

**Manhattan Public Library
Regular Meeting of the Board of Trustees
September 30, 2024**

The September 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, Tara Coleman, and Lucas Loughmiller. Also present were Library Director Eric Norris, Business Manager Jennifer Lund, Assistant Directors Rhonna Hargett and Teri Belin, and Maintenance Manager Mike Helget. Tanya González, Tyler Darnell, and Mayor Susan Adamchak were absent.

Public Comment

No public comment.

Approval of Minutes

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

Financial Statement and Bills

September 2024 expenses:

| | |
|----------------------------------|---------------|
| Tax Fund/General Operations..... | \$ 344,626.15 |
| Tax Fund/Employee Benefits..... | 70,474.62 |
| Grants, Fees, and Interest..... | 25,119.29 |
| Endowment Account..... | 5,646.16 |
| Capital Improvement..... | 0.00 |

The business manager reviewed the September financial statements. The expansion bond income and payment were recorded for the year. The annual copier maintenance contract payment of \$7,030.00 was made this month.

Tara Coleman made a motion to approve the September 2024 financial statements as presented. Lucas Loughmiller 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

Eric Norris reported that MLA met on September 11th. The group does not meet May-August. The MLA board established their 2024-2025 committees by adding new committees and changing responsibilities of others.

Manhattan Library Foundation

No report.

Director's Review Committee

Teri Belin provided a schedule of important dates for the director's evaluation process that will start in October in the meeting packet.

Director's Report

"The libraries of America are and must ever remain the home of free and inquiring minds. To them, our citizens - of all ages and races, of all creeds and persuasions - must be able to turn with clear confidence that there they can freely seek the whole truth, unvarnished by fashion and uncompromised by expediency." – Dwight D. Eisenhower, 34th President of the United States.

- Reconsideration of Material Request: Information Following Report
- Organizational Structure Review: Information Following Report
- KORA Request and Potential Subpoena: I was contacted by an Attorney in Wichita who is submitting an Open Meeting Request and will be bringing forward a subpoena asking for information about a room reservation by a specific patron.
- NCKLS Grants: I have applied for two grants through NCKLS.
 - Competitive Grant – Atrium Lights instead of Outside Signage: I asked for \$9,064.40 to install lights for the atrium stairs. The current lighting is insufficient after sunset, especially on the staircase. This creates a safety hazard as well as a gloomy and unwelcoming atmosphere. Improved lighting will prevent accidents on the stairs, improve patron perception of our facility, and improve security in the evenings. The lighting fixtures will be placed above the second floor, on the north end of the atrium, on the east and west concrete walls to light the stairs specifically. We have not yet selected the style of the fixtures.
 - Service Improvement Grant – Power Outlets by YA Sitting Area: We received a \$1,000 grant to install power outlets near underutilized tables and chairs located on the north end of our teen area, on the opposite side of the YA shelving from the Teen Zone, and we are hoping to make the area more appealing and increase the usage of this area by older teens who are looking to study or a place to sit with friends as opposed to other places in the library that offer power outlets. The total cost of the project will be \$1,400, and the work will be done by BHS.
- Community Resources page on the website: Staff members Teri Barton, Savannah, Brea, and Rhonna worked to gather local contact information for services such as Housing & Shelter, Financial Assistance, Food Resources, Transportation, Family Support, Health & Dental Care, Mental Health and Addiction, Clothing and hygiene, Veteran Services, LGBTQIA Resources, and Domestic Violence. These community profiles are integrated into our catalog.
- Roof Inspection: We are in the process of scheduling a roof inspection with JB Turner. Though there are no active leaks (knock on wood), Mike noticed a few areas of concern while working with TCA. At this point, we are unsure if there is a cost to the service.

- Boiler Update: All the tubes have been replaced, and the upgraded burner is in place. The installers are waiting for a final part to attach the burner to the boiler.
- Hoopla Discussion: Over the last 12 months, we have spent just over \$80,000 on Hoopla, and the last several monthly costs came to almost \$7,500. We allow 5 checkouts per month. Crystal is working through different scenarios to curb the cost, including allowing a lower number of monthly checkouts.
- Van Decals: We put our name on the van!
- Walking Through History on the Linear Trail: “This project, spearheaded by the Riley County Genealogical Society, dives into local Manhattan history, highlighting different events and locations through historical markers along the Linear Trail. The 5-panel exhibit in the library explains the project and shows some of the historical content from the markers. It will be on display in the library's atrium from Sept. 6-30.”

Meetings and Events:

- Sept 4: Polaris Hosting Discussion with IT, Circulation, Collections, and Polaris Representatives.
- Sept 6: Met with Manhattan Nonprofit Directors Community of Practice
- Sept 16: Met with the Library Director’s Community of Practice Group.
- Sept 18: Met with Dorothy Bramlage Public Library Director Susan Moyer.
- Sept 28: [Kansas Book Festival](#) in Topeka.
- Oct 2: Thinking Critically about Information in an Imperfect World, online Training.
- Oct 3: Kansas Library Association Council meeting.
- Oct 28: Library Director’s Community of Practice Group.
- Oct 30 – Nov 1: Kansas Library Association [Annual Conference](#) in Wichita.

Collection Management

- We hired Corey Ptacek as the new Collection Services Librarian.
- While the Collection Services Librarian was vacant, Crystal filled in for immediate purchasing needs, and we paused weeding for the month.
- Crystal attended a board meeting for the Sunflower eLibrary consortium, where they worked on establishing bylaws.
- We’ve been approved to participate in the Kansas State Library’s Kansas Notable Books grant and are working to complete all steps needed.
- We continued to make steady progress on the adult DVD and Blu-ray reorganization project.

| | August 2024 | August 2023 | 2024 Year to Date | 2023 Year to Date |
|--------------------------|--------------------|--------------------|--------------------------|--------------------------|
| Collection | | | | |
| Total size | 136,978 | 134,709 | | |
| New items added | 775 | 1,163 | 8,914 | 9,440 |
| Purchase requests filled | 104 | 115 | 822 | 946 |
| Items finished | 1,349 | 1,054 | 7,627 | 7,809 |
| Items mended | 207 | 288 | 1,470 | 1,667 |
| Items withdrawn | 551 | 2,535 | 8,645 | 12,118 |

| | | | | |
|--------------------------|--------|--------|---------|---------|
| Circulation | | | | |
| Physical circ | 39,589 | 43,561 | 323,036 | 325,642 |
| Sunflower circ | 12,503 | 12,857 | 105,680 | 95,269 |
| Hoopla circ | 3,811 | 3,425 | 29,561 | 26,180 |
| Kanopy circ | 702 | 924 | 7,462 | 6,789 |
| Flipster circ | 324 | 396 | 2,544 | 3,652 |
| Database usage | 22,114 | 16,708 | 123,090 | 113,425 |
| Interlibrary Loan | | | | |
| ILLs lent out | 176 | 309 | 1,538 | 1,973 |
| ILLs borrowed for us | 389 | 325 | 2,298 | 1,998 |

* Missing NewsBank statistics for August 2024

IT Activity Report

August had 141 helpdesk tickets opened and 132 closed.

- **Switch Configuration:** Verified children's switch configuration and ensured proper VLAN info documentation. Getting ready for switch upgrades in September 2024.
- **Lab and Staff Computer Updates:** Re-imaged children's staff computers, although Teams could not be installed for all users. Also, lab computers were fully imaged and ready to be installed in the 2nd-floor lab.
- **Hardware Maintenance:** Reapplied thermal paste to Brea's computer, improving its idle temperature from 60°C to 53°C. I updated Teri Belin's computer and added it to the domain.
- **Mobile Printing Issues:** Identified Safari browser compatibility issues causing problems with the mobile printing service.
- **Room Checks & Maintenance:** Regularly checked meeting rooms and ensured all systems were working properly. Wireless mics were found left out in the Auditorium and promptly reported.
- **Firmware & Game Updates:** Timed updates for laptops took between 1 to 1.5 hours. Updated Angry Birds on children's computers due to update issues.
- **Microsoft 365 Migration:** Continued the project of migrating staff to Microsoft 365, ensuring smoother workflow transitions.
- **Imaging:** Labeled network devices like switches in the router room and started imaging Maintenance All-In-Ones (AIOs).
- **Inventory:** Worked with the business manager to update inventory software, create new documentation, and let staff begin our 2024 audit of items around the building. This includes standard inventory as well as computer inventory.
- **Polaris Server Upgrade:** working with a group of staff to determine the next phase of upgrading the Polaris Server. We are determining if we want to purchase a new server this year or consider hosting.

Operations and Administrative Services

- The skylight above one of the study rooms had a long history of leaking when it rained. J.B. Turner Roofing Company removed the skylight and it was capped off.

- Business Manager Jenn Lund has been working with department managers to complete an annual inventory of library-owned property.
- We will start using a new performance management enterprise software system before the end of the year. Teri Belin is working with the customer success representative for the web-based software “PerformYard” to customize the program to meet our needs.
- The Manhattan Library Association met on September 11th. They are realigning the composition of their board to help meet some of our strategic goals. Most notably, they will start an ambassador program and recruit some volunteers to help staff with outreach activities and programming.
- Marilyn Fulkerson rejoined the Circulation staff on September 3rd. She retired in 2022 as the Circulation Department Manager. We are glad to have her expertise back in the library. This past month, we completed the hiring process for three library assistants and an Adult Services Supervisor.
- The director’s evaluation process will start in October. A schedule of all activities and due dates is attached. The committee may wish to meet in early October to discuss the process and should plan to prepare the final evaluation report between November 13th and 18th. These meetings can take place in person, via Zoom, or MS Teams.

Public Services

| Programs | # of Events | Attendance |
|---------------------|--------------------|-------------------|
| Children’s Programs | 4 | 191 |
| Teen Programs | 1 | 9 |
| Adult Programs | 9 | 89 |
| Total | 14 | 289 |

| Technology Training | Attendance |
|-----------------------------|-------------------|
| TTC Appointments | 22 |
| Consults | 14 |
| Assistive Tech Appointments | 19 |
| Douglass Center Drop-In | 1 |
| Senior Center Drop-In | 2 |
| Meadowlark Tech Drop-In | 3 |
| Total Patrons Served | 61 |

| Outreach | # of Events | Attendance |
|------------------------------------|--------------------|-------------------|
| Northview Parent Night Outreach | 1 | 89 |
| Group Visit Storytime – Children’s | 1 | 25 |
| Children’s Group Visit | 1 | 80 |
| MATC Resource Fair | 1 | 58 |
| Everybody Counts MPL Table | 1 | 390 |
| Everybody Counts Tech Table | 1 | 171 |
| Adult Group Tour | 1 | 7 |
| Total | 7 | 820 |

- 1000 Books Before Kindergarten: 5 new participants, 1052 total enrolled, 17 rewards
- Check-up/Check-out: 40 coupons redeemed
- 255 Teens visited the Teen Zone.
- Questions answered at Reference Desk: 1,644
- Enjoy & Share: 170 books to the Airport, Mosque, Cats Cupboard, Flint Hills Breadbasket, Be Able, Shepherd's Crossing, Stonecreek Family Physicians.
- Homebound: 33 Patrons, 153 books delivered
- Book Display Checkouts:
 - 416 adult books checked out from 6 displays.
 - 84 YA books checked out from 4 displays.
 - 201 children's books checked out from 2 displays.
- ReadMHK Podcast: 8 listens.
- Continuing education & Training:
 - All Staff – *Individual Accountability for Equity & Inclusion* – LinkedIn Tutorial
 - Rhonna – *How Mentally Healthy Workplaces Start with Mindful Leaders* – Webinar from Calm
 - Rhonna – *Exploring Public Libraries Survey Data for Peer Comparisons* – Research Institute for Public Libraries webinar
- Security: 16 behavior reports, 3 incident reports

Patron Stories and Experiences:

- Wandean gave Jordyn Baker from Emporia Public Library a tour of her space. They recently received a grant to purchase equipment and software to create their own Tech Center.
- We received a compliment from a parent who liked our school bus craft because her child's grandfather drives a school bus.
- Harley found one of the lunch box images available in the animal's neighborhood colored in orange with the words "Be Kind" written on it.
- Harley interacted with a family that informed her that their daughter is the one who writes her "love letters to the library" in the comments box in the children's room. She writes hearts, stars, and often some kind of animal.
- After checking out some books, a teen walked into the teen zone while Harley was at the desk exclaiming, "I love having a library card."
- A patron who went to the Princess Bride movie said, "I loved the program, and I'm excited to see that there is another movie night coming up. I'll have to figure out what to wear."

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

NCKLS Competitive Grant: <https://lib.nckls.org/competitive-grant/>

NCKLS Service Improvement Grant: <https://lib.nckls.org/service-improvement-grant-2/>

Community Resources page: <https://mhklibrary.org/community-resources/>

Walking Through History on the Linear Trail: <https://manhattanks.librarycalendar.com/event/exhibit-walking-through-history-linear-trail-20404>

Kansas Book Festival: <https://www.kansasbookfestival.com/>

Kansas Library Association Annual Conference: https://kslibassoc.org/KLA_2024_Conference

Old Business

- None

New Business

- Policy Change: GOV-3 Library Board Bylaws

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

- Policy Change: MNG-22 Security Camera

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

- Policy Change: MNG-23 Social Media and Web Presence

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

- NCKLS Office Furniture

Eric asked the board for approval to consider purchasing all or part of the office furniture that NCKLS does not want to take with them when they move to their new space. The quote was included in the meeting packet.

Lucas Loughmiller made a motion to approve the purchase up to \$33,269.64 as presented in the quote. Tara Coleman seconded, and the motion passed.

Board Comments

There were no general comments from board members.

Adjournment

Lucas Loughmiller made a motion to adjourn. Tara Coleman seconded, and the motion passed. The next regular meeting will be on Monday, October 28, 2024, at 4 p.m.

Respectfully submitted by,

President Linda Cook

Director Eric Norris