

**Manhattan Public Library
Regular Meeting of the Board of Trustees
November 25, 2024**

The November meeting of the Manhattan Public Library Board of Trustees was called to order at 4:00 p.m. by Vice-President Tyler Darnell. Present were board members Sarah May, Melissa Rosso, Tara Coleman and Mayor Susan Adamchak. Also present were Library Director Eric Norris, Business Manager Jennifer Lund, Assistant Directors Rhonna Hargett and Teri Belin, and Youth Services Manager Jacob Williams. Lucas Loughmiller, Tanya González, and Linda Cook were absent.

Public Comment

No public comment.

Approval of Minutes

Tara Coleman made a motion to approve the October 28, 2024, minutes. Melissa Rosso seconded, and the motion passed.

Financial Statement and Bills

November 2024 expenses:

Tax Fund/General Operations.....	\$ 212,136.34
Tax Fund/Employee Benefits.....	57,584.29
Grants, Fees, and Interest.....	12,039.36
Endowment Account.....	52,525.52
Capital Improvement.....	0.00

The business manager reviewed the November financial statements.

Sarah May made a motion to approve the November 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

Eric reported that NCKLS will be lowering grants in 2025 due to a mistake by a newspaper in reporting their RNR hearing.

Manhattan Library Association

Eric Norris reported that MLA is working on their book sale.

Manhattan Library Foundation

No report.

Director's Review Committee

New business.

Director's Report

"Perhaps no place in any community is so totally democratic as the town library. The only entrance requirement is interest." – *Lady Bird Johnson, environmentalist, businesswoman, political activist.*

I attended the [Kansas Library Association Conference](#) in Wichita from October 30 to November 1. I am on the KLA Council as the ALA Councilor and involved with the Public Library Section (PLS).

During the conference, I attended the KLA Council meeting, the KLA Membership meeting, the GAC meeting, the PLS meeting, and the Kansas Association of School Librarians meeting. Four other MPL staff attended at least one day of the conference: Crystal (Collections Mgr.), Jay (Youth Serv. Mgr.), Jennifer (Prog. Mgr.), and Laura (Lib. 1).

I also attended programs on distributing period products for free in restrooms, an information session on the formation of the Kansas Resource Sharing Hub, a mini-Safe Zone Training, Artificial Intelligence for Librarians, and a discussion about giving and receiving feedback. I am happy to discuss any of these programs at the meeting.

The KLA Council is raising membership dues for the first time in nearly 10 years, creating a tiered system according to salary:

Salary up to 24,999:	\$40
25,000 to 34,999:	\$50
35,000 to 44,999:	\$60
45,000 to 54,999:	\$70
55,000 to 64,999:	\$80
65,000 to 74,999:	\$90
Salary over 75,000:	\$100

I supported this change because KLA is not able to sustain a decent level of service, deliver a great annual conference experience for Kansas librarians, and continue to provide funding to retain the service of the lobbyist. Over the course of the last several years, the lobbyist, [Steve Kearney](#), has proven invaluable to all librarians by providing insight into bills and proposed legislation, and the membership believes his service should be kept. I support this as well.

At the membership meeting, I suggested boosting participation in the meeting by opening it up to all members by offering a Zoom option. This would allow members not attending the conference to participate in the discussion.

- We have had two instances with a patron that have resulted in incident reports. I will discuss this matter with the Board at the meeting.
- I am working with the management team to develop the 3-year planning process, and I have included more information following this report.
- On Nov 1, we rolled out the new organizational structure. More information following this report.

- We did not receive the NCKLS Grant to add lights to the atrium stairway.
- We are getting information about major updates and upgrades to the HVAC system and the two old, original Otis elevators on the east side of the building. This will be a major component in the comprehensive facilities plan I am working on in 2025.
- A committee of employees is forming to plan the Staff Development Day on Feb 17, 2025.
- I am working with Rhonna to develop a series of conversations with staff about the MPL philosophy of librarianship.

Meetings and Events:

- Nov 1: Gas Leak Safety, All Staff Bi-Monthly Training
- Nov 3-9: Model Train Week
- Nov 5: Election Day – The polling staff were exceptional to work with!
- Nov 8: Museum of Art and Light Ribbon Cutting
- Nov 13: Executive Coaching
- Nov 13: MLA Meeting
- Nov 13: Chamber of Commerce After-Hours
- Nov 14: Schizophrenia Training through Ryan Dowd
- Nov 14: Security Team Meeting
- Nov 15: Flint Hills Discovery Center Ribbon Cutting
- Nov 18: Elevator Modernization Discussion with MEI
- Nov 18: Directors Community of Practice: Patron behavior changes
- Nov 18: Collection Development Conversation
- Nov 19: Focus On: Frankfort City Library
- Nov 21: NCKLS System Board Meeting
- Nov 22: Standing Up for Libraries: 2024 Election Implications and Next Steps, ALA
- Nov 28-29: Library Closed for Thanksgiving Holiday
- Dec 6: Spirit of the Holiday Parade Viewing with Boards of MPL, MPL, & MLF

Collection Management

- We moved PS4, PS5, Xbox One, and Xbox Series X video game discs behind the Circulation Desk.
- The biannual magazine and annual newspaper counts were completed to estimate in-house use.
- We started working on a way to create on-order items from Amazon orders as soon as the orders are placed instead of when they are received.
- We completed the bulk of the work on the adult DVD and Blu-ray reorganization project. All that’s left are items that are checked out.
- We imported the first round of MARC records for [PressReader](#).
- We weeded half of the 600s in adult nonfiction and children’s picture books.

	October 2024	October 2023	2024 Year to Date	2023 Year to Date
Collection				
Total size	136,560	134,863		

New items added	1,102	1,260	11,132	11,940
Purchase requests	85	112	988	1,140
Items finished	832	1,200	9,385	9,833
Items mended	83	183	1,697	2,003
Items withdrawn	1,406	1,438	11,223	14,264
Circulation				
Physical circ	36,227	37,605	395,123	402,441
Sunflower circ	12,009	12,372	129,489	119,855
Hoopla circ	3,208	3,148	36,006	32,398
Kanopy circ	530	770	8,681	8,323
Flipster circ	365	397	3,250	4,407
Database usage*	24,649	15,112	179,798	146,650
Interlibrary Loan				
ILLs lent out	157	192	1,881	2,377
ILLs borrowed	346	269	2,910	2,511

* missing NewsBank and ValueLine statistics for September 2024

IT Activity Report

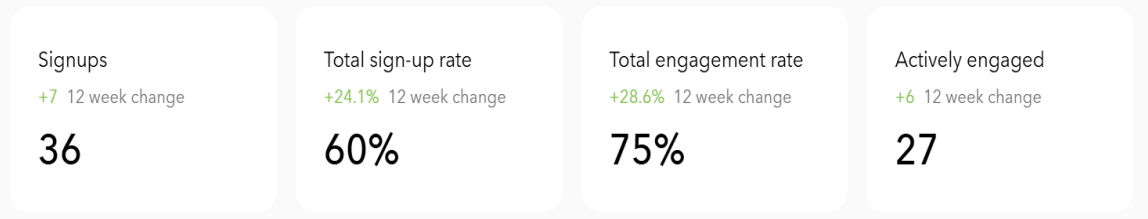
October had 116 helpdesk tickets opened and 127 closed.

- Assisted administration in launching our new employee evaluation system called PerformYard.
- Completed library-wide inventory for both furniture and technology assets.
- Worked with vendors to purchase new hardware for our integrated library system, Polaris, by Clarivate. We will be migrating the catalog to new hardware through November and December.
- Finalized new computer migration for the maintenance department. This completed our workstation upgrades for 2024.
- Worked with many stakeholders to prepare systems for the new organization chart going live on November 1st.
- Upgrade our digital signage in the atrium and children's room to the latest Raspberry Pi hardware. This will allow our Public Relations department to show more complex and eye-catching videos on the displays.
- Cody worked with K-State and presented during the K-State AI Symposium held in the Manhattan Public Library Auditorium on October 15th. This was a great opportunity to partner with our K-State counterparts and contribute to our community.

Human Resources and Facilities

- Calm App usage stats:

At a glance



- A recent heavy downpour caused water to seep up through the floor on the first-floor west building. This happens when the rain is so heavy that water backs up over the curb and sidewalk. This is one of the few persistent leaks we are still dealing with.
- 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 parade 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
Baby Rhyme Time	8	135
18 Months & Up Storytime	13	483
3 & Up Storytime	2	37
Saturday Storytime	2	114
Bilingual Storytime	1	65
Zoofari Tails Storytime	1	33
Bluey Party	1	105
Monster Mash Dance Party	2	135
Crafternoon	1	28
Pawsitivity Pals (Read w/a dog)	2	31
Lego Club	2	26
Chess night	2	26
StoryWalk Indoors: Corduroy	1	96
Total	38	1314

Teen Programs	# of Events	Teen Attendance
Teen Anime Club	5	16
Teen Social Hour	6	39
Halloween Party for Teens	1	11
Total	12	66

Adult Programs	# of Events	Attendance
Yack & Yarn	4	41
Seniors’ Scrabble & Tea	1	0
DIY Night for Adults & Teens: Jack-O-Lantern Candy Dishes	1	24

Donuts & Danger Book Club	1	13
Slice of Knowledge: Money Basics	1	6
Author Visit: How to Write a Mystery	1	6
Book Discussion: The Maltese Falcon	1	13
Community Conversation on Trust and AI w/KSU Libraries	1	29
Total	11	132

Technology Training	Attendance
TTC Appointments	8
Consults	6
Assistive Tech Appointments	1
Total Patrons Served	12

Outreach	# of Events	Attendance
Youth Services Group Visit	1	15
Outreach to Global Women’s Community	1	16
Total	2	32

- 1000 Books Before Kindergarten: 5 new participants, 1050 total enrolled, 7 rewards
- Check-up/Check-out: 31 coupons redeemed
- 207 Teens visited the Teen Zone.
- Questions answered at Reference Desk: 1,489
- Enjoy & Share: 190 books to 8 locations
- Homebound: 30 Patrons, 162 books delivered, 15 locations (including Meadowlark, Stoneybrook, Via Christi, and individual homes)
- Book Display Checkouts:
 - 581 adult books checked out from 7 displays.
 - 138 YA books checked out from 3 displays.
 - 403 children’s books checked out from 2 displays.
- Continuing education & Training
 - Jay & Laura – *Weave a Tale* – KLA session
 - Rhonna – *Calm Your Mind to Thrive at Work* – Webinar from Calm
 - Jennifer – *Program Partnership* webinar
- Security: 8 behavior reports, 1 incident report

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

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- Kansas Library Association Annual Conference: https://kslibassoc.org/KLA_2024_Conference
 - Steve Kearney: <https://kearneyandassociates.com/>
 - PressReader: <https://www.pressreader.com/catalog>

Old Business

- 2025 Director Goals

New Business

- Policy Change: CUS-2 Customer Conduct

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

- December 2024 Meeting and Pre-approval of December Bills
 - Traditionally, no meeting is held in December

Melissa Rosso made a motion to not meet in December and pre-approve the December bills being paid. Sarah May seconded, and the motion passed.

- Setting meeting dates for 2025
 - Meetings have been held on the last Monday of the month
 - May 26th (the last Monday) is Memorial Day

Melissa Rosso made a motion to keep the meetings to the last Monday of every month and to hold the May meeting on June 2nd, 2025. Tara Coleman seconded, and the motion passed.

- Director's Evaluation- Executive session
 - According to KSA 75-4319, the board can enter an Executive Session to discuss personnel matters of nonelected personnel.

Melissa Rosso made a motion to adjourn to executive session at 4:52 p.m. and reconvene at 5:02 p.m. Sarah May seconded, and the motion passed.

The meeting reconvened at 5:02 pm.

Tara Coleman made a motion for the board to accept the performance report. Melissa Rosso seconded, and the motion passed.

Tara Coleman made a motion to approve a merit increase of up to 4%, effective December 1, 2024, for the director. Melissa Rosso seconded, and the motion passed.

Board Comments

There were no general comments from board members.

Adjournment

Sarah May made a motion to adjourn. Melissa Rosso seconded, and the motion passed. The next regular meeting will be on Monday, January 27, 2025, at 4 p.m.

Respectfully submitted by,

President Linda Cook

Director Eric Norris