

Manhattan Public Library
Regular Meeting of the Board of Trustees
January 28, 2025

The January 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, Lucas Loughmiller, Tyler Darnell, Tara Coleman, Tanya González, and Mayor Karen McCulloh. Also present were Library Director Eric Norris, Business Manager Jennifer Lund, and Assistant Director Rhonna Hargett. Melissa Rosso was absent.

Public Comment

No public comment.

Approval of Minutes

Lucas Loughmiller made a motion to approve the November 25, 2024, minutes as presented. Tyler Darnell seconded, and the motion passed.

Financial Statement and Bills

December 2024 expenses:

Tax Fund/General Operations.....	\$ 222,230.74
Tax Fund/Employee Benefits.....	51,830.03
Grants, Fees, and Interest.....	29,832.19
Endowment Account.....	52,619.46
Capital Improvement.....	15,597.97

The director reviewed the December financial statements. Activity in all funds was routine.

January 2025 expenses:

Tax Fund/General Operations.....	\$ 216,080.07
Tax Fund/Employee Benefits.....	59,505.86
Grants, Fees, and Interest.....	434.71
Endowment Account.....	7,552.00
Capital Improvement.....	0.00

The director reviewed the January financial statements. Activity in all funds was routine.

Tyler Darnell made a motion to approve the December 2024 and January 2025 financial statements as presented. Lucas Loughmiller seconded, and the motion passed.

Committee Reports

Building and Grounds

No report.

Legislative

Eric Norris mentioned that Tuesday, January 28th, is KS legislator's day, and he will be meeting with different individuals in Topeka.

Finance

No report.

Policy and Planning

No report.

North Central Kansas Libraries

No report.

Manhattan Library Association

Eric Norris reported that the annual book sale is Feb. 28 – Mar. 2 this year. Sign-up Genius will be emailed out so that volunteers can sign up.

Manhattan Library Foundation

No report.

Director's Review Committee

See old business.

Report from Board President Linda Cook

Managing Public Comment Sessions and Material Challenges Webinar. Linda reported on the webinar she attended.

Director's Report

"Whatever the cost of our libraries, the price is cheap compared to that of an ignorant nation." — Walter Cronkite, *journalist and television news anchor*.

- I met with both BBN and BHS to discuss the Goldstein Garden and am waiting on a new plan for the book drop room and a different configuration, as well as a pricing comparison between stamped concrete and pavers for the patio slab.
- The [Kansas Libraries Legislative Day](#) is Tuesday, January 28. The regional systems and KLA will have a table on the ground floor across from the Lettuce Feed You space. GAC will convene in the State Library, and legislators will address the gathered librarians about the year ahead. The State Library is also celebrating its 125th anniversary.
- We are gathering our 2024 stats for the State Library Public Library Survey, due February 5.
- The Three-Year Project Planning is underway – Teams of three or four members of the management team are assigned to one of the six goals (there are seven teams as we split Goal #4: Make Library Resources and public spaces more accessible, between the Building and the Digital Collection).
- The Polaris upgrade took place on January 8 and 21: on 01/08, Circulation and Collection staff were working offline, and other services tied to the system were not available. On 01/21, we were closed to the public until 1 pm as this was the bigger part of the upgrade, and we were unsure about the extent of it, what all it would affect afterward, and if everything would come back online and work normally. It was finished by noon, all went well, and IT had us back online by opening.
- NCKLS is completely moved from the building. We are planning to rearrange the offices of MPL staff on the third floor and in other parts of the library to best use the basement space. There can be some expected expenses, but we need to get further into the initial parts of the planning stage.

- I have been selected as a judge for the [WILLA Award](#) of Creative Non-Fiction by Women Writing the West.
- MLA Book Sale will be held from Friday, February 28, to Sunday, March 2.

Meetings and Events:

- Nov. 28-29: Library Closed for Thanksgiving Holiday
- Dec. 5: NCKLS Executive Meeting
- Dec. 6: Manhattan Nonprofit Directors Community of Practice Meeting
- Dec. 6: Spirit of the Holiday Parade Viewing with Boards of MPL, MPL, & MLF
- Dec. 9: Directors Community of Practice: Patron and Staff Feedback
- Dec. 11: NCKLS Directors Meeting: Wamego PL
- Dec. 12: Meeting with City Manager Danielle Dulin
- Dec. 13: State Library Quarterly Meeting
- Dec. 13: Collections Discussion
- Dec. 18 Be Able Mitten Tree Donation Drop-off
- Dec. 19: Executive Coaching
- Dec. 20: FIT Closet Mitten Tree Donation Drop-off
- Dec. 24-25: Library Closed for Christmas Eve and Day
- Jan. 1: Library Closed for New Year's Eve Holiday
- Jan. 3: Goldstein Garden Meeting
- Jan. 5-7: The Library Closed Early on Sunday and Remained Closed due to Snow Storm
- Jan. 10: Manhattan Nonprofit Directors Community of Practice Meeting
- Jan. 13: Directors Community of Practice: Free Speech Protests
- Jan 14: ALA Membership Meeting
- Jan. 15: Library Master Plan, ALA CORE Webinar Part 1
- Jan. 15: Standing up for Libraries, ALA Webinar
- Jan. 16: Managing Employee Performance Using SBI Method, ALA Webinar
- Jan. 16: MLA Meeting
- Jan. 21: NECKLS Focus on Libraries: Atchison Public Library
- Jan. 22: NCKLS Directors Meeting
- Jan. 22: Library Master Plan, ALA CORE Webinar Part 2
- Jan. 22: GAC Meeting
- Jan. 23: NCKLS Executive Meeting
- Jan. 24: KLA Council Meeting
- Jan. 25: K-State Hands-on Volunteers
- Jan. 25-26: ALA Council Hybrid Meetings during Library Learning Experience Conference
- Jan. 28: KLA Legislative Day at State Capitol
- Jan 29: Library Master Plan, ALA CORE Webinar Part 3
- Jan. 30: Security Team Meeting
- Feb. 3: APPLE Budget Class Presentation
- Feb. 3: GAC Meeting
- Feb. 17: Staff Development Day (Library Closed to the Public)
- Feb. 26: Audit

- Feb. 28 – Mar. 2: MLA Book Sale

Collection Management

- We wrapped up the reorganization of the adult DVDs and Blu-rays.
- With IT, we developed a process for creating on-order records for Amazon orders, which will be implemented in January. With these records, patrons can place holds for items soon.
- We worked with IT and PR to let our patrons know we will be decreasing Hoopla to 4 checkouts per month. The rollout in January has been well received.
- We bought an Amazon gift card so we could fill purchase requests after the early December spending deadline.
- We purchased new tubs for ILL book club kits with funds from a donation.
- We worked with IT on more cleanup of our bib and item records.
- We've been in contact with Hoopla regarding an issue where ebooks don't load on computer browsers.
- Crystal and Corey read Curating Community Collections and discussed ideas we can implement at MPL.
- We started working with IT on generating a list of items to add romance genre stickers.
- We weeded some of the 600s, 814s, and 790s in adult nonfiction; MNO in adult fiction; Geography, JF E, and some JP in children's; and young adult fiction.

	Nov 2024	Nov 2023	Dec 2024	Dec 2023	2024Total	2023 Total
Collection						
Total size	136,398	135,492	136,137	136,002		
New Items Added	1,195	1,254	796	631	13,123	13,825
Requests Filled	64	100	67	33	1,119	1,273
Items Finished	858	1,106	932	849	11,175	11,788
Items Mended	205	172	140	164	2,042	2,339
Items Withdrawn	1,218	804	1,582	469	14,023	15,537
Circulation						
Physical Circ	34,945	35,983	34,271	34,942	464,339	473,366
Sunflower Circ	11,495	12,309	12,084	13,116	153,068	145,280
Hoopla Circ	3,195	3,449	3,336	3,414	42,537	39,261
Kanopy Circ	631	1,061	638	1,181	9,950	10,565
Flipster Circ	279	399	276	404	3,805	5,210
Database Usage	20,233	12,347	19,805	10,502	219,836	169,499
Interlibrary Loan						
ILLs Lent Out	161	177	117	142	2,159	2,696
ILLs Borrowed	216	258	242	203	3,368	2,972

IT Activity Report

- In 2024, the IT department received 1,351 help desk tickets and successfully closed 1,315 tickets.
- Completed Year-End Tasks: Finalized purchasing and wrapped up end-of-year projects.

- New Patron Scanner: Purchased equipment for a new scanner featuring an automatic document feeder to assist patrons with scanning multiple documents. This will be available in Q1 2025.
- Message Bee Onboarding: Began onboarding for Message Bee, a new SMS messaging system offering a higher success rate. This change was prompted by updates in mobile phone carrier systems. Message Bee will be available in Q1 2025.
- Equipment Orders: Ordered replacement computers for Collection Services, IT, PR, and Administration.
- TeenZone Update: We ordered a PlayStation 5 to replace the older Xbox One in the TeenZone.

Human Resources and Facilities

- Ali Smith was hired as a Graphics Design Assistant in the Public Relations Department. She began work on November 19th.
- We are advertising for a Training Specialist. The person in this position will design and deliver training programs for new hires and employees transitioning into new roles or assignments and will provide support for IT-related projects.
- Mike Motely retired as the evening custodian. We have had significant staffing changes in the Maintenance Department and are evaluating the most efficient staffing levels. Until we can determine how best to do that, we have outsourced some of the cleaning services to First Class Cleaning. They are coming in at 6 a.m. to clean restrooms and empty trash. They do an excellent job, and the addition of this service does not increase the amount budgeted for salaries in the department. Mike Helget and Heather Jones are doing a great job keeping up with the rest of the cleaning and maintenance tasks.
- Snow removal services are contracted with Blueville Nursery. They reported drifts as high as four to six feet on the library property after the storm.
- The east building basement is now empty since NCKLS moved to another location. Decisions about what to do with that office space are pending. We will clean the carpet and make some other minor repairs before staff can occupy the space.
- Elevator modernization is an agenda item.

Public Services

Children's Programs	# of Events	Attendance
Baby Rhyme Time	6	161
18 Months & Up Storytime	13	432
3 & Up Storytime	3	79
Bilingual Storytime	4	219
Zoofari Tails Storytime	2	103
Dance Party	2	78
Lego Club	4	102
Chess night	2	32
StoryWalk Indoors	2	264
Jingle Dance	1	43
Snow Much Fun Storytime	1	27
Baby Toddler Play Date	2	65
Yoga Storytime	3	58

Zoofari Tails Storytime	1	53
Crafternoon	1	35
Pawsitivity Pals	1	37
Total	47	1735

Teen Programs	# of Events	Teen Attendance
Teen Anime Club	4	22
Teen Social Hour	3	43
Teen Coffee House and Open Mic Night	1	4
Ugly Sweater Get-Together	1	13
Total	9	82

Adult Programs	# of Events	Attendance
Yack & Yarn	9	99
Seniors' Scrabble & Tea	1	2
DIY Night for Adults & Teens	2	22
Donuts & Danger Book Club	2	31
Book Discussion: The Absolutely True Diary of a Part-Time Indian	1	14
Adult Passive Program: Mango Promotion – Language worksheets	1	100
Total	16	268

Technology Training	Attendance
TTC Appointments	27
Consults	28
Assistive Tech Appointments	31
Meadowlark Drop-In	2
Seniors Center	3
Total Patrons Served	91

Outreach	# of Events	Attendance
Wamego Students Tour	1	4
Woodrow Wilson School Literacy Night	1	121
Oliver Brown 1st Grade Tour	1	65
AMS Books & Bingo Night	1	92
MHS School Visit	1	50
Total	5	332

- Winter Reading Challenge – **472** participants, with **63** reaching the 3000 points goal.
- Model Trains Display in Atrium – November 4-8
- 1000 Books Before Kindergarten: **15** new participants; **1,075** total enrolled; **9** rewards
- Check-up/Check-out - **62** coupons redeemed
- Books for Babies – **187** books delivered to Via Christi
- **552** Teens visited the Teen Zone.
- Questions answered at Reference Desk – **2,427**
- Enjoy & Share – **310** books to 7 locations (Apartment Towers, Shepherd's Crossing, Mosque, Be Able, Breadbasket, Cat's Cupboard, and the Airport)

- Homebound – **61** Patrons, **344** books delivered, **15** locations (including Meadowlark, Stoneybrook, Via Christi, and individual homes)
- Book Display Checkouts:
 - **945** adult books checked out from **6** displays.
 - **111** YA books checked out from **3** displays.
 - **495** children's books checked out from **2** displays.
- Continuing education & Training:
 - Rhonna – *Cultivating Managerial Self-Care* – Webinar from the Colorado State Library; COMET (*Changing Our Mental & Emotional Trajectory*) training – training provided by University of Colorado Extension, KSU Extension, and High Plains Research Network
 - All managers – *Talking about Mental Health as a Leader* – LinkedIn webinar
 - Wandean – *Many Faces of BARD* (New pilot program to test the use of Talking Books on Amazon Alexa) – National Federation for the Blind webinar
 - Laura - *How Wide is Your Window: A Thoughtful Approach to EDI Family Programming* – Libraries Learn webinar
 - Sam, Jay, Hannah, & Rachel – *Color Our World Summer Reading Webinar* – Collaborative Summer Library Program
 - Jennifer, Laura, Harley, Victoria, Jay, Rachel, Hannah, & Sam – *Summer Reading Symposium*
 - Laura, Jennifer, Jay, Hannah, Sam – *Artful Connections* – CLSP Webinar
- Security: **13** behavior reports and **2** incident reports

Patron Comments

- “I love this group, ‘Donuts and Danger,’ and you are awesome at running it.”
- Hannah has observed many children and parents finding new friends at the library this fall.
- Comments from the Pawsitivity Pals volunteer:
 - “Thank you for such an enjoyable day! I can't stop thinking about some of the interactions we had and what an honor it was to witness with Pepper. I just thought I'd share two highlights that have such a lasting impression on me today.
 - Seeing a single father show up with his daughter with a book he created for her filled with personal pictures of their favorite moments together nearly killed me. He was so encouraging and supportive of his daughter. Ugh.
 - The young couple from China and their son were everything to us. I loved that the dad got a chance to practice his English while Pepper laid on top of his book.
 - I just wanted you to know that this program is awesome, and you are making such an impact and helping families make great memories.
- A gentleman who attended the Wellness Coalition meeting this evening stopped by the Circ Desk. He wanted to compliment the library on the auditorium and how well it worked for their meeting

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

Kansas Library Legislative Day - https://kslibassoc.org/Governmental_Affairs_Committee
 WILLA Award - <https://www.womenwritingthewest.org/awards/the-willa-literary-award/>

Old Business

- None

New Business

- Jack Goldstein Garden-Book Drop Room
 - Eric Norris asked the board to approve the payment for the book drop off on the southwest side of the building. He had architecture plans in the packet.

Lucas Loughmiller made a motion to move forward with the book drop room. Tara Coleman seconded, and the motion passed.

- Annual Grant Agreement with NCKLS 2025

Tyler Darnell made a motion to accept and sign the NKCLS Grant Agreement for 2025. Lucas Loughmiller seconded the motion passed.

- Elevator Modernization
 - Eric Norris gave a handout with quotes to upgrade the two elevators on the west side of the building, asking the board to include both elevators in the modernization project.

Lucas Loughmiller made a motion to move forward with both elevators' modernization per the quotes. Sarah May seconded, and the motion passed.

- Basement and Third Floor Reorganization due to NCKLS Departure.
 - Eric informed the board that he and the management team are going to look at the basement and the third floor to reorganize offices and space.

Board Comments

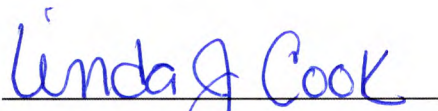
There were no general comments from board members.

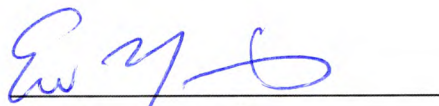
Adjournment

The next regular meeting will be Monday, February 24, 2024, at 4 p.m. in the library's Auditorium Meeting Room.

Lucas Loughmiller made a motion to adjourn. Tara Coleman seconded, and the motion passed.

Respectfully submitted by,


President Linda Cook


Director Eric Norris