

Manhattan Public Library
Regular Meeting of the Board of Trustees
June 24, 2024

The June 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 Sarah May, Melissa Rosso, Tanya González, Lucas Loughmiller, Tyler Darnell, and Mayor Susan Adamchak. Also present were Library Director Eric Norris, Business Manager Jennifer Lund, Assistant Director Teri Belin, and guests, including Public Services Manager Jared Richards and Public Services Supervisor Savannah Winkler. Tara Coleman was absent.

Public Comment

No public comment.

Approval of Minutes

Lucas Loughmiller made a motion to approve the May 20, 2024, minutes. Melissa Rosso seconded, and the motion passed.

Financial Statement and Bills

June 2024 expenses:

Tax Fund/General Operations.....	\$ 397,984.29
Tax Fund/Employee Benefits.....	126,796.88
Grants, Fees, and Interest.....	2,941.53
Endowment Account.....	5,601.20
Capital Improvement.....	0.00

The business manager reviewed the May financial statements. A \$74,000 grant was received from the 1998 Jack Goldstein Trust. It will be used for the design and construction of an outside garden, similar to the Children’s garden, outside of the old entrance. A new air conditioner compressor was needed and charged to the maintenance budget. Two months of payroll and payroll liabilities were paid this month. All other activity was routine.

Tyler Darnell made a motion to approve the June 2024 financial statements as presented. Melissa Rosso seconded, and the motion passed.

Committee Reports

Building and Grounds

No report.

Legislative

No report.

Finance

No report.

Policy and Planning

New business.

North Central Kansas Library System

No report.

Manhattan Library Association

No meeting until September.

Manhattan Library Foundation

No report.

Director's Review Committee

No report.

Director's Report

"The very existence of libraries affords the best evidence that we may yet have hope for the future of man." — T.S. Eliot, poet, essayist, playwright, and literary critic.

- Just a reminder that there is no board meeting scheduled in July.
- We received a total of \$74,000 from the 1998 Jack Goldstein Trust to use toward the Goldstein Garden project. The Ethan Chapman Memorial of \$4,100 will also be used toward the project.
- A local individual has been visiting public buildings and public organizations with a camera and conducting a "First Amendment Audit" – individuals "exercising" their First Amendment right to video record in public spaces like town halls, libraries, police stations, and other publicly funded entities.
- Organization Chart Planning and Restructure: I've held meetings with each of the managers and supervisors, gathering ideas to better shape our organizational structure. I will continue to develop a plan with staff that best suits our needs and present it to the Board.
- IT has updated and upgraded our staff email to Microsoft 365 and has begun implementing MS Teams and various apps as our new digital work environment.
- We are seeing a big upswing in our Hoopla costs per month. I am rounding up some information to have a brief discussion at this meeting, but I will have more information at an upcoming one.
- We are working to implement a new performance management system called PerformYard that will allow supervisors and their direct reports to track meetings and assignments that connect to library goals. The system can email reminders about meetings and anniversary dates and allows for regular communication and feedback between meetings. The company offers in-person and recorded training opportunities for staff as well as a library of video and written instructions.
- NCKLS: They have hired a new business manager. Jenn is training her for the next two months to prepare for the upcoming RNR and Annual Budget Hearings. We anticipate NCKLS moving from the basement at the beginning of next year. Jenn and I are working on a lease agreement. I have begun exploring the best uses for the vacated space. This change could initiate changes to the employee workspace on the third floor of the east building.
- Activities:
 - May 30: Attended "Advocacy in a Polarized World" webinar.

- June 3: 1,621 people visited the library, kicking off the start of Summer Reading!
- June 4: Attended “Prepared for Pride” Webinar.
- June 5: TRiO Upward Bound volunteers put 150 bags of mulch around the property.
- June 15: The library outreach at the Juneteenth Celebration in Douglass Park.
- June 19: The library closed for Juneteenth.
- June 20-21: Attended my last Humanities Kansas Board meeting in Garden City.
- June 25: Budget presentation to the City Commission.
- June 27-July 2: Attending the ALA Conference in San Diego, serving as KS Councilor.
- July 4: The library will be closed for Independence Day.

Collection Management

- We’ve continued to make steady progress on the adult DVD/Blu-ray reorganization project.
- PressReader had its first full month of use. It had 20 unique users, 63 sessions, 214 issues opened, and 4048 articles opened.
- We started using the serials module in Polaris with magazines, which generates issues and streamlines new-issue check-in.
- We weeded adult’s large print and graphic novels; children’s Animals neighborhood, Science & Nature neighborhood, DVDs, Blu-rays, and graphic novels; and all of the young adults.
- We finished adding series call numbers to adult fiction and related collections.

	April 2024	April 2023	2024 Year to Date	2023 Year to Date
Collection				
Total size	135,082	135,795		
New items added	1,169	1,068	5,593	5,952
Purchase requests	81	100	506	580
Items finished	696	1,076	4,610	4,999
Items mended	182	183	849	917
Items withdrawn	1,431	1,682	6,762	7,043
Circulation				
Physical circ	39,851	38,976	194,295	190,862
Sunflower circ	12,829	11,839	66,359	56,382
Hoopla circ	3,880	3,549	18,076	16,301
Kanopy circ	798	790	4,898	4,172
Flipster circ	253	558	1,711	2,442
Database usage	19,159	13,036	73,706	68,892
Interlibrary Loan				
ILLs lent out	203	194	1,054	1,208
ILLs borrowed	279	235	1,334	1,172

IT Activity Report

In April, the IT department received 113 new help desk tickets and resolved 125.

In May, the IT department received 130 new help desk tickets and resolved 128.

- Continued collaboration with Collection Services on various initiatives.
- Updated iPad in Storytime room as it had a touch screen issue.
- IT Staff helped set up Hale’s AI workshop in the Community Room Classroom.
- Assisted the Circulation department with training for a serials module in Polaris.
- IT staff assisted with set up and teardown of the Science Fest. Several activities were moved indoors due to the weather.
- Teri and Cody worked on the Summer 2024 Reading Program.
- Migrated staff to Microsoft 365 Exchange Online and Microsoft Teams from Synology Chat.
- Mounted replacement iPad in the Groesbeck room.
- Completed and launched Summer Reading Beanstalk Program and Website.

Operations and Administrative Services

- We have hired a new Custodian, rotating LA2, and two Circulation LA2s.

Public Services

Summer Reading (As of 6/10)

- 2200 people registered
- 405,686 minutes logged
- 35,540 points from activities/badge options
- Highlight – Kathy Pauls, the volunteer librarian at Riley County Jail, administers our Summer Reading program for prisoners at the jail. We have 40 prisoners signed up so far!

Programs	# of Events	Attendance
Children’s Programs	3	174
Teen Programs	1	4
Adult Programs	9	109
Total	13	287

Technology Training	Attendance
TTC Appointments	13
Consults	12
Assistive Tech Appointments	9
Meadowlark Tech Drop-In	0
Douglass Center Drop-In	0
Senior Center Drop-In	0
Basic Tech Class (4 classes)	0
Total Patrons Served	34

Outreach	# of Events	Attendance	Age Group
Group Visit Storytime	1	32	Elementary
Teen Group Visit – USD 383 ESL	1	15	Teen
Anthony Middle School Outreach	1	118	Middle
Teen Tour Group – MHS Special Ed	2	36	Teen
Teen Tour Group - UFM	1	5	Teen
Total	6	206	

- Check-up/Check-out: 36 coupons redeemed
- Book Pick-Up Service: 1 group, 50 books
- 340 Teens visited the Teen Zone
- Questions answered at the Reference Desk: 1,680
- Enjoy & Share: 189 books to the Manhattan Airport, Mosque, Cats Cupboard, Flint Hills Breadbasket, Hale Library, Jardine, and Shepherd’s Crossing.
- Homebound: 33 Patrons, 171 books delivered
- Book Display Checkouts:
 - 380 adult books checked out from 8 displays
 - 91 YA books checked out from 4 displays
- ReadMHK Podcast: 16 listens.
- Continuing Education & Training:
 - Wandean: Webinars for Universal Class and Auto Repair Source. Attended AI training with the Flint Hills Volunteer Center, led by K-State librarians
 - Laura: “Nursery Rhymes in Storytime” – Colorado Libraries for Early Literacy webinar
 - Security Team: “After Care: How Employees Can Care for Themselves and their Co-Workers after Difficult Patron Interactions” – State Library of Kansas Niche Academy
- Security – 1 behavior report and 5 incident reports

Patron Stories and Experiences

- Hannah overheard a 3rd Grader to herself: “I will never get tired of the smell of books.”
- Hannah saw a toddler running to show their parent a wonder book: “Look! Book!”
- Harley interacted with a one-year-old who was pointing to her foot and saying “shoe.” Her older brother, who just turned three, could read the “Information Point” sign and pointed out that the carpet was made up of hexagons. The family mentioned how much they love coming to the library and the things their children learn while there.
- A young patron came up to the desk and told Harley, “I have stickers to give to you,” and gently handed her the stickers. When Harley said thank you, the patron smiled, stated they were for all the librarians, and walked away. The stickers were a variety of flowers, and some said, “Happy.”
- During a phone call, a patron expressed how grateful they are for our library and staff

Old Business

- None

New Business

- Conflict of Interest Disclosure Form
 - Eric Norris reviewed the form with the board.

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

- Policy Addition: MNG-29 Vehicle Use
 - Eric Norris reviewed the policy with the board.

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

- Policy Addition: Personnel Policy 402 Vehicle Use
 - Eric Norris reviewed the policy with the board.

Lucas Loughmiller made a motion to approve the policy as presented. Tanya González seconded, and the motion passed.

- Steam Boiler RE-Tube and Burner Replacement Quote
 - Eric Norris reviewed the quote with the board.

Tyler Darnell made a motion to fix the boiler per the quote. Tanya González seconded, and the motion passed.

- NCKLS Lease Agreement
 - Eric Norris went over the lease with the board.

Lucas Loughmiller made a motion to accept the lease as written. Tyler Darnell seconded, and the motion passed.

Next Meeting Date

- Monday, August 26, 2024
 - No meeting in July

Tanya González made a motion to preapprove July bills. Lucas Loughmiller seconded, and the motion passed.

Board Comments

There were no general comments from board members.

Adjournment

Lucas Loughmiller made a motion to adjourn. Tanya González seconded, and the motion passed. The next regular meeting will be on Monday, August 26, 2024, at 4 p.m.

Respectfully submitted by,

President Linda Cook

Director Eric Norris