

Manhattan Public Library
Regular Meeting of the Board of Trustees
March 25, 2024

The March 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 Tara Coleman, Stacy Kohlmeier, Tyler Darnell, 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. Melissa Rosso and Tanya González were absent.

Public Comment

No public comment.

Approval of Minutes

Lucas Loughmiller made a motion to approve the February 26, 2024, minutes as presented. Tara Coleman seconded, and the motion passed.

Financial Statement and Bills

March 2024 expenses:

Tax Fund/General Operations.....	\$ 206,576.34
Tax Fund/Employee Benefits.....	62,119.66
Grants, Fees, and Interest.....	1718.33
Endowment Account.....	17,009.20
Capital Improvement.....	0.00

The business manager reviewed the March financial statements. The annual state aid check was received, and a few NCKLS grants were received. The east sidewalk was re-caulked and paid for using maintenance funds. All other activity was routine.

Lucas Loughmiller made a motion to approve the March 2024 financial statements as presented. Tyler Darnell seconded, and the motion passed.

Committee Reports

Building and Grounds

No report.

Legislative

Eric Norris explained that a House bill requiring all public libraries to hold an Revenue Neutral Rate (RNR) hearing has not advanced out of committee this year.

Finance

A budget meeting will take place on April 11th.

Policy and Planning

No report.

North Central Kansas Libraries

A meeting is scheduled for Thursday, March 28th.

Manhattan Library Association

Eric Norris reported that the annual meeting is coming up on April 10th.

Manhattan Library Foundation

Linda Cook reported that the Foundation met on March 19th and approved Eric's requests for collections support and the purchase of a new library vehicle. The Foundation also accepted a new board member, Tom Giller.

Director's Review Committee

No report.

Director's Report

"Libraries will get you through times of no money better than money will get you through times of no libraries." - Anne Herbert (journalist and author)

- Community Connector: We are in conversation with the [Community Care Team](#) about partnering to provide a better connection to community services for those in need. The Community Care Team is applying for a grant that would allow them to hire a person to work with individuals directly seeking services. Our part is providing space for the person to meet with individuals.
- Upcoming MPL Board Vacancy: Stacy's last meeting will be in April. The City Commission has appointed Linda to her first term starting May 1 (currently, she is filling an unexpired term and is eligible for two regular terms), and they appointed Sarah May to will Stacy's seat starting May 1.
- Budget Committee to meet in mid-April.
- March 19 Manhattan Library Foundation Meeting: The MLF Board voted to support the 2024 Requests for Distribution in 2025 for \$179,605 in total:
 - \$165,000 – Collections
 - \$10,000 – Summer Reading Support
 - \$4,605 – Lois Memorial
 - \$14,605 was received in 2022 from the Lois Morrison Memorial, and Jim, Lois's husband, requested that the money be spent out over three years, \$5,000 in the first two years and the remainder spent out in year three, in support of adding fiction titles to our adult collection.
- The Foundation Board also approved two additional requests for 2024:
 - \$50,000 – New Library Van
 - With the separation of MPL and NCKLS in August, we are losing access to their van. Searching online puts the price of a Chrysler Pacifica van somewhere between \$43,000 and \$48,000. With the remainder of the funds, we plan to purchase decals of our logo to show it is a library vehicle.
 - \$10,000 – Stolzer Family Foundation Donation
 - In January, we received a \$10,000 grant from the Stolzer Family Foundation. Children's Librarian Jennifer Bergen submitted a list of projects. The letter of

acknowledgment stated that “it is the Giller’s intention that their gift be used for project enhancements for the Children 's Room.” We are requesting the full amount to be used during the calendar year toward those projects.

- I will be submitting the Jack Goldstein Grant request on April 1. Historically, we asked for \$10,000 in support of the [LinkedIn Learning Service](#), and last year, we received additional funds to purchase new chairs and meeting room tables. Though the timeline is short, we are identifying potential projects to submit this year in case more funds are available again.
- On March 5, MPL management staff met with three librarians from Hale Library to discuss the uses of AI in library service, and our staff found it very useful and discovered new ideas to explore.
- Project Planning and Staff Assessment enhancement:
 - Rhonna has developed a new process to track projects aligned with the strategic plan.
 - Cody and Teri have reworked the process for managers and supervisors to assign projects to their teams and conduct yearlong assessments – a reworking of our Check-In system.
- At the conclusion of tax season, we will cease to provide faxing service.
- We have been trying to establish who collects the trash from the bin by the ATA bus stop. The City Public Works department has let Downtown Manhattan Inc. know they should include that bin as they are the group in charge of emptying them along Poyntz Ave.
- On March 20, I will meet with the city to share library and community needs to consider as they search for a new city manager.
- On March 21 and 22, I will be attending my second-to-last Humanity Kansas meeting in Topeka. My last meeting, after six years on the board, will be in Garden City on June 20 and 21.

Collection Management

- We paused weeding in anticipation of the MLA Book Sale.
- Alex Urbanek started working regular shifts at the Teen Zone desk.
- Crystal put together training on how to handle book challenges, which all staff completed in the month of February.
- Crystal shared a trial of Press Reader with managers.
- We worked with IT on some catalog and database cleanup, including purging old deleted records.
- We cataloged more professional collection items; all that’s remaining are children’s story time support items.
- Crystal received a scholarship to attend the IUG 2024 conference at the end of March.
- From Ida: “A patron told me I am doing a phenomenal job getting niche ILLs for them.”
- From Martha: “I have a book by Ash Harrier, "The Deadly Daylight.” The dedication is: “Dedicated to the librarians. You were beacons guiding me to great books when I was a child, and I’m still grateful today for the way you bring stories and knowledge to people, young and old.” This touched my heart.”

	Feb 2024	Feb 2023	2024 Year to Date	2023 Year to Date
Collection				
Total size	136,150	136,093		
New items added	1,153	1,124	2,245	2,172
Purchase requests	113	108	239	269

Items finished	1,039	794	2,281	1,715
Items mended	159	144	278	277
Items withdrawn	791	1,200	2,372	2,307
Circulation				
Physical circ	36,983	36,072	76,130	74,510
Sunflower circ	12,989	10,231	27,625	21,816
Hoopla circ	3,320	3,136	6,943	6,434
Kanopy circ	1,134	997	2,464	1,913
Flipster circ	367	483	747	976
Database usage	11,921	12,503	25,904	28,310
Interlibrary Loan				
ILLs lent out	203	223	429	484
ILLs borrowed	247	207	504	463

IT Activity Report

- February: 85 tickets opened and 72 closed.
- Continued collaborating with Collection Services on various initiatives.
- Worked with the mobile team to get the launch of the mobile app ready to go in March.
- Alex and Devin began serving as backup librarians-in-charge on weekends after engaging with LIC training materials.
- Cody continued collaborating with Teri Belin and Eric Norris on our custom Unity HRM to develop a new performance management tool aligned with the strategic plan. It should launch in March.
- Performed comprehensive cleaning and maintenance on the Automated Material Handler (AMH) machine, arranged training sessions, and reorganized storage spaces.
- Worked with the new Teen Librarian on some TeenZone updates.
- Reorganized workspaces for more effective storage.
- Worked with the Maintenance Department on a checklist project.
- Replaced Catalog Computers with newer units.
- Teri Barton participated in the Staff Development Day Committee and helped run a successful event on Presidents Day.
- Worked with MPL and MLA staff to get the book sale up and going with technology.

Operations and Administrative Services

- Another successful book sale was held February 23rd-25th. Sales totaled \$11,891.55, and membership sales were \$1,050.00. For comparison, sales last year totaled \$10,770.66, and membership sales were \$745.00. A large group of volunteers donated their time to make this an event that the community enjoys every year. Proceeds are used for library programming.
- The Friends' group annual meeting will be held on Wednesday, April 10th, at 4 p.m., in the library auditorium. There are several board positions open. The board has identified candidates to fill the spots. The formal vote takes place at the meeting. All MLA members are encouraged to attend.

- We are hiring for a circulation supervisor and a library assistant position.
- The library is an election polling location for the presidential preference primary on Tuesday, March 19th. According to the [Kansas Secretary of State’s website](#):
 - A presidential preference primary takes an act by the Kansas legislature to be conducted. The enactment takes the responsibility of the two parties (Republican and Democrat) in Kansas from conducting a caucus and, instead, having the state of Kansas conduct a primary election. It is a “preference” primary because it is an election where the vote totals are given to a political party to allocate delegates to candidates at the national convention. This is not a primary where the voters select the party candidate.
- We are seeking both teen and adult volunteers for our summer reading programs. The application form is on our website. Adult volunteers help with story time and children’s programs. The teens hand out prizes and help children enter reading minutes into their online accounts. They also help librarians prepare materials for story time crafts.

Public Services

Programs	# of Events	Attendance
Children’s Programs	4	29
Teen Programs	6	37
Adult Programs	7	67
Total	17	133

Technology Training	Attendance
TTC Appointments	12
Consults	8
Assistive Tech Appointments	11
Senior Center Drop-In	5
Meadowlark Tech Drop-In	5
Douglass Center Drop-In	1
Digital Homebound – Via Christi	1
Total Patrons Served	31

- 1,000 books before Kindergarten: 11 new sign-ups; 864 total participants
- Check-up/Check-out: 30 coupons redeemed
- Book Pick-Up Service: 2 groups, 90 books
- Mercury Columns:
 - “Let’s Talk About Fandoms” by Alessia Passarelli
 - “Black History Month” by Audrey Swartz
- 276 Teens visited the Teen Zone: 6 events with 37 attendees
- Outreach:
 - KSU Hale Library: 46 people attended
- Questions answered at the Reference Desk: 1,533
- Enjoy & Share: 157 books to the Manhattan Airport, Cats Cupboard, Jardine, and Flint Hills Breadbasket, Hale Library (added this month).
- Homebound: 33 Patrons, 183 books delivered

- Displays: 517 books were checked out from 9 displays, including two pop-up displays, and 70 YA books were checked out from 3 displays.
- Continuing Education & Training:
 - Rhonna – ChatGPT from K-State Libraries; Dementia Friendly Manhattan
 - Hannah – Kids Summer Reading Workshop webinar
 - Harley – Teen Adventure Summer Webinar
 - All Staff are reviewing Severe Thunderstorm and Tornado Policies

Patron Stories and Experiences:

- Toddler: Screams with happiness, running past the children’s desk. Parent/Guardian: “I’m excited to be at the library, too.”
- A patron called needing help with a purchase request. They concluded the call by saying how much they appreciate our helpfulness, and that makes them love our library so much more because of it!
- A 2-year-old wanted help finding a book, and she handed me her note so I would know what to look for (scrap paper with scribbles on it).
- Survey comments from Donuts and Danger groups: Patrons liked the “spontaneity and learning new books,” “informal book talk format,” and “getting a range of book recommendations.” Please provide “More like this! I like the discussion we were able to get into. I’m glad these discussions are available to us.”
- Survey comments from DIY Night: Jar Candle Making: The group said, “Fun activity to do with friends and family,” “This was a really fun night out, and it was nice to meet new people. The community aspect is so fun!” It gave them “time to be creative in a new way, and it was “easy-going, met really nice people.” The best was “to be able to come with supplies provided and have fun making/learning something new. Also, it counts as one of my goals for 2024! You all are doing awesome! Thank you!” Rachel Carnes - On a walkthrough in the magazine room, I saw a woman watching something on her phone with the sound turned on. I could hear that it was in Spanish, so I asked if she spoke Spanish when I knelt to talk to her and was more or less able to explain the needs of the room with my limited vocabulary.

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

Community Care Team: <https://www.flinthillswellness.org/community-care-team.cfm>

LinkedIn Learning Service: <https://mhklibrary.org/home/online-resources/>

Presidential preference primary: <https://sos.ks.gov/elections/presidential-preference-primary.html>

Old Business

Policy Change: MNG 19 Lost and Found

A copy of the changes suggested at the February board meeting was noted in the new policy.

Lucas Loughmiller made a motion to approve the changes made to the policy. Tara Coleman seconded, and the motion passed.

New Business

None

Board Comments

There were no general comments from board members.

Adjournment

Lucas Loughmiller made a motion to adjourn. Tyler Darnell seconded, and the motion passed. The next regular meeting will be on Monday, April 29, 2024, at 4 p.m.

Respectfully submitted by,

President Linda Cook

Director Eric Norris