

Manhattan Public Library
Regular Meeting of the Board of Trustees
May 20, 2024

The May 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, Sarah May, Melissa Rosso, Tyler Darnell, and Mayor Susan Adamchak. Also present were Library Director Eric Norris, Business Manager Jennifer Lund, and Assistant Directors Teri Belin and Rhonna Hargett. Tanya González and Lucas Loughmiller were absent.

Public Comment

No public comment.

Approval of Minutes

Tara Coleman made a motion to approve the May 06, 2024 minutes. Melissa Rosso seconded, and the motion passed.

Financial Statement and Bills

May 2024 expenses:

Tax Fund/General Operations.....	\$ 53,369.34
Tax Fund/Employee Benefits.....	0.00
Grants, Fees, and Interest.....	3,148.81
Endowment Account.....	59,810.12
Capital Improvement.....	0.00

The business manager reviewed the May financial statements. We received our second tax disbursement check from the City of Manhattan. A 2024 Chrysler Pacifica van was purchased with money from the Manhattan Library Foundation. All other activity was routine.

Tyler Darnell made a motion to approve the May 2024 financial statements as presented. Sarah May seconded, and the motion passed.

Committee Reports

Building and Grounds

No report.

Legislative

Eric Norris reported that all libraries in Kansas will get state aid with a starting base of \$1,000.

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 its operation out of the MPL building. They also reviewed their personnel policies.

Manhattan Library Association

No meeting until September.

Manhattan Library Foundation

No report.

Director's Review Committee

No report.

Director's Report

"The library is the temple of learning, and learning has liberated more people than all the wars in history." — Carl Thomas Rowan, journalist, author, and diplomat.

- I would like to welcome Mayor Susan Adamchak to the Board.
- Atrium Elevator Issue: A patron reported that the elevator doors closed on their arm when they were trying to stop it from closing. MEI will be upgrading the safety mechanism.
- We stopped offering fax services on May 1 – several places around town still do.
- Summer Reading kicks off June 1 with the theme ["Adventure Begins at Your Library!"](#)
- May 14: Spoke at the GU-PEO Meeting.
- At the end of May, I will discuss the structure of our organizational chart with Managers.
- We will attend the Juneteenth celebration on Saturday, June 15, at the Douglass Center Park.
- Upcoming Activities in June:
 - June 7: Budget packet submitted to the City
 - June 20-21: Attending my last HK Meeting in Garden City
 - June 25: Budget Presentation at City Commission meeting
 - June 27-July 3: Attending ALA in San Diego

Collection Management

- The biannual magazine count ran from April 8-21 to help us track in-house use of the adult magazine collection.
- We attended training with Polaris about how to use the Serials module to track and receive new magazine issues, then started practicing with it on the training server.
- We started work on reorganizing the adult DVD and Blu-ray collections. We will be adding Horror, Mystery, and Romance; removing Fitness & Health, Holiday, Science & Nature, and Travel; restricting items rated TV-MA or NR (not rated); adding series call numbers; updating colored genre stickers; and renaming Adventure to Action.
- [PressReader](#), a new resource for accessing newspapers and magazines online, launched on April 17. It opened 144 issues and 1439 articles.
- April 30 was the last day we spent funds from 2023.
- We weeded 400s and 500s in adult nonfiction and video games.

- Crystal completed the spending on this year’s portion of the Lois Morrison memorial. Next year will be the final year for it.

	April 2024	April 2023	2024 Year to Date	2023 Year to Date
Collection				
Total size	135,584	136,138		
New items added	1,029	1,257	4,424	4,884
Purchase requests	96	97	425	480
Items finished	674	976	3,914	3,923
Items mended	224	220	667	734
Items withdrawn	1,287	1,373	5,331	5,361
Circulation				
Physical circ	37,950	36,298	154,444	151,886
Sunflower circ	12,660	11,046	53,530	44,543
Hoopla circ	3,636	3,078	14,196	12,752
Kanopy circ	760	702	4,100	3,382
Flipster circ	403	431	1,458	1,884
Database usage	15,164	13,112	53,695	55,856
Interlibrary Loan				
ILLs lent out	222	233	851	1,014
ILLs borrowed	237	219	1,055	937

IT Activity Report

- Full IT Report will be included in the June Meeting Report.

Operations and Administrative Services

- Ian, our weekend custodian, graduated from K-State and resigned to continue his veterinary studies in New Zealand. We reviewed the custodian workflow and reallocated some hours so that afternoons and weekends will have better coverage. The changes resulted in having a custodian on the schedule for all hours the library is open, and the department manager will have face-to-face contact with his direct reports at least once a week.
- We identified the need for a performance management system that requires less attention from our IT department and is easier for managers and employees to use. After investigating PerformYard's features, we decided it offers the features we were looking for. Teri Belin and Cody Wassenberg will begin working with their representatives to set up a system tailored to our process and needs.
- The Community Engagement Coordinator and the PR Assistant have been busy getting everything ready for the busy summer reading season. They’ve created an events calendar, promotional buttons, and social media graphics and content.
- Corey Ptacek was hired as the new Circulation Supervisor, and there are two open LA2 positions.

Public Services

Programs	# of Events	Attendance
Children's Programs	36	1,820
Teen Programs	4	25
Adult Programs	12	458
Total	52	2,303

Technology Training	Attendance
TTC Appointments	15
Consults	6
Assistive Tech Appointments	9
Meadowlark Tech Drop-In	4
Douglass Center Drop-In	1
Senior Center Drop-In	1
Basic Tech Class (4 classes)	8
Total Patrons Served	44

Outreach	# of Events	Attendance	Age Group
2 nd Grade Tours	9	387	Elementary
Anthony Middle School Bingo	1	87	Middle
Little Apple Pride	1	255	Adult
Total	11	729	

- Check-up/Check-out: 37 coupons redeemed
- Book Pick-Up Service: 2 groups, 90 books
- 339 Teens visited the Teen Zone
- Questions answered at the Reference Desk: 1,680
- Enjoy & Share: 210 books to the Manhattan Airport, Mosque, Cats Cupboard, Flint Hills Breadbasket, Hale Library, Be Able, and Shepherd's Crossing.
- Homebound: 35 Patrons, 178 books delivered
- Book Display Checkouts:
 - 371 adult books checked out from 8 displays;
 - 114 YA books checked out from 3 displays;
 - 92 children's books checked out from 2 displays.
- [ReadMHK Podcast](#): 6 listens.
- Continuing Education & Training:
 - Wandean: Webinars for Freading and CloudLibrary
 - Rhonna: "Customer Experience" University of Wisconsin Continuing Education online
 - All LICs & Managers – Overdose and Naloxone – Kansas DCCCA (Developing Caring Communities Committed to Action) webinar
- Security – 7 behavior reports, 3 incident reports

Patron Stories and Experiences

- Wandean – MPL was listed as one of the institutions that was most helpful with patrons during the state-wide Talking Books tour. One of their board members also had positive things to say about MPL.
- Wandean met her original goal of having 25 students take the Basic Tech class.

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

“Adventure Begins at Your Library!” - <https://mhklibrary.org/sr/>

PressReader - <https://www.pressreader.com/catalog>

ReadMHK Podcast - <https://mhklibrary.org/readmhk-podcast/>

Old Business

- None

New Business

- Policy Change: MNG-26 Conflict of Interest
 - Eric Norris told the board this is a new policy strongly suggested by the auditor.

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

- Policy Change: MNG-27 Whistleblower
 - Eric Norris told the board this is a new policy strongly suggested by the auditor.

Tyler Darnell made a motion to approve the policy as presented. Tara Coleman seconded, and the motion passed.

- Board Committee Assignments
 - Eric Norris asked for any suggestions. Sarah May asked to be put on the legislative chair. She is interested in the Kansas government. Melissa Rosso asked to be put on the director’s evaluation committee. Lucas Loughmiller was not present, but everyone discussed putting him on the finance committee. All other committees stayed the same.

Board Comments

There were no general comments from board members.

Adjournment

Melissa Rosso made a motion to adjourn. Tara Coleman seconded, and the motion passed. The next regular meeting will be on Monday, June 24, 2024, at 4 p.m.

Respectfully submitted by,

President Linda Cook

Director Eric Norris