

**Manhattan Public Library**  
**Regular Meeting of the Board of Trustees**  
**February 26, 2024**

The February 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, Tyler Darnell, Tanya González, Lucas Loughmiller, and Mayor Wynn Butler. 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**

Lucas Loughmiller made a motion to approve the January 29, 2024, minutes as presented. Tyler Darnell seconded, and the motion passed.

**Financial Statement and Bills**

February 2024 expenses:

Tax Fund/General Operations.....	\$ 226,361.89
Tax Fund/Employee Benefits.....	59,969.14
Grants, Fees, and Interest.....	766.71
Endowment Account.....	9,690.71
Capital Improvement.....	0.00

The business manager reviewed the February financial statements. We received our first payment of the year from the city and our funds from the law library to fund the law computers. We paid a couple of contract fees for the year from our maintenance funds. All other activity was routine.

Stacy Kohlmeier made a motion to approve the February 2024 financial statements as presented. Tyler Darnell 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 requiring all public libraries to hold an RNR hearing.

Finance

No report.

Policy and Planning

See new business.

North Central Kansas Libraries

No report.

Manhattan Library Association

Eric Norris reported that the book sale was a success. The annual meeting is coming up in April.

Manhattan Library Foundation

The foundation will be holding its annual meeting on March 19<sup>th</sup>.

Director's Review Committee

No report.

**Director's Report**

**"I have found the most valuable thing in my wallet is my library card."**

– Laura Bush, Librarian and former First Lady of the United States

- Patron suggestion.
- Annual Audit will begin Wednesday, February 28.
- Budgeting season has begun.
- NCKLS Update
  - Van, technology, and potential relocation.
- Staff Development Day was held on Monday, February 19. The all-day staff training and programs included presentations from Sgt. Steel from RCPD, Karla Hagemeister from the Flint Hills Breadbasket, Brynne Haverkamp from Pawnee Mental Health, Scott Voos from Be Able, Emily Wagner from Manhattan Emergency Shelter Inc (MESI), and Frankie Haynes from the Lawrence Public Library.
- We have begun bi-monthly emergency training for staff:
  - January - Active Shooter; March - Tornado; May - General Security; July - Medical Emergencies; September - Fire; November - Gas Leak.

**Collection Management**

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- We noticed we hadn't been getting new MARC records for O'Reilly like we should have and are working with IT on a fix.
- Hoopla has a new way for us to get MARC records that only include what we provide access to. Since this requires deleting all the Hoopla MARC records we have, we're working with IT on the smoothest way to do this.
- Crystal worked with IT to do some maintenance on TOMs (types of material) for bibliographic records, "Limit by" options in the catalog, and other catalog display options.
- Spending for two new donations (one being a memorial) has been completed, and spending has started for 2024's portion of the Lois Morrison memorial.
- Flipster and ValueLine were renewed.
- Alex Urbanek trained to help out at the Teen Zone desk on a weekly basis.
- We weeded G and H in adult fiction and JBR, JF E, and JF in Children's.

	<b>Jan 2024</b>	<b>Jan 2023</b>	<b>2024 YTD</b>	<b>2023 YTD</b>
<b>Collection</b>				
Total size	135,925	136,184		

New items added	1,092	1,048	1,092	1,048
Purchase requests	126	161	126	161
Items finished	1,242	921	1,242	921
Items mended	119	133	119	133
Items withdrawn	1,581	1,107	1,581	1,107
<b>Circulation</b>				
Physical circ	39,147	38,438	39,147	38,438
Sunflower circ	14,636	11,585	14,636	11,585
Hoopla circ	3,623	3,298	3,623	3,298
Kanopy circ	1,330	916	1,330	916
Flipster circ	380	493	380	493
Database usage	13,983	15,807	13,983	15,807
<b>Interlibrary Loan</b>				
ILLs lent out	226	261	226	261
ILLs borrowed	257	256	257	256

### **IT Activity Report**

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- In January, the IT department received 93 help desk tickets and closed 92 tickets.
- Alex and Devin began serving as backup librarians-in-charge on weekends after engaging with LIC training materials.
- Cody collaborated with Teri Belin and Eric Norris on our custom Unity HRM to develop a new performance management tool aligned with the strategic plan.
- Continued collaboration with Collection Services on various initiatives.
- Made progress with the development of a Mobile Application.
- Supported the Elevator renovation project.
- Organized a Zoom training session led by Mary due to the original presenter's inability to attend in person.
- Worked with AARP and Vita to prepare spaces for public tax assistance and training sessions.
- Performed comprehensive cleaning and maintenance on the Automated Material Handler (AMH) machine, arranged training sessions, and reorganized storage spaces.
- Relocated computers and power supplies to allow for floor cleaning without interrupting IT services.

### **Operations and Administrative Services**

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- The annual book sale took place February 23rd – 25th. We will have information on sales numbers at the meeting.
- The Circulation Supervisor position has been filled by Jess Buckman, and she is learning her new role. There is one part-time library assistant position open.
- The Manhattan Library Association is seeking new board members to start terms in April. The group meets eight months a year. Their primary roles are to raise funds through membership and book sales and advocate for the value of the library. If you know of anyone interested in being involved with this wonderful group, please have them contact me or Teri Belin. MLA's Annual meeting is on April 10th at 4:30 in the library auditorium.

- We have started to display some of the new art prints throughout the building. They can be found in the Groesbeck Room, Reading Room, and Community Room.

## **Public Services**

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- Inspire Young Readers Programs: 19 total programs with 543 attendees
- 1,000 books before Kindergarten: 22 new registrations, 14 earned rewards, 835 total participants
- Check-up/Check-out: 24 coupons redeemed
- Books for Babies: 140 Board Books delivered to Ascension Via Christi
- Teen Zone: 268 visits; 2 events with 12 attendees
- Mercury Columns:
  - “The Budget” by Victoria Lafean
  - “Winter Reading Challenge 2024” by Audrey Swartz
- Outreach: 173 total attendance
  - 2nd Grade Tour – Northview Elementary: 79 Attendees
  - 2nd Grade Tour – Oliver Brown Elementary: 68 Attendees
  - Amanda Arnold Elementary Student Tour: 26 Attendees
  - Cub Scouts: 10 Attendees
- ReadMHK: 10 listens to the Podcast
- Questions answered at the Reference Desk: 1,748
- Winter Reading Program – 380 patrons enrolled
- Enjoy & Share: 153 books to the airport, The Towers, Cats Cupboard, Jardine, and Flint Hills Breadbasket
- Homebound: 33 Patrons, 180 books delivered
- Displays: 455 adult books checked out from 7 displays. 86 YA books checked out from 3 displays
- “Bring Technology Benefits to Everyone”: 6 events with 33 participants
- “Welcome Space” adult programs: 7 events with 86 participants
  - Yack & Yarn: 3 Events, 40 Attendees
  - DIY Night for teens and adults: 1 Event, 20 Attendees
  - Donuts & Danger Mystery Book Club: 2 Events, 15 Attendees
  - KS Humanities Book Discussion: “Heartland” by Sarah Smarsh: 11 Attendees
- Continuing Education & Training:
  - Amber – Webinar on trauma-informed services
  - Savannah – Essential Lessons for First-Time Managers (LinkedIn)
  - All Staff – Active shooter training
- Incident Reports – 3
- Behavior Reports – 7
- Jess Buckman has been hired to fill the Circulation Supervisor position. She started on Feb. 15.
- We received a resignation from a rotating LA2.

## **Old Business**

- None

## **New Business**

- Policy Change: MNG 19 Lost and Found

- The changes were highlighted in red and were included in the packet.

Melissa Rosso made a motion to accept the policy with suggested changes made. Tanya González seconded, and the motion passed.

- Policy Change: GSV-5 Tours and Group Visits
  - The changes were highlighted in red and were included in the packet.

Tyler Darnell made a motion to accept the changes as presented. Melissa Rosso seconded, and the motion passed.

### **Board Comments**

There were no general comments from board members.

### **Adjournment**

Lucas Loughmiller made a motion to adjourn. Melissa Rosso seconded, and the motion passed.

The next regular meeting will be Monday, March 25, 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