

**Manhattan Public Library
Regular Meeting of the Board of Trustees
October 28, 2024**

The October meeting of the Manhattan Public Library Board of Trustees was called to order at 4:02 p.m. by President Linda Cook. Present were board members Sarah May, Melissa Rosso, Tara Coleman, Mayor Susan Adamchak, and Tanya González. Also present were Library Director Eric Norris, Business Manager Jennifer Lund, Assistant Directors Rhonna Hargett and Teri Belin, and Community Engagement Coordinator Breanna Braun. Lucas Loughmiller and Tyler Darnell were absent.

Public Comment

No public comment.

Approval of Minutes

Melissa Rosso made a motion to approve the September 30, 2024, minutes. Sarah May seconded, and the motion passed.

Financial Statement and Bills

October 2024 expenses:

Tax Fund/General Operations.....	\$ 200,767.78
Tax Fund/Employee Benefits.....	62,110.99
Grants, Fees, and Interest.....	40,852.68
Endowment Account.....	12,621.70
Capital Improvement.....	65,320.00

The business manager reviewed the October financial statements. We received our last payment of the year from the city for our tax and employee benefit funds. We also received our last space allocation payment from NCKLS. We paid our bill for the boiler repairs from our capital improvement fund of \$65,320.00.

Tanya González made a motion to approve the October 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

Linda Cook reported that NCKLS is planning on moving out at the end of the year. Their new landlord thinks that renovations to the new location will be ready by the first of the year.

Manhattan Library Association

Eric Norris reported that MLA has been reviewing their bylaws and looking at their committees.

Manhattan Library Foundation

No report.

Director's Review Committee

New business.

Director's Report

Manhattan Public Library Director's Report – 10.28.2024

Eric Norris, Director

"I ransack public libraries and find them full of sunk treasure." — Virginia Woolf, English novelist.

- [Hoopla](#) Changes: Starting January 1, we are going to limit the number of Hoopla checkouts to 4 per month. We will still maintain the cost of \$3.99 per eBook and \$2.84 per digital audio. We estimate cost savings approaching \$9,000 per year.
- Goldstein Garden Update: Earlier in the month, BBN sent the construction renderings to BHS Construction so they could begin developing their cost estimates and construction plans. I do not have a timeline, but I expect one once BHS has completed the estimates.
- We have received our last disbursement check for general funds from the city.
- The management team is working through the last details of the organizational restructuring and has started conversations about how to fully utilize the basement after NCKLS vacates the space and redoing the physical setup of the third-floor staff work area.

Meetings and Events:

- Oct 2: Thinking Critically about Information in an Imperfect World, online training.
- Oct 3: Kansas Library Association Council meeting.
- Oct 15: [Community Conversation on Trust and AI](#) - with Hale Library.
- Oct 15: Focus On: [Marysville Public Library](#)
- Oct 21: Community of Practice Director Discussion
- Oct 28: Library Director's Community of Practice Group.
- Oct 30 – Nov 1: Kansas Library Association [Annual Conference](#) in Wichita.
- Nov 28-29: Library Closed for Thanksgiving Holiday

Collection Management

- We weeded 300s in adult nonfiction and young adult graphic novels.
- We continued to make steady progress on the adult DVD and Blu-ray reorganization project.
- A project proposal was approved to move PS4, PS5, Xbox One, and Xbox Series X video game discs behind the Circulation Desk, and preliminary work started on that project.
- We completed the Kansas Notable Books Grant for 2024.

	September 2024	September 2023	2024 Year to Date	2023 Year to Date
Collection				
Total size	136,825	134,929		
New items added	1,116	1,240	10,030	10,680
Purchase requests filled	81	82	903	1,028
Items finished	926	824	8,553	8,633
Items mended	144	153	1,614	1,820
Items withdrawn	1,172	708	9,817	12,826
Circulation				
Physical circ	35,860	39,194	358,896	364,836
Sunflower circ	1,180	12,214	117,480	107,483
Hoopla circ	3,237	3,070	32,798	29,250
Kanopy circ	689	764	8,151	7,553
Flipster circ	341	358	2,885	4,010
Database usage	18,339	18,113	152,770	131,538
Interlibrary Loan				
ILLs lent out	186	212	1,724	2,185
ILLs borrowed for us	266	244	2,564	2,242

*Missing NewsBank and ValueLine statistics for September 2024

IT Activity Report

In September, 126 helpdesk tickets were opened, and 107 were closed.

- Kiosk Updates: Set up and tested the survey kiosks, improving their functionality and preparing for deployment.
- Inventory Management: Progressed on the inventory project; most items are cataloged, with final touches needed to complete the documentation.
- Hardware Maintenance: Conducted updates on several computers, resolving issues with network connectivity and ensuring all systems were operational.
- Network Monitoring: Regular checks on meeting rooms confirmed that all equipment was functioning properly and addressed concerns about connectivity for self-check kiosks.
- Phone System Review: Investigated issues with the reference phone system, suspecting potential server-related problems.
- Upcoming Projects: Planned for further upgrades to network switches and potential migration to new server solutions for improved performance.
- Polaris Server Upgrade: working with a group of staff to determine the next phase of upgrading the Polaris Server. We are determining whether we want to purchase a new server this year or consider hosting.

Operations and Administrative Services

- We are currently seeking applications for a part-time teen librarian. This week, we finished the hiring processes for a part-time Public Relations Graphic Design Assistant, a Circulation Library Assistant, and an Adult Services Library Assistant.
- Health insurance enrollment meeting for library employees was held on Tuesday, October 22nd. Employees will not see an increase in premiums in 2025.
- Copies of Eric’s 2024 goals report goals and recommended goals for 2025 will be emailed by Teri Belin before the meeting. These will be discussion items at the October meeting.
- The Mayor’s Lighted Holiday Parade will take place on Friday, December 6th. The parade starts at 5:30 p.m. and will move from the east end of Poyntz past the library. We are inviting the library Board of Trustees, Manhattan Library Association Board, and the Foundation Board to watch the library from the second-floor shell. That area provides a unique and warm place to gather and watch the parade. It is also a great time for members of the three boards to meet in one place at one time. More information will be sent before Thanksgiving. Save the date!

Public Services

Children’s Programs	# of Events	Attendance
Saturday Storytime	3	200
18 Months & Up Storytime	9	394
Baby Rhyme Time	6	118
3 & Up Storytime	2	26
Cardboard Box Party	1	21
Zoofari Tails at Sunset Zoo	1	61
Kids in the Kitchen: Mug Muffins (Grades 3-5)	1	27
Chess Night	2	32
Lego Club	2	65
Pawsitivity Pals (Read w/a dog)	1	26
Total	28	790

Teen Programs	# of Events	Teen Attendance
Teen Anime Club	3	9
Teen Social Hour	3	17
Total	6	26

Adult Programs	# of Events	Attendance
Yack & Yarn	5	71
Vintage Movie Night: Casablanca	1	26
Seniors’ Scrabble & Tea	1	4
DIY Night for Adults & Teens: Book Wreaths	1	18
Donuts & Danger Book Club	1	17
Total	9	136

Outreach	# of Events	Attendance
Fort Riley Baby Shower	1	51
Bluemont Family Literacy Night	1	86
Stonecreek Outreach	1	17
Total	3	154

- Atrium Exhibit: *Walking Through History on the Linear Trail w/ Riley County Genealogical Society*
- 1000 Books Before Kindergarten: 5 new participants this month; 1,047 total enrolled; 10 earned rewards this month; 0 completions this month.
- Check-up/Check-out: 38 coupons turned in for a free book.
 - (Rachel) Jennifer & Brea visited Stonecreek Family Physicians for a nurses’ meeting to share information and answer questions about the CUCO program. This should help them participate more with their patients.
- Book Pick-up Service: Hannah gathered books for 2 daycares, a total of 90 books, for them to pick up on topics of their choice.
- 202 Teens visited the Teen Zone.
- Questions answered at Reference Desk: 1,261
- Enjoy & Share: 185 books to the Airport, Mosque, Cats Cupboard, Flint Hills Breadbasket, Be Able, Shepherd’s Crossing, Stonecreek Family Physicians, Hale Library, and Apartment Towers.
- Homebound: 30 Patrons, 154 books delivered
- Book Display Checkouts:
 - 527 adult books checked out from 6 displays.
 - 109 YA books checked out from 4 displays.
 - 123 children’s books were checked out from 2 displays.
- ReadMHK Podcast: 13 listens.
- Continuing education & Training
 - Security Team – *NYT “Who, Me? Biased?” Video Series*
 - Rhonna – *“Coaching: How to Coach your Staff on De-Escalation”* – Webinar from Librarians Guide to Homelessness
 - Savannah & Victoria – *Libraries Transform Minds Conference (Serving older adults in libraries)* – Northeast Kansas Library System
 - Audrey – *“Building a Culture Around Books and Reading in Your Library”* Mid-America Library Association webinar
- Security: 9 behavior reports, 2 incident reports

Patron Stories and Experiences:

- We received a compliment from a parent who liked our school bus craft a lot 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 was 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.
- While Harley was at the desk, a teen walked into the teen zone after checking out some books, 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 there is another movie night coming up. I’ll have to figure out what to wear.”
- Oct. 10 - Brea and Savannah had a very successful outreach with the HIS Women’s Global Group. They asked a lot of questions, and one lady said it was the best presentation they had for their group!
- Victoria reported that patrons in the DIY sessions “jeer with me” in her saying, “Trust the process.” They have become friendly and relaxed with Victoria, and they are willing to stick with it while they create crafts and projects.
- Harley’s passive program in the Animal’s neighborhood has seemed to be a hit, as several times there have been families getting together to read through the book and use the animal and lunch box images to match together. We have gone through close to 60 of the lunch box images that the children may take and draw their own lunches on.
- Harley received a patron comment saying, “Harley is fantastic at Storytime!”
- Laura told the story *Dear Zoo* by Rod Campbell using puppets in a box. Before pulling a puppet out of the box, she made the animal’s sound and asked the kids to guess what it was. One grandma commented, “It was so fun! The box was like Mary Poppins’s bag. I couldn’t believe even more animals were stuffed inside!”
- Laura was cleaning up a very messy area in the children’s room, and a dad said jokingly, “Looks like you have your work cut out for you!” Laura replied, “Oh, it’s not too bad. Toys are meant to be played with!” The dad said, “Well, I want you to know that I really appreciate it!”

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

- Hoopla: <https://mhklibrary.org/2017/09/welcome-hoopla-digital/>
- Community Conversation on Trust and AI: <https://www.wibw.com/2024/10/16/manhattan-public-library-hosts-community-conversation-artificial-intelligence/>
- Focus On: Marysville Public Library: https://youtu.be/QAWVyWXCMBI?si=PNoVyXmyJQ_mlJea
- Kansas Library Association Annual Conference: https://kslibassoc.org/KLA_2024_Conference

Old Business

- NCKLS Office Furniture

New Business

- Policy Change: INF-2 Interlibrary Loan

Tanya González made a motion to approve the policy changes as presented. Melissa Rosso seconded, and the motion passed.

- Policy Change: MNG-5 Reconsideration of Library Materials

Tara Coleman made a motion to approve the policy changes as presented. Sarah May seconded, and the motion passed.

- MPL Representation on the NCKLS Executive Board

Melissa Rosso made a motion to approve Eric Norris's taking over as the NCKLS representative. Tanya González seconded, and the motion passed.

- Director's 2024 Goals Review

Eric talked about his goals for the past year with the board.

- Director's 2025 Proposed Goals

Eric talked about his proposed goals for the next year with the board.

Board Comments

There were no general comments from board members.

Adjournment

Melissa Rosso made a motion to adjourn. Tanya González seconded, and the motion passed. The next regular meeting will be on Monday, November 25, 2024, at 4 p.m.

Respectfully submitted by,

President Linda Cook

Director Eric Norris