS is moving to their own email service, migrating to the Microsoft 365 platform beginning on Jan. 24. The digital separation will continue and include their own internet service and servers.

**Collection Management**

- We started ordering most books through Baker & Taylor pre-finished with mylar jackets.
- The annual spending deadline was December 8, so we didn't purchase new items or fill purchase requests for most of December.
- We paused weeding to allow the book sorters to catch up on a backlog of weeded items from October.
- We worked with IT to provide suggestions for how to improve the new library app, myLIBRO, before its public launch.
- Crystal Hicks attended KLA in Wichita, and Alex Urbanek attended YALSA in Saint Louis.

	<b>December 2023</b>	<b>December 2022</b>	<b>November 2023</b>	<b>November 2022</b>	<b>2023 Total</b>	<b>2022 Total</b>
<b>Collection</b>						
Total size	136,002	135,661	135,492	135,085		
New items added	631	747	1,254	1,586	13,825	11,666
Purchase requests filled	33	80	100	104	1,273	1,296
Items finished	849	743	1,106	831	11,788	10,782
Items mended	164	140	172	148	2,339	1,825
Items withdrawn	469	426	804	94	15,537	14,225
<b>Circulation</b>						
Physical circ	34,942	34,549	35,983	36,708	473,366	467,988
Sunflower circ	13,116	10,490	12,309	9,752	145,280	118,696
Hoopla circ	3,414	3,076	3,449	3,414	39,261	46,556
Kanopy circ	1,181	819	1,061	636	10,565	8,675
Flipster circ	404	362	399	435	5,210	6,259
Database usage	9,926	8,445	12,347	9,571	168,923	91,904
<b>Interlibrary Loan</b>						
ILLs lent out	142	177	177	216	2,696	2,705

ILLs borrowed for us	203	190	258	201	2,972	2,866
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\*missing ValueLine statistics for December 2023

## **IT Activity Report**

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- In 2023, the IT department received 1,072 help desk tickets and closed 1,069 tickets.
- Continue to work with Collection Services on various projects.
- Worked with Administration and Public Services to have IT staff be part of the Backup LIC rotation.
- Completed end-of-the-year spending
- Continued to move forward on the Mobile Application project.
- Continued to assist with the Elevator renovation project.
- The new iPads in the Children's room seem to be popular, according to staff.

## **Operations and Administrative Services**

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### **Director's Goals**

- The Director's Evaluation Committee developed a document that will enable the board and Eric to track progress on his goals. It is included in the packet and will be an agenda item.

### **Manhattan Library Association**

- The book sale dates are set and take place at the library on February 23<sup>rd</sup>, 24<sup>th</sup>, and 25<sup>th</sup>, 2024. Friday night, February 23<sup>rd</sup> is the members' only sale. The auditorium and the empty shell space will be packed with tables full of books. You should have received one or two email messages with the Sign-Up Genius link.
- The MLA membership drive started early in January. MLA had 331 members in 2023. This was an all-time record. Memberships can be purchased online and at the Circulation Desk. As of Monday, January 22, MLA has 131 members. That number will jump significantly the week prior to and the week of the book sale.
- MLA voted to donate 85% of their 2023 revenue to the library to support programs and activities, and that amounts to \$33,450 this year. Funds are split between programming, community engagement/publicity, and administration.
- Brea Braun will be interviewed on KMAN on January 31<sup>st</sup> at 9 a.m. She will promote winter programs and the book sale.

### **Staff Activities**

- Since the library closed due to the weather on January 9<sup>th</sup>, the supervisor training by Mike Henke was postponed until January 30<sup>th</sup>. The workshop is titled "Promoting Positivity in the Workplace."
- The library will be closed on Monday, February 19<sup>th</sup> (President's Day) for all staff training. An employee committee has put together the training agenda. It is a good time for staff to come together to learn new things and review emergency procedures.
- Eric and Brea will be interviewed on the Greater Manhattan Community Hour on Monday, February 19<sup>th</sup> at 10:30 a.m.

### **Hiring**

- The Teen Librarian position has been filled by Jay Williams.
- Brea Braun has filled the Community Engagement position.
- We are advertising to hire a Circulation Supervisor and a Library Assistant 2.

### **MLK Day of Service**

- Five adult volunteers and two children spent three hours dusting the library on Saturday, January 20<sup>th</sup>. This was coordinated through the KSU Staley School of Leadership.

## **Public Services**

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- Inspire Young Readers Programs: 32 total programs with 936 attendees
- Check-up/Check-out: 49 coupons redeemed
- Book Pick-Up Service: 3 groups, 97 books
- 1000 Books Before Kindergarten: 13 new sign-ups, 13 earned rewards, 822 participants
- 605 Teens visited the Teen Zone: 10 events with 81 attendees
- Outreach:
  - USD 383 Teacher Inservice Day: 25 Attendees
  - 2nd Grade Tour – Manhattan Catholic School: 36 Attendees
  - Lee Elementary Boys & Girls Club: 40 Attendees
- ReadMHK: 21 listens on the podcast
- Questions answered at the Reference Desk: 3,091
- Enjoy & Share: 277 books to the Airport, Cats Cupboard, Flint Hills Job Corps, and Flint Hills Breadbasket.
- Homebound: 60 Patrons, 426 books delivered
- Displays: 1,038 books checked out from 12 displays
- Manhattan Mercury Columns:
  - “Chilling Reads for Winter” by Savannah Winkler
  - “Navigating Grief and Loss with Children’s Picture Books” by Hannah Atchison
  - “So, you’re turning 40” by Audrey Swartz
- “Bring Technology Benefits to Everyone”: 13 events, 63 attendees
- “Welcome Space” adult programs: 11 events, 213 attendees
- Continuing Education & Training:
  - Rhonna – Creating Safer Libraries and Creating Safer Libraries – Library Journal Online Course; Serving Those Who Served: Librarian’s Guide to Working with Veteran and Military Communities by Sarah LeMire and Kristen Mulvihill.
  - Hannah & Laura – Naturally Inclusive: Engaging Children of all Abilities Outdoors – CSLP Webinar.
  - Harley - Gender Inclusive Libraries: Welcoming Transgender and Nonbinary Kids and Caregivers – Colorado Libraries for Early Literacy webinar
  - Jennifer Bergen, Laura, Rachel Carnes, Hannah – Summer Reading Workshop webinar from CULS.
  - Jared – I finished the 8-week Library Management Training course through Library Journal.
  - All LICs – How to De-escalate Someone Who Is Under the Influence and Ornerly Teenagers: Compassionately and Effectively Managing Problem Behaviors – Homeless Library Academy Webinar.
  - Rhonna, Rachel, Eric, & Teri – Mental Health in the Workplace – Manhattan Chamber of Commerce training
  - Eric, Teri, & Rhonna – Met with Detective Shepard from RCPD about library security.
- Incident Reports: 4; Behavior Reports: 15

## **Patron Stories and Experiences:**

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- From Hannah - One of our young patrons who has been coming to our storytimes regularly got his own library card in November. He was so excited and proud, he came back to the children's desk with it to show us.
- One day Harley had been cleaning up near the craft table, picking some beads off the floor for that specific craft when a young patron was at the table. They showed their craft to Harley and Harley asked if they wanted help finding more pink beads to which the patron replied "yes" so she began grabbing some from the bead bucket. The patron then went on to list their other favorite colors which included purple. Harley asked if they would like some purple beads as well and they replied "yes" so she pulled a few. They told Harley thank you to which Harley replied "You're very welcome! Let me know if you need help with anything else," and began to walk away. While walking away to clean up another area of the children's room, Harley overhears the young patron tell their grown up "That was a really nice lady." Super sweet!
- Jennifer - A mother with her two young children were standing in the room and I asked how she was doing today. She said this was her first time here, so I showed her a few places in the room that her kids might like to explore and gave her information about our storytimes and talked to her about how they liked Manhattan so far. These conversations happen weekly, sometimes daily, and it is such a rewarding experience to welcome new people to our city and show them our library. I sometimes forget how unique it is that we live in a place where we have newcomers so frequently, with the military base, university, and job opportunities bringing in new people all the time. They come from all over the country and the world to our small city. Sometimes they are used to bigger cities, but the library doesn't seem to disappoint anyone very often. When people are getting ready to move away, I often hear from them that they are going to miss our library.
- In December, Hannah helped a family through the process of getting library cards and gave them a tour of the children's room. They were especially grateful for the introduction to Wonderbooks and Playaways as they were preparing for a trip.
- Many excited patrons were very thankful to be able to take home a ton of craft supplies. One teen informed a staff member that her mom said Christmas might not come this year, but now that she's gotten so many great items and wrapping paper, she said she's going to wrap everything with her siblings and surprise their mom on Christmas morning with everything.

### **Old Business**

- Director's Evaluation – 2024 Goals
  - Stacy Kohlmeier provided a matrix that was included in the board packet of the goals of the director, Eric Norris.

### **New Business**

- New Community Engagement Coordinator Introduction – Brea Braun
  - Eric Introduced Brea, and she talked a little about herself and her background
- 2024-2028 Strategic Plan
  - Eric Norris gave a handout with our new strategic plan.

Stacy Kohlmeier made a motion to accept the 2024-2028 strategic plan as presented. Melissa Rosso seconded, and the motion passed.

- Security Camera Review
  - Cody Wassenberg presented a view of all our new cameras. We got all new cameras, and there were a few added in places that didn't used to have them.

- Annual Grant Agreement with NCKLS 2024
  - Eric included a copy of the contract with the meeting packet.

Melissa Rosso made a motion to adjourn the meeting. Tara Coleman seconded, and the motion passed.

**Board Comments**

There were no general comments from board members.

**Adjournment**

The next regular meeting will be Monday, February 26, 2024, at 4 p.m. in the library's Auditorium Meeting Room.

Respectfully submitted by,

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President Linda Cook

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Director Eric Norris