

**Manhattan Public Library**  
**Regular Meeting of the Board of Trustees**  
**May 6, 2024**

The April meeting of the Manhattan Public Library Board of Trustees was called to order at 5:00 p.m. by President Linda Cook. Present were board members Tara Coleman (via Zoom), Sarah May, Melissa Rosso (via Zoom), Tanya González (via Zoom), Lucas Loughmiller (via Zoom), and Mayor Wynn Butler. Also present were Library Director Eric Norris, Business Manager Jennifer Lund, and Assistant Directors Teri Belin and Rhonna Hargett. Guest Eric Kientz from Kientz & Penick CPAs, LLC was also present (via Zoom). Tyler Darnell was absent.

**Public Comment**

No public comment.

**Approval of Minutes**

Lucas Loughmiller made a motion to approve the March 25, 2024, minutes with the noted corrections. Melissa Rosso seconded, and the motion passed.

**2023 Audit Review**

Eric Kientz reviewed the annual audit with the board and reported that there are no areas of concern regarding the library’s account processes and record keeping. A full copy of the audit was provided to all board members.

Melissa Rosso made a motion to accept the audit that was presented. Lucas Loughmiller seconded, and the motion passed.

**Financial Statement and Bills**

April 2024 expenses:

Tax Fund/General Operations.....	\$ 239,585.70
Tax Fund/Employee Benefits.....	59,878.44
Grants, Fees, and Interest.....	272.94
Endowment Account.....	20,802.59
Capital Improvement.....	0.00

The business manager reviewed the March financial statements. The annual state aid check and a few NCKLS grants were received. All other activity was routine.

Tanya González made a motion to approve the April 2024 financial statements as presented. Lucas Loughmiller seconded, and the motion passed.

**Committee Reports**

Building and Grounds

No report.

Legislative

No report.

### Finance

New business.

### Policy and Planning

New business.

### North Central Kansas Library System

Linda Cook reported that NCKLS is currently looking at properties to move their operation out of the MPL building. Also, an NCKLS Executive Committee meeting is scheduled for Thursday, May 16th.

### Manhattan Library Association

No meeting until September.

### Manhattan Library Foundation

No report.

### Director's Review Committee

No report.

### **Director's Report**

*"A library outranks any other one thing a community can do to benefit its people. It is a never-failing spring in the desert."* - Andrew Carnegie, industrialist and philanthropist.

- This is Stacy's last meeting after serving two full terms on the Board. I want to thank her for years of commitment and service to the Manhattan Public Library. As reported earlier, Sarah May will begin her first term on May 1.
- 1998 Jack Goldstein Grant: We requested a grant to convert the unused space outside of the old entrance area, located on the south side of the building, to an outdoor gathering area accessible from inside the building. The design concept was created and priced by BBN Architects. An image of the concept follows this report. I will have more information at the meeting.
- Kansas Gas Service contacted the library via email to say that, according to tariff regulation changes, we need to install electronic flow measurement devices on our gas meters. In short, this will cost us \$2,400 per unit and an additional \$32.40 per month. We have two meters. I am still rounding up information about this project.
- Rhonna Hargett is updating the Emergency, Disaster, and Recovery Plan and will consolidate that plan and the Emergency Quick Guide into one binder.
- I am working with staff to update our Security Camera Policy to better fit the capabilities of our new system.
- KSU Video Portrait Installation: I am in conversation with a board member of the Beach Museum and Museum Specialist, Nate McClendon, about the possibility of housing a video portrait as part of their [Manhattan Community Project](#). Plans and our involvement are preliminary, and many details need to be worked out, including where the monitor will be located. We currently house 6 framed pieces on loan from the Beach Museum that are hanging on the south wall of the reading room.

- New artwork has been hung around the building. These pieces were part of a larger collection that was found while cleaning space in the west basement. Funding for the framing was provided by the Manhattan Library Foundation. We plan to frame and hang another 10 pieces.
- I was selected again to participate in the award selection for the [WILLA Literary Award](#) of Women Writing the West for Creative Nonfiction.
- In March, I wrote a letter of support for the Flint Hills Discovery Center grant application.
- On March 29, I met with Dr. Rana Johnson, Vice President of the Office of Diversity, Equity, Inclusion and Belonging at Kansas State University, to discuss imperatives and questions based on DEIB as part of their strategic planning.
- KLA Activity: On April 1, I attended a Governmental Advocacy Committee meeting, and on April 4, I attended a KLA Quarterly Meeting.
- On April 12, Blueville Nursery completed work replacing dead plants in the Children’s Garden. A plan was put in place in coordination with Blueville, members of the Town & Country Garden Club, and Jennifer Bergen.

### Collection Management

- The department changed working hours to 8 am - 5 pm on March 18; the previous was 7:30 am - 4:30 pm
- Began planning a reorganization of the adult DVD and Blu-ray collections, which will overhaul genres and stickers, among other things.
- We have started adding series-specific call numbers to items in the adult fiction collection (e.g., Star Wars books are now under F STAR WARS).
- Added PressReader, an online resource with newspapers and magazines, which we will launch in April.
- With the help of IT, deleted and re-added all Hoopla records in order to make sure they accurately reflect what’s available to our patrons.
- Updated authentication restrictions with all vendors who use SIP2 in line with the block reinforcement project.
- Weeded adult DVDs, Blu-rays, part of the adult 300s, and children’s picture books.
- Crystal attended IUG 2024 in Detroit; it’s an annual conference specifically for our integrated library system, and she learned a lot about unused and upcoming features.

	March 2024	March 2023	2024 Year to Date	2023 Year to Date
<b>Collection</b>				
Total size	135,809	135,880		
New items added	1,150	1,455	3,395	3,627
Purchase requests	90	114	329	383
Items finished	959	1,232	3,240	2,947
Items mended	165	237	443	514
Items withdrawn	1,672	1,681	4,044	3,988
<b>Circulation</b>				
Physical circ	40,364	41,078	116,494	115,588
Sunflower circ	13,245	11,681	40,870	33,497

Hoopla circ	3,617	3,240	10,560	9,674
Kanopy circ	876	767	3,340	2,680
Flipster circ	308	477	1,055	1,453
Database usage	12,183	14,434	38,393	42,744
<b>Interlibrary Loan</b>				
ILLs lent out	200	297	629	781
ILLs borrowed	314	255	818	718

## IT Activity Report

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- In March, the IT department received 111 help desk tickets and closed 95 tickets.
- Continued collaboration with Collection Services on various initiatives.
- MyLIBRO was launched on March 6th.
- The New Assessment and Check-In system was launched in March to coincide with our library's strategic plans.
- Teri Barton attended the annual IUG conference in Detroit. She is part of the conference steering committee and received the IUG Crystal Award for attending her 15th conference.
- IT installed new games in the TeenZone.
- Update the Raspberry Pi's in the Teen Zone for better digital signage.
- Reorganized our area in the Tech Center for better organization.
- IT staff started a project to move staff to Microsoft 365.
- IT staff helped MLA by checking weeded DVDs for quality.

## Operations and Administrative Services

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- The Friends' Group annual meeting was held on Wednesday, April 10th. New board members were voted in, and the executive committee was selected. Their next meeting will take place in September.
- We are still 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.
- We made a special point to thank all of our current library volunteers during the week of April 21-27. In 2023, volunteers donated approximately 1300 hours of service to the library. This includes storytime volunteers, summer teen volunteers, a mending volunteer, and a volunteer who is working on a library history project. This does not include the book sale or MLA volunteers.
- The annual elevator inspection was conducted in April. No serious issues were discovered. A fire extinguisher needs to be mounted on the wall in one of the elevator mechanical rooms.
- One of two compressors operating on the building's east side needs to be replaced. The work is expected to be done between April 22nd and 26th.

## Public Services

<b>Programs</b>	<b># of Events</b>	<b>Attendance</b>
Children's Programs	36	1,194
Teen Programs	4	25
Adult Programs	8	76
<b>Total</b>	<b>48</b>	<b>1,295</b>

<b>Technology Training</b>	<b>Attendance</b>
TTC Appointments	12
Consults	17
Assistive Tech Appointments	12
Meadowlark Tech Drop-In	5
Douglass Center Drop-In	6
<b>Total Patrons Served</b>	<b>52</b>

<b>Outreach</b>	<b># of Events</b>	<b>Attendance</b>	<b>Age Group</b>
Preschool Group Visit	3	80	Pre-K
Lee Elementary	1	87	Elementary
Lion's Club	1	14	Adult
<b>Total</b>	<b>2</b>	<b>181</b>	

- 1,000 books before Kindergarten: 5 new sign-ups; 861 total participants
- Check-up/Check-out: 31 coupons redeemed
- Books for Babies – 240 books delivered to Ascension Via Christi
- Book Pick-Up Service: 1 group, 50 books
- Mercury Columns:
  - “Spring Photography” by Victoria Lafean
  - “Women’s History Month” by Audrey Swartz
- 336 Teens visited the Teen Zone
- Questions answered at the Reference Desk: 1,713
- Enjoy & Share: 184 books to the Manhattan Airport, Cats Cupboard, Jardine, Flint Hills Breadbasket, Hale Library, Be Able, and Shepard’s Crossing.
- Homebound: 34 Patrons, 199 books delivered
- Displays: 428 adult books checked out from 8 displays; 74 YA books checked out from 3 displays; 141 children’s books checked out from 2 displays.
- ReadMHK Podcast – 4 listens.
- Continuing Education & Training:
  - Jennifer, Laura, Harley, & Hannah – Mad Hatter Tea Party – Wonderland of Play – Annual conference for early childhood educators
  - Rhonna – Measures that Matter – Webjunction webinar
  - Rhonna – Developing a Data Plan – Research Institute for Public Libraries webinar

- Hannah – Adventure Summer 2024: Best Ideas for Library Staff Serving Youth and Families

### **Patron Stories and Experiences**

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- A young library patron informed Harley as she helped them that *Rainbow the Koala* (Graphic Novel by Remy Lai) was the first book they had ever checked out at MPL, and now koalas are their favorite animal!
- As Harley was walking a young library patron over to the Geography Neighborhood, the patron happily sighed and said, “I love the library,” aloud to her.
- A participant in the TALK program book discussion felt comfortable telling her “coming out” story to the group. Everyone there was respectful, and many were supportive and encouraging. The person is new to Manhattan & the state and said this book club has made a big difference in how she views Kansans.
- Patron from the March DIY event emailed, “Thank you! They all had so much fun. Thank you for putting these programs together. As a family, it is so hard to find activities that we all can enjoy and spend time together doing them.” Love what you have been offering! The library is doing a great job! Being able to join a friend and stretch my artistic skills. This was so fun!! I liked the guided painting style and the community of it.
- Varsity Donuts owner Mary Ruzicka had the following to say after I forwarded her a social media post, “That’s Awesome, thanks for including us! Glad you all have been able to enjoy the donuts.”
- Humanities Kansas patrons: “More Book clubs like this one that feature a variety of topics and diverse viewpoints! Our discussion leader was wonderful! Would like to see more literary and gay stuff. This was a great discussion. Everyone was open and honest. Thank you. I loved this program, and I would love to come again to more types like this.”

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

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WILLA Literary Award – <https://www.womenwritingthewest.org/awards/the-willa-literary-award/>

Community Project – <https://beach.k-state.edu/explore/ubiquitous-bma/manhattan-community-portrait.html>

### **Old Business**

- Draft MOU: Flint Hills Wellness Coalition - Care Team Coordinator
  - Eric Norris provided a copy of the contract in the board packet for review. He announced that the FHWC did not get the grant for this project but is still seeking money for the project. The board agreed to wait to approve the contract until an actual funded project came to our attention.

### **New Business**

- 2025 Budget Review
  - Eric Norris reviewed highlights of the 2025 budget to the board.

Sarah May made a motion to approve the 2025 budget as presented. Lucas Loughmiller seconded, and the motion passed.

- Policy Change: CIR-1 Library Cards and Customer Accounts
  - Eric Norris told the board that all changes to the policy were in red or marked with a strike-through.

Tanya González made a motion to approve the policy changes as presented. Tara Coleman seconded the motion passed.

- Policy Change: MNG 10 Opioid Overdose Prevention
  - Eric Norris told the board that all changes to the policy were in red or strike-through.

Tanya González made a motion to approve the policy with edits as noted. Tara Coleman seconded the motion passed.

- Policy Change: MNG 11 Distribution of Non-Library Information
  - Eric Norris told the board that all changes to the policy were in red or strike-through.

Tanya González made a motion to approve the policy as presented. Tara Coleman seconded the motion passed.

- Policy Change: MNG 23 Social Media and Web Presence
  - Eric Norris told the board that all changes to the policy were in red or strike-through.

Tara Coleman made a motion to approve the policy as presented. Tanya González seconded the motion passed.

### **Board Comments**

There were no general comments from board members.

### **Adjournment**

Tanya González made a motion to adjourn. Tara Coleman seconded, and the motion passed. The next regular meeting will be on Monday, May 20, 2024, at 4 p.m.

Respectfully submitted by,

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President Linda Cook

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Director Eric Norris